

TOWN OF FLOWER MOUND

SMALL WATER METER INSTALLATION POLICY

§70-58. Residential and Commercial Water Meter Installation Policy.

- (1) Residential and Commercial water meters 5/8-inch x 3/4-inch – 2-inch non-compound HPT/T-10 water meters.
 - (a) The Town of Flower Mound has implemented a water meter installation procedure, which provides for the installation of water meters by individual contractors and/or builders. This procedure requires all contractors and/or builders engaged in new construction of residential or commercial building to install water meters using their own labor resources.
 - (b) Notice of Non-Compliance
 - (1) All contractors and/or builders are hereby notified that during the entire construction process, all installation procedures shall be followed. If any procedure is violated at any time during the construction process, an employee of the Town of Flower Mound shall issue a warning notifying the contractor and/or builder of the violation. The contractor and/or builder will then have three (3) business days to have the violation corrected. If the violation is not corrected within three (3) business days it shall result in all inspections of that contractor and/or builder to be suspended by the Town, until such problem is corrected.
 - (c) Town Supplied Water Meter Materials
 - (1) All water meters 5/8-inch x 3/4-inch through 1-inch are supplied with the following materials:
 - (a) One non-lead meter coupling; and
 - (b) Two rubber meter gaskets.
 - (2) All non-compound water meters 1.5-inch through 2-inch HPT/T-10 are supplied with the following materials:
 - (a) One non-lead meter flange;
 - (b) Two flange gaskets; and
 - (c) Four nuts and four bolts.
 - (3) All materials supplied with the water meter must be used in conjunction with the installation of the water meter. It is the contractor and/or builder(s) responsibility to supply all other materials required in the installation of the water meter. On all commercial and residential curb stops 1-inch up to 2-inches that need to be reduced, the plumber shall use a meter adapter made of non-lead domestic brass

(PVC reducers are not allowed in between the angle stop and the water meter). When connecting a 5/8-inch x 3/4-inch water meter to a 1-inch curb stop, the plumber must use a non-lead brass reducer bushing with washers, no foreign brass products are allowed on the Town's water system. See the Town's "Construction Standards" for a list of approved manufactures.

(d) Setting Water Meter Requirements

- (1) After the water meter is purchased, the contractor and/or builder(s) are required to set the water meter(s) within ten (10) working days. After ten (10) working days, if the water meter(s) is not installed, Town personnel may ask the contractor and/or builder to return any such meter(s) to the Customer Service Department until the meter(s) is ready to be installed.
- (2) When installing a T-10 or an HP Turbine water meter, the following installation instructions shall be followed:
 - (a) All water meter(s) shall be installed by a licensed utility contractor, irrigator, and/or plumber at or before the plumbing rough in a horizontal position with the register dial facing upward.
 - (b) Water meters shall be installed by connecting the inlet side of the water meter to the Town's angle stop, no meter tails and/or couplings are allowed in between the water meter and the angle stop.
 - (c) The line opening for the meter in between the curb stop and the customer's service line should match the lay length, allowing slight additional spacing for coupling gaskets.
 - (d) The service line should be axially aligned with the inlet and outlet sides of the meter so that the coupling and meter threads can engage without binding or cross-threading.
 - (e) The water meter coupling and/or flange must be attached to the outlet side of the water meter.
 - (f) After the water meter has been installed, a water meter box/lid must be kept around the water meter at all times to help prevent the water meter from being damaged.
 - (g) The curb stop and the water meter coupling nut and/or flange must be accessible without any obstructions from inside of the water meter box.
 - (h) Water meters shall be installed at the address indicated on the water meter to prevent billing errors. If a water meter is installed at the wrong location, an administrative fee and a trip charge as set forth in Appendix A of the Code of

Ordinances will be charged to the contractor and/or builder(s) account for correcting the information in the Town's billing system for each address.

- (i) Any contractor and/or builder found to be installing water meters not purchased through the Town shall be in violation of Section 70-59, entitled, "Town-issued water meter(s) mandatory." The meter(s) will be confiscated, the contractor and/or builder will be billed for the consumption that has registered on the meter, using a starting read of ten (10) and all inspections for said contractor and/or builder may be halted until such violation is corrected and a penalty fee will be assessed for each occurrence as set forth in the fee schedule found in Appendix A of this Code.
- (j) Streets with or without curbs must be marked with a straight saw-cut and painted blue at each service location to include domestic and irrigation meters.

