



# SET METER REQUEST FORM

**\*\*Please email completed  
form to [kylebilling@cityofkyle.com](mailto:kylebilling@cityofkyle.com)\*\***

Office Use Only:

Employee Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

\_\_\_\_\_  
**Home Builder**

\_\_\_\_\_  
**Requestor's Name**

\_\_\_\_\_  
**Requested Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_  
**Service Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip Code**

## METER SIZE REQUESTED:

☐ 5/8" Standard Meter

Other Size (please specify): \_\_\_\_\_

**\*\*If selecting an Other Size, please also choose the meter type:**

☐ Compound Meter

☐ Turbine Meter

**By signing, I confirm that I have read and agree to the terms and conditions below:**

1. The meter remains the property of the City. The City must always have unrestricted access for maintenance, readings, or service.
2. Once installed, the builder is responsible for protecting the meter from damage during construction. Costs for repairs/replacements will be billed to the account holder.
3. The service site must be cleared, accessible, and safe for city crews at the time of installation. If the site is not ready, the request may be delayed or canceled.
4. Meter installations may take up to 5 business days after all required documentation and fees are received and approved.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_