

NO. 2017-72

A RESOLUTION APPROVING REVISED POTABLE WATER SERVICE PROCEDURES AND REGULATIONS TO REPLACE THE POTABLE WATER SERVICE PROCEDURES AND REGULATIONS PREVIOUSLY APPROVED BY CITY COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Potable Water Service Procedures and Regulations were last approved by City Council on October 23, 1986; and

WHEREAS, the Potable Water Service Procedures and Regulations set forth operational policies in the implementation of potable water distribution service to potable water customers of the City of St. Petersburg; and

WHEREAS, City staff recommends that a number of provisions in the approved Potable Water Service Procedures and Regulations be modified to reflect current City procedures and to provide for additional procedures not addressed in the existing Potable Water Service Procedures and Regulations ; and

WHEREAS, revised Potable Water Service Procedures and Regulations were presented to the Public Service and Infrastructure Committee of the St. Petersburg City Council on January, 2017; and


WHEREAS, the revised Potable Water Service Procedures and Regulations will allow the Water Resources Department to proceed with the proper management of the potable water system; and

WHEREAS, Administration recommends approval of the revised Potable Water Service Procedures and Regulations.


NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the revised Potable Water Service Procedures and Regulations are hereby approved and the Potable Water Service Procedures and Regulations previously approved by City Council on October 23, 1986 are hereby replaced in their entirety.

This Resolution shall become effective immediately upon its adoption.

Adopted at a regular session of the City Council held on the 2nd day of February, 2017.

  
Lisa Wheeler-Bowman, Vice Chair-Council  
Presiding Officer of the City Council

ATTEST:

  
Chan Srinivasa, City Clerk



**ST. PETERSBURG CITY COUNCIL**

**REPORT**

**Meeting of February 2, 2017**

**TO:** Honorable Darden Rice, Chair, and Members of City Council

**SUBJECT:** Approving the Potable Water Service Procedures and Regulations.

**EXPLANATION:**

The Potable Water Service Procedures and Regulations were last approved by City Council on October 23, 1986. These Procedures and Regulations set forth operational policies in the implementation of potable water distribution service to potable water customers of the City of St. Petersburg.

City staff recommends that a number of provisions in the approved Potable Water Service Procedures and Regulations be modified to reflect current City procedures and to provide for additional procedures not addressed in the existing Potable Water Service Procedures and Regulations.

The revised Potable Water Service Procedures and Regulations were presented to the Public Service and Infrastructure Committee of the St. Petersburg City Council on January 12, 2017. The revised Potable Water Service Procedures and Regulations will allow the Water Resources Department to proceed with the proper management of the potable water system.

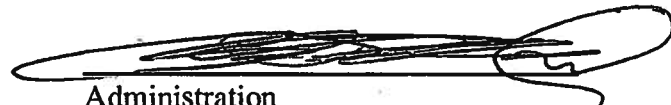
Administration recommends that the Potable Water Service Procedures and Regulations approved by City Council on October 23, 1986 are replaced in their entirety with revised Potable Water Service Procedures and Regulations

A copy of the proposed Potable Water Service Procedures and Regulations is attached for your consideration.

**COST/FUNDING/ASSESSMENT INFORMATION:** No funds are required for this action.

**ATTACHMENTS:** Proposed Modifications to Reclaimed Water Policies and Regulations Resolution

**APPROVALS:**

  
Administration

E-7

**CITY OF ST. PETERSBURG**  
**WATER RESOURCES DEPARTMENT**  
**POTABLE WATER SERVICE**  
**PROCEDURES AND REGULATIONS**

**DATE REVISED: FEBRUARY 2<sup>nd</sup>, 2017**

**POTABLE WATER SERVICE  
Procedures and Regulations  
of the City of St. Petersburg, Florida**

SECTION I - INTENT

These Potable Water Service Procedures and Regulations (“Procedures and Regulations”) establish the conditions under which potable water service will be provided by the City of St. Petersburg (“City”). General requirements including, but not limited to, proper locations, design, construction, ownership and maintenance of water facilities and payment of applicable charges and fees are discussed herein. These Procedures and Regulations establish the requirements for customers requesting new water service from the City and also regulate certain activities of existing water customers.

