



City of Westbrook

DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

WASTEWATER UTILITY SYSTEM SUBMETER APPLICATION

The City of Westbrook Code Enforcement Department coordinates the authorization, purchase, and inspection of submeters with the Applicant and the Portland Water District (PWD). Attached is the application form to be completed by the Applicant and the City of Westbrook Code Enforcement.

The following steps are required for the purchase and activation of a submeter:

1. Applicant will fill out the application available at the City of Westbrook, Code Enforcement Department, 2 York Street, Westbrook, ME 04092 or via the City's website at www.westbrookmaine.com (go to the Code Enforcement page → Applications).
2. Applicant needs to determine size of fixture based upon existing pipe size (consult with a plumber to determine correct size).
3. Applicant will need to set up a meeting with Code Enforcement staff to review purpose, and location of submeter. A sketch of the submeter location and plumbing will be required. Appointments can be made by calling 854-0638.
4. Applicant will file a City plumbing permit at the same time for the new fixture. (Fee required.)
5. Applicant will sign application certification statement.
6. The City will approve the application.
7. Applicant will pay for submeter through the Westbrook Code Enforcement Office by check, cash or credit card (there will be an additional fee for credit card transactions).
8. The City of Westbrook Code Enforcement Office staff will authorize PWD to ship the submeter (or order for pickup if greater than 3").
9. Applicant will install submeter and will notify the Code Enforcement Office when it is ready for inspection.
10. A Westbrook Code Enforcement Officer will inspect the submeter installation.
11. The Code Enforcement Office will notify PWD to activate the submeter account once inspection is approved.

Items of special note to the application:

The applicant agrees to abide by all provisions of Chapter 26 & 27 of the City Of Westbrook City Ordinance and the Rules and Regulations for the Use of the Sewer System. A copy of which may be viewed on the City of Westbrook web page www.westbrookmaine.com or at City Hall.

Applicant will provide their latest PWD water bill for review during initial consult with staff.

The program is optional and the customer will be required to bear all costs associated with the installation and maintenance of the sub-meter. There is a \$2.00 monthly charge for the submeter which would be billed in your PWD monthly statement. Under the City's program the following two types of sub-meters can be installed:

1. Deductive/Subtractive Sub-meter in which your wastewater bill is reduced by usage that flows through this sub-meter and does not discharge to the sewer. This sub-meter is used to measure the water not entering the sanitary sewer system and is normally associated with irrigation of lawns and gardens, cooling towers on buildings and pool filling. By installing this sub-meter, you will be able to water your lawn and fill your pool without paying a sewer charge for the water used. This is the typical sub-meter for most residential applications.
2. Sewer/Reverse Mode Sub-Meter in which your wastewater bill is calculated on usage that flows through this sub-meter and discharges into the sewer. This sub-meter is used to measure water that is being discharged to the sanitary sewer system and is normally associated with post process wastewater, cooling tower blow down or industrial wastewater discharge. By installing this sub-meter, your wastewater bill will be calculated by the volume that discharges through this sub-meter. This is a sub-meter that may be used in some commercial/ industrial applications. Sewer/Reverse mode sub-meters will be required to receive an annual calibration by a certified technician/ plumber with documentation of such submitted to the City.

Applicant will provide a plumbing sketch showing location of primary water meter, location of proposed Submeter(s), discharge location of flow thru Submeter, and its approximate distance from road. A Frost Proof Silcock with a vacuum breaker shall be installed with all submeters.

Submeters 2" or less will be shipped to the applicant by PWD typically the next business day. Submeters 3" or larger must be ordered by PWD and picked up at PWD (225 Douglass Street) when contacted by PWD.

PWD's mobile meter reading vehicle must be able to read the submeter from the main road without entering the customer's driveway. Factors such as: terrain surrounding your property; the distance from the property to the main road (under 300 feet is optimal); and the distance the submeter is to an outside wall could interfere with transmission of the reading. Disclaimer: PWD does not guarantee the submeter will be able to be read from the main road.

If PWD's mobile meter reading vehicle is unable to read the submeter from the main road on the first read date following installation, PWD will send a letter to the customer stating the submeter could not be read. No submeter credit will be given until PWD's mobile meter reading vehicle can read the meter. Customers can contact the District to attempt to have the mobile meter reading vehicle pick up a submeter reading from their driveway. A successful driveway read indicates the equipment is working properly, but the meter and/or electronic reading device needs to be re-positioned to pick up a signal from the main road. There is a PWD Troubleshooting Fee per visit for this service that will be billed to your PWD account.

A list of submeter sizes and prices has been attached to the Application.

Arrive at the Code Enforcement Department with the following information in hand:

Applicant Checklist:

1. Obtain Application and completed contact information on application.
2. Current PWD bill.
3. Sketch or drawing with Submeter location information.
4. Payment

CITY OF WESTBROOK – SUBMETER APPLICATION

1. Applicant Contact Information – Please Print
 Applicant – must be property owner or lessee with PWD Account

Name		Cell Tel #:	
Business Name (If Applicable)		Work Tel #:	
Address		Home Tel #:	
City/ State		Postal Code	
e-mail			

Agent/ Representative – purchasing for an Applicant

Name		Cell Tel #:	
Business Name (If Applicable)		Work Tel #:	
Address		Home Tel #:	
City/ State		Postal Code	
e-mail			

