



**City of Farmers Branch**  
**Application for Construction Water Meter Account**

APPLICANT/CONTRACTOR MUST READ AND FOLLOW THE  
"APPLICANT/CONTRACTOR'S REQUIREMENTS" PROVIDED ON THE CONTRACTOR'S PAGE

**DEPOSIT: \$1,200.00      TAP FEE: \$50.00**

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

Company Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Company Tax I.D. \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant's Phone: Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Purpose: \_\_\_\_\_

**FOR CITY FINANCE DEPARTMENT USE ONLY**

Account No. \_\_\_\_\_ Payment Received By: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**For Meter Reading Supervisor Use Only**

Meter Received Date: \_\_\_/\_\_\_/\_\_\_\_\_ Meter No.: \_\_\_\_\_

Meter Begin Read: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Utility Employee: \_\_\_\_\_

**Meter Location**


Meter Return Date: \_\_\_/\_\_\_/\_\_\_\_\_ Meter No.: \_\_\_\_\_

Meter End Reading: \_\_\_\_\_

Meter Damage: YES NO Explanation: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Utility Employee: \_\_\_\_\_

**Meter Reader Supervisor (972) 919-2599**  
**Public Works Utilities Division (972) 919-2597**

# **READ THIS CONTRACTOR'S PAGE**

## **WATER METER APPLICANT/CONTRACTOR'S REQUIREMENTS**

**Requirements for obtaining, using, and returning construction water meters are as follows:**

1. Applicant/contractor must fill out and submit an Application for Construction Water Meter Account to the City Finance Department and pay the required deposit and fee.
2. **Contact the Meter Reader Supervisor at 972-919-2599 during the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday to schedule meter pick up.** The meter will be available for pick up no earlier than one business day after the Meter Reader Supervisor has been notified. The water meter number and initial meter dial reading number will be verified and recorded by Meter Reader Supervisor when the meter is picked up by the applicant/contractor. The City Finance Department will create an account.
3. The applicant/contractor will be billed for actual water consumption during the use of the water meter. **The applicant must contact the Meter Reader Supervisor by telephone at 972-919-2599 between the hours of 6:30 a.m. and 2:30 p.m. (M-F) on the 13<sup>th</sup> and no later than the 18<sup>th</sup> of each month to provide the Meter Reader Supervisor with the current meter reading.** If the 13<sup>th</sup> of a month falls on a weekend, then the applicant/contractor must call the Meter Reader Supervisor the following Monday. **Note:** All rolling numbers, **and non-moving "painted" zeros** on the meter dial must be communicated directly to the Meter Reader Supervisor. If the customer is unable to reach the Meter Reader Supervisor by phone, an email with the meter number as shown on the application along with the meter reading can be emailed to [constructionmeters@farmersbranchtx.gov](mailto:constructionmeters@farmersbranchtx.gov) within the 13th and 18th of the month.
4. The applicant/contractor is responsible for installing, maintaining, securing and protecting the water meter in their possession. Damaging or losing the water meter will result in additional charges to the applicant/contractor and may also result in forfeiture of deposit. **The applicant/contractor must also take necessary precautions to avoid freeze damage to the water meter during freezing temperatures. The water meter may ONLY be placed on WHITE Farmers Branch fire hydrants.**
5. The water meter must be returned to the **Meter Reader Supervisor** during the hours specified in item 2 above. Upon return of the meter by the applicant/contractor, the water meter number and the final dial reading, and the physical condition of the water meter will be verified and recorded by the Meter Reader Supervisor. **THE WATER METER ACCOUNT WILL REMAIN ACTIVE UNTIL THE METER IS RETURNED TO THE CITY AND ALL CHARGES ARE PAID.**
6. **Failure to timely pay all charges due under a construction water meter account may result in the withholding of building permits and certificates of occupancy pending account settlement.**

**METER READER SUPERVISOR: (972) 919-2599**

**PUBLIC WORKS DEPARTMENT, MAIN PHONE: (972) 919-2597**