SECTION II – DEFINITIONS

For the purposes of these Procedures and Regulations, the following terms and words shall be defined as follows:

BACKFLOW PREVENTER - An assembly or method used to prohibit the backflow of water or any other substance from entering the City's potable water system. The type of assembly or method used shall be approved by the Water Resources Director in accordance with applicable federal, state and local laws and regulations.

CITY – The City of St. Petersburg, Florida, as represented by the City Council of said City.

CITY CODE – All references to the City Code shall mean the St. Petersburg City Code as the same may be amended from time to time.

COMPREHENSIVE PLAN – The adopted St. Petersburg Comprehensive Plan, Potable Water Supplement, as the same may be amended from time to time.

CONNECTION CHARGE – A charge to be paid by a customer prior to the City connecting a service line, an irrigation only system and/or fire service to an existing water main as set forth in the St. Petersburg City Code.

CUSTOMER – Any person, firm, corporation or governmental entity using or receiving potable water from the City's water system.

DEDICATED FIRE SERVICE – A service line including above ground backflow preventer and detector check assembly, installed in an easement on the customer's property or located in the public right-of-way, used exclusively to supply water to a customer's fire protection system.

DETECTOR CHECK ASSEMBLY – A device or method used to indicate if water has flowed through a dedicated fire service not intended to provide a quantitative metering of the consumed water. The device check assembly includes valves and a check valve.

DEVELOPER – Owner or agent of the owner, of land who shall have the legal right to request water service.

DEVELOPMENT/REDEVELOPMENT – A portion of land consisting of a single building site or multiple building sites that is being developed or redeveloped to the extent that a new or replacement water line is necessary prior to its construction or reconstruction.

ENGINEERING DIRECTOR – The administrative and operations head of the City's Engineering Department or his/her designee.

ENGINEERING DEPARTMENT – The City department with responsibilities for the coordination of design and construction of City infrastructure and for engineering design and construction standards.

EXTENSION CHARGE – A charge to be paid by a customer to the City for the construction of a new water main or to replace an inadequate main, in order to serve a development.

FRONT FOOTAGE – The width, expressed in feet, of a property abutting City right-of-way. In the case of a corner lot, frontage is calculated on the smaller of the sides involved. For irregularly shaped lots of acreage, frontage will be calculated according to Engineering Director's Drawing 2126-2 (on file in the City Engineer's office).

INADEQUATE MAIN – An existing water main, which has been determined by the Water Resources Director to be insufficient in size to supply an adequate quantity of water to a new development. The quantity of water to be supplied includes supply to the proposed meter(s), fire service(s), and public fire

hydrants. Inadequate mains are also existing mains which are smaller in diameter than the minimum size mains as stipulated herein.

LAWS – Federal, state and local laws and regulations

OVERSIZED MAINS – A water main extension constructed for a development which, because of the possibility of future development, or for other reasons, is larger than required for the development.

PLUMBER – A contractor licensed by the State of Florida to provide plumbing services.

PLUMBING – All pipes, fittings, and water appurtenances on the property owner's property or easement which are owned and maintained by the customer and are beyond the control of the Water Resources Department.

PROPERTY OWNER – The record title holder according to official public records of the lot, lots, or premises served with water.

PUBLIC EASEMENT – A legal instrument granting legal and perpetual rights to the City to own, operate and maintain a water main, fire service or water service and appurtenant facilities in and across land owned by others, subject to the special conditions as set forth herein.

SERVICE LINE – A pipe used to transport water from a water main to a customer's property line or edge of a water meter easement. A service line usually includes a service tap, valves, water meter, backflow preventer, piping and related appurtenances. A service line is owned and maintained by the City and used to supply metered water to a customer for consumptive use and for a customer's fire protection facilities (sprinkler system and/or hydrants).

SUBDIVISION – A lot, parcel, tract, tier, block, site, unit or any other division of land, including dedicated new streets and alleys.

TRUNK MAIN – A pipe used to transport water to supply potable water to an area and to water mains serving customers. A trunk main is usually sixteen inches (16") in diameter or larger and does not have any service lines connections.