(e) Damaged and/or Destroyed Water Meters

- (1) If a water meter is installed backwards, the contractor and/or builder must have the water meter reinstalled in the correct position at their expense within three (3) business days. If there is any negative usage on the meter, the account will be billed the negative usage and a trip charge, along with an administrative fee will be billed to the account as set forth in the fee schedule found in Appendix A of the Code of Ordinances. The Town has the right to lock the service until the repairs are made.
- (2) If a water meter freezes during cold weather and becomes nonfunctional before the Meter Services Technician takes the beginning read for the new occupant, it shall be the contractor and/or builder(s) responsibility to purchase and install a new water meter from the Town at their expense. The Town does not allow plumbers, utility contractors, and/or irrigators to install refurbished and/or repaired meters. The water meter fee schedule is as set forth in the fee schedule found in Appendix A of the Code of Ordinances. The Town has the right to lock the service until the repairs are made.
- (3) If the water meter data logger register is damaged and/or destroyed during the construction process, the contractor and/or builder shall be billed the cost of the data logger register, labor charge, trip charge, and an administrative fee as set forth in the fee schedule found in Appendix A of the Code of Ordinances. If the water meter is damaged beyond repair, it is the responsibility of the contractor and/or builder to purchase and install a new water meter at their expense. The Town has the right to lock the service until the repairs are made.
- (4) Prior to purchasing a replacement water meter(s) that has been damaged or destroyed, the contractor and/or builder must return the damaged or destroyed water meter(s) to the Customer Service Department before a new water meter(s) is issued.

- (5) The contractor and/or builder shall have all water, mud, and/or debris cleaned out of the water meter box on the day the new home owner has scheduled an occupant change for new water service. This will allow the Meter Services Technician to perform the final water meter inspection. If the water meter installation to include the water meter, water meter box and curb/angle stop, do not meet the water meter installation policies and/or construction standards the water service will stay in the contractor and/or builder(s) name until the issue has been corrected. Not correcting the deficiency within 3 business days may result in all inspections for said contractor and/or builder to be put on hold until the violation is corrected.

(f) Water Meter Box Requirements

- (1) All new subdivisions that have been developed are supplied with a water meter box by the developer, located at the property line near the curb. All existing residential lots that have not been developed must provide a Town approved water meter box. If at any time during the construction process the water meter box becomes damaged, it is the contractor and/or builder(s) responsibility to purchase and install a new water meter box at their expense. If a water meter box becomes damaged and must be replaced in an area that was approved prior to the effective date of this ordinance, the contractor and/or builder must comply with the most current Town "Construction Standards."
- (2) Water meter boxes/lids for all angle stops up to 1 inch shall be DFW37C-SBSM series or approved equal and all water meter boxes/lids for all angle stops 1.5 inches through 2 inches for non-compound HPT or T-10 water meters shall be DFW65C-12-SBSM or approved equal.
- (3) Approved equal – Any water meter box/lid other than a DFW37/65 series meter box/lid, will require a detail spec sheet of the meter box/lid and it shall be submitted during the planning process and must be approved by the Meter Services Division.
- (4) When setting a water meter box, the correct placement of the box shall be centered over the water meter and in line with the service. The top of the water meter box shall match the surrounding surface elevation (example – curb or sidewalk).
- (5) Prior to the water meter box being set, there shall be a 3-inch (3") minimum of pea gravel placed under the water meter box as a base. Pouring the pea gravel into the water meter box will result in the water meter and water meter box setting to fail inspection. The pea gravel must not cover the water meter or couplings/flanges at any time.
- (6) All water meter boxes and services shall be located in a utility easement dedicated to the Town. The water meter box shall be installed with a minimum clearance of 6-inches (6") behind the back of curb and shall not be installed in any sidewalk, drive, or parking area. The center of the meter swivel nut and/or flange on the

angle stop shall be located within the meter box no less than 8 inches below grade or 10 inches deeper than grade. Any location variances will need to be preapproved. All other additional water meter box requirements not referenced within this ordinance must reference the Town's "Construction Standards."

- (7) The landscaper and/or irrigator shall not install any irrigation lines within 2 feet of the water meter box and at no time shall any irrigation lines be ran over the top of the water meter box.

(g) Looped and/or multiple water source connections

- (1) All residential and/or commercial facilities that require two different sources of water or are on a looped system shall install a back flow preventer after the water meter.
- (2) The back flow preventer shall be installed after the water meter and before the two water sources are connected – this will prevent any reverse flows along with any cross contamination of the Town's water system.
- (3) The back flow preventer shall not be installed within 2 feet of the meter box.
- (4) The back flow preventer shall be owned, operated, and tested annually by the facility owner at the facility owner's expense.
- (5) If it is determined that any reverse flows have occurred the builder and/or contractor shall install a back flow preventer at their expense.