Applicant Portland Water District Information

PWD Account #	
PWD Customer Name on Account	
Physical Address for Submeter if different from Applicant Address	
Shipping Address for Submeter if different from Applicant Address	
Number of water meters already existing at this location	
Number of submeters already existing at this location	

2. Submeter Requested Information
 Applicant Information to Be Completed with consultation of Code Enforcement Staff

Name of City Employee Assisting Applicant:			
Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Government <input type="checkbox"/>
Tax Exempt Status – With Verification		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason for the Submeter?			
Submeter Size Requested		Submeter Type (Check Box)	
Standard <input type="checkbox"/>	Compound <input type="checkbox"/>	Turbine <input type="checkbox"/>	Fire line <input type="checkbox"/>
Non-Pit Meter <input type="checkbox"/>		Pit Meter <input type="checkbox"/>	
<input type="checkbox"/> Deductive/Subtractive Submeter (wastewater bill is reduced by usage that flows through this submeter)			
<input type="checkbox"/> Sewer/Reverse Mode Meter (wastewater bill is calculated on usage that flows through this submeter)			

3. Submeter Location Sketch

Applicant will provide a plumbing sketch showing location of primary water meter and location of proposed Submeter(s). Sketch must show discharge location of water flow through submeter and submeter's approximate distance from road.

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Signature of City Employee accepting sketch:	Date:
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4. Applicant Certification

I certify that all the above information on this application is true and accurate, and am aware of the penalties for the misuse of the submeter as per the State Plumbing Code which could result in fines allowed by Title 30-A M.R.S.A. Subsection 4452 which establishes a fine of \$100 - \$2,500 for each violation of the Ordinance. (A separate fine may be assessed for each day a violation continues.) The City will seek an order for corrective action, a substantial fine, plus its attorneys' fees and costs in such an action.

Applicant Signature:	Date:
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5. Payment for Submeter – See attached submeter prices

Person Taking Payment:		Date Paid:	
Amount and Method of Payment	Cash \$	Check \$	Credit \$

This Section to be completed by Code Enforcement and Portland Water District

6. PWD informed of properly completed submeter application

Date Application E-mailed to PWD at customerservice@pwd.org :
Person Sending Application to PWD:

7. PWD Ships Submeter and Applicant Takes Possession (**This section is completed by PWD**)

Submeter 2” or less Shipped on Date:		
Shipped By:		
Submeter 3” or Larger	In Stock and Held on Date:	
	Submeter Ordered Date:	
	Applicant Picked Up Submeter at PWD on Date:	
Information from Meter prior to Shipping or Pickup:		
Meter #:	ERT #:	Reading:
<i>Attach meter and ERT tags to application.</i>		

8. Installation and Inspection

Date Code Enforcement Notified Submeter Ready for Inspection:		
By Whom?		
Installer Name		
Company		
Address, City, St, Postal Code		
Telephone #		
Inspector Name		
Company		
Address, City, St, Postal Code		
Telephone #		
Inspector Signature		
Date Submeter Approved:		Date Submeter Denied:
Reason for Denial:		
Meter #:	ERT #:	Reading:
Date application with Approval E-mailed to customerservice@pwd.org :		
By Whom?		

9. Submeter Approval and Account Activation (**This section is completed by PWD**)

Date application with Approval Received at PWD:	
Date Submeter Activated on PWD Account:	
Activated By PWD Employee #:	

Prices for Portland Water District Submeter fixtures with Tax included.

Circle requested meter size

Meter Size and Type	TOTAL PRICE (not taxed)	Tax	TOTAL PRICE (with tax)
5/8" BADGER	\$ 283.71	\$ 11.03	\$ 294.74
3/4" BADGER	\$ 311.40	\$ 12.52	\$ 323.92
1" BADGER	\$ 348.58	\$ 14.49	\$ 363.07
1.5" BADGER	\$ 536.83	\$ 24.73	\$ 561.56
2" BADGER	\$ 674.95	\$ 32.27	\$ 707.22
3" OMNI C2 Compound (413)	\$ 1,928.36	\$ 101.92	\$ 2,030.28
3" OMNI T2 Turbine (213)	\$ 1,388.62	\$ 72.23	\$ 1,460.85
4" OMNI C2 Compound (414)	\$ 3,219.93	\$ 172.96	\$ 3,392.89
4" OMNI T2 Turbine (214)	\$ 2,537.33	\$ 135.41	\$ 2,672.74
4" OMNI F2 Fireline (614)	\$ 7,316.42	\$ 398.26	\$ 7,714.68
6" OMNI C2 Compound (416)	\$ 5,434.04	\$ 294.73	\$ 5,728.77
6" OMNI T2 Turbine (216)	\$ 4,427.01	\$ 239.35	\$ 4,666.36
6" OMNI F2 Fireline (616)	\$ 9,367.47	\$ 511.07	\$ 9,878.54
8" OMNI C2 Compound	\$ 8,660.28	\$ 472.18	\$ 9,132.46
8" OMNI T2 Turbine	\$ 7,392.86	\$ 402.47	\$ 7,795.33
8" OMNI F2 Fireline	\$ 14,844.83	\$ 812.33	\$ 15,657.16
10"OMNI C2 Compound	\$ 11,136.48	\$ 608.37	\$ 11,744.85
10"OMNI T2 Turbine	\$ 9,585.43	\$ 523.06	\$ 10,108.49
10" OMNI F2 Fireline	\$ 19,827.71	\$ 1,086.38	\$ 20,914.09