WATER MAIN – A City pipe used to transport water to supply potable water to service lines or fire services. Water mains are usually twelve inches (12”) in diameter or smaller.

WATER RESOURCES DEPARTMENT – The City Department with responsibilities for planning, construction, operation and maintenance of all water, reclaimed water and wastewater facilities.

WATER RESOURCES DIRECTOR – The administration and operations head of the Water Resources Department or his/her designee.

WATER SYSTEM – The City’s potable water distribution system including storage facilities, trunk and water mains, service lines, dedicated fire services, and related appurtenant facilities.

### SECTION III - GENERAL

The following Procedures and Regulations apply to all water service:

1. Water Service Area

The City will provide water service to all properties located within the city limits of the City and to certain properties outside the city limits within the City's Water Service Area, when such service is feasible and in compliance with applicable federal, state and local laws and regulations and in accordance with these Procedures and Regulations. The boundary of the City's Water Service Area as defined in the City's Comprehensive Plan. In addition, the City will provide water service to those jurisdictions or entities outside of the city limits which have valid contracts with the City for such water service.

2. Public Easement Required

Water pipes and related facilities connected to the Water System pursuant to the provisions outlined herein will be accepted by the City for maintenance only if located in a dedicated public right-of-way, dedicated public easement or dedicated exclusive water utility easement. Public easements for water mains, service lines, and dedicated fire services shall be a minimum of fifteen feet (15') wide. However, if the public easement is parallel and contiguous to a public right-of-way, the public easement width may be reduced to a minimum of five feet (5') from the location of the water main, service line, or dedicated fire service to the edge of the public easement furthest from the right-of-way. The easement width and descriptive language

shall ensure that other utilities and structures shall not be constructed within five feet (5') of the City's water main, service lines, or dedicated fire services and that other uses are in conformance with the City Land Development Code as the same may be amended. No person shall plant any tree or shrub in a utility easement. Any vegetation planted in a utility easement shall be herbaceous vegetation and shall not interfere with the use of the easement for utility purposes. Easements for service lines, water meter assemblies, irrigation lines and dedicated fire services, when required by the City, shall conform in size and location to the City's specified requirements.

A Developer shall furnish a public easement or a dedicated exclusive water main easement to the City, either by plat or by instrument. Easement shall be perpetual and, for new water facilities, shall conform to the minimum easement width requirements established in Table I, except as otherwise approved by the Water Resources Director when physical constraints or limitations of the property justifies acceptance of an easement of a different size and the easement provided will provide the City with sufficient room to access and maintain the Water System. A copy of the City's standard easement document is available from the City's Real Estate and Property Management Department.

### 3. Ownership

All Water System pipes and related facilities constructed or accepted by the City shall be the property of the City. No persons, by payment of any charges provided herein, or by causing any construction of facilities accepted by the City, shall acquire any interest or right in any of these facilities, or any portion thereof, other than the privilege to have their property connected thereto as a customer for water service in accordance with the City Code and these Procedures and Regulations.

### 4. Minimum Sized Water Mains

The minimum size of all water mains installed in the City shall be six inches (6") in diameter, with the following exceptions:

#### a. Two Inch (2") Water Main

Water Mains two inches (2") in diameter may be allowed upon approval of the Water Resources Director, provided any such main shall not serve more than ten (10) single family residential customers (or dwelling unit equivalents) on a dead end line, or twenty (20) single family residential customers (or dwelling unit



equivalents) on a line that is connected at both ends and further provided such water service as proposed or in the future does not include a private or City owned fire hydrant. A two inch (2") water main shall be connected to a six inch (6") water main or larger.

b. Four Inch (4") Water Mains

Water Mains four inches (4") in diameter may be approved by the Water Resources Director for special service conditions where a two inch (2") main is considered inadequate and further provided the water service as proposed or in the future will not include a private or City owned fire hydrant.

5. Service Lines

Service lines shall be sized as required to meet the customer's needs and approved by the Water Resources Director, but shall be, in no case, less than three fourths (3/4) inch in diameter.

