



# SET METER REQUEST FORM

**\*\*Please allow up to 5 business days  
for the meter to be installed\*\***

Office Use Only:

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

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

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

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

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

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

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_