6. Dedicated Fire Service

Dedicated fire service shall be sized to meet the customer's fire service demands and as approved by the Fire Marshall, but in no case be less than one and one half inches (1-1/2") in diameter. Dedicated fire service may connect to a water main of the same diameter size only when the Water Resources Director has determined that the existing water main is supplied from larger mains of adequate capacity to supply fire protection without detrimental impact to other customers.

7. Approval of Water Main Extensions

The design of water main extensions and related facilities shall be submitted to the Water Resources Director for approval prior to the Developer submitting applications for any other permits or licenses which may be required by federal, state or local law.

8. Unauthorized Work on Water System

a. No person, unless expressly authorized by the City, shall tamper with, work on, or in any way alter or damage any City water facility. Tampering or work shall include, but is not limited to, opening or closing of valves, turning on hydrants, or causing any water to flow from the water system. No unauthorized person shall cut into or make any connection with the water system. The offending person

shall be liable for the cost of all charges attributable to the correction of such tampering, including legal expenses and the cost of estimated water losses which resulted from such tampering. Payment for or correction of such damage shall not relieve the offending person from civil or criminal penalties the City or a court of law may impose for a violation of City Code.

b. The service valve (curb stop) located at the customer's water meter may be operated to discontinue service or complete repairs of the customer's private water plumbing.

c. Tampering with a water service, whether active, standby or removed is prohibited. Tampering includes, but is not limited to, unauthorized operation of a service valve (curb stop) except as provided in subsection (b) of this section, damaging or circumventing a service lock, installation of a straight pipe (water theft), meter tampering, and other unauthorized use of water. The City may remove the water service to any premises where such tampering has occurred. Any subsequent reconnection of the premises to the water system shall require payment of a connection fee as provided in the City Code.

#### 9. Right to Refuse Service

The payment of any cost, submittal of any petition or performance of any other act to receive water service shall not guarantee water service to any customer. The City shall have the right to refuse to provide water service on the basis of a use detrimental to the water system, lack of payment of required connection and/or water main extension fees, or for any other reason determined by the Water Resources Director to be in the best interest of the City in order to maintain the public health, safety and welfare.

#### 10. Water Supply

The City, as far as economically and practically possible, shall operate and maintain the Water System to supply adequate quantities of water at sufficient pressures to provide the level of water service as established in the Comprehensive Plan in accordance with applicable federal and state laws and regulations and in accordance with the City Code and these Procedures and Regulations.

#### 11. Fire Protection

The City provides water service to fire hydrants as part of the Water System. New fire hydrants shall be installed on existing water mains at such locations as deemed appropriate by the Water Resources Director

at the expense of those benefitted or requesting such service. The installation cost for the City maintained portion of dedicated fire service installations shall be paid for by those requesting such service. Fire hydrant installations to serve new development shall be paid for by the Developer. Hydrants and dedicated fire services shall be designed to comply with appropriate fire department minimum requirements and applicable laws and regulations. All hydrants and dedicated fire services shall be located within public rights-of-way or easements in accordance with Section III, Paragraph 2.

12. Common Service Lines

No new common service lines shall be allowed in the Water System. Customers representing two or more accounts shall not be allowed to connect to one meter or use common plumbing. Existing meters connected to common plumbing shall be equipped with backflow preventers as approved by the Water Resources Director.

13. Large Service Line Requirements

a. Applications for all water service from meters two inches (2") or larger shall be accompanied by a site plan of the proposed development showing the proposed meter size and location. Easements shall be required for the installation of two inch (2") and larger meters, backflow preventers and fire service detector check assemblies as determined by the Water Resources Director.

b. Except as otherwise provided in the City Code, all water meters, backflow preventers and fire service detector check assemblies two inches (2") or larger shall be installed below finished grade for maintenance purposes. Any exception to this requirement shall be approved by the Water Resources Director.

c. Minimum above grade clearance for above ground installations shall be eighteen inches (18"). Higher clearance may be necessary for proper operation of certain backflow preventers.

d. Landscaping for aesthetic purposes around water service connections installed above finished grade is encouraged. In order to provide adequate space for reading and maintenance activities, landscaping shall be kept clear of the facilities by at least three feet (3') in all directions, unless otherwise approved by the Water Resources Director.

14. Portable Meters

Temporary water service may be provided through portable meters in accordance with the procedures set forth in the City Code.

15. Maintenance of Water System

All Water System facilities accepted by the City shall become the property of the City and will be operated and maintained by the Water Resources Department. No person shall do any work or be reimbursed for any work, or in connection with any work, on the Water System without prior, proper written authorization by the Water Resources Director.

16. Maintenance by the Customer

The customer shall be responsible for the maintenance of all Plumbing. In accordance with applicable law, the City shall have the right to disconnect water service to any property where the Plumbing is not maintained in accordance with the applicable state or local laws or regulations, including, but not limited to, the Florida Building Code and the City Code. Any water registered through a customer's water meter for any reason whatsoever shall be paid for by the customer in accordance with the City Code. If a customer requires water at different pressures, different water quality parameters, or in any way different from that typically supplied by the City, the customer shall be responsible for the necessary devices to make these adjustments. Modifications to the Water System shall be done only upon the approval of the Water Resources Director and in accordance with the requirements of all applicable laws, regulations and these Procedures and Regulations.

17. Meter Assemblies

The City shall have at all times free access to the premises served by the Water System for the purpose of reading the meter or for performing work on the meter assembly.

18. Meter Testing

The City may remove a meter and test, repair or replace it at any time at no cost to the customer. The City may also conduct a field test on any meter two inches (2") and larger. A customer may request to have a

meter tested at any time by contacting the Utility Billing Department. Should a meter be tested and found to be registering greater than three percent (3%) more water than is actually used, a customer's last month's water bill will be adjusted and the meter will be repaired or replaced, and any fee paid by the customer shall be returned. In any other case, the fee shall be retained by the Water Resources Department.

19. Discontinuing Service

In accordance with applicable law, the City may discontinue water service to any customer in violation of the City Code or of these Procedures and Regulations, including, but not limited to non-payment of bills, tampering with any service (including meter and appurtenances), plumbing cross-connections with any other source, or for any reason that may be detrimental to the public health, safety and welfare or which impairs the Water System. The City may withhold water service until the violation is corrected and any costs reimbursable to the City are paid. Should discontinued water service be reconnected without authorization of the Water Resources Department, the meter will be physically removed. The customer shall be responsible for any additional charges as established by the City Code for reconnecting water service. The City assumes no liability for any damage caused by the City turning water service on or off.

SECTION IV - OBTAINING NEW WATER SERVICE

20. New Water Service

a. Application

An application by a Developer is required for all new water service.

1. Applications for one and one-half inch (1½") water service and smaller water services shall be filed with the City's Utility Accounts Division, Customer Service Office, and shall include the name, street address, lot and block number, and the requested water meter size.

2. Applications for two inch (2") and larger water service shall be filed with the Water Resources Department on a form provided by the department which shall include the name, street address, lot and block number, required usage and site plan.

3. Applicants for water service located outside the City limits may also be required to provide a copy of the subdivision plat in which the property is located along with the application, if the plat is not on file with the City.

4. Upon receipt of the completed application form, the Water Resources Department will evaluate the application to determine the availability of the requested water service.

5. If the application is approved, Service Line installation will be scheduled upon payment of applicable Connection Charges by the Developer. Installation of Service Lines two inches (2") and larger may not be scheduled for ninety (90) days or more following approval of the application, subject to availability of the meter and other required construction materials. Installation of Service Lines in County roads and State roads cannot be scheduled until the Water Resources Department has received a utility permit from the County or State.

6. If the application is not approved, the applicant will be given an explanation for the denial and any Connection Charge collected will be returned to the Developer. The applicant will be informed if a water main extension is required in order to obtain water service and advised of the estimated amount of the Extension Charge. The application will be placed on hold until the Extension Charge has been paid. Water service installation will be scheduled once all applicable Extension Charges and Connection Charges have been paid.

b. Service Line Requirements

Service Line connections to Trunk Mains and to Water Mains equal in size to the requested Service Line size are strictly prohibited.

c. Connection Charges

Connection Charges are established in the City Code and shall be paid when the application for water service is submitted.

21. New Water Main Extension

a. General

New Water Mains may be extended within the City's Water Service Area. New Water Main extensions are required where no Water Mains exist or when existing Water Mains are not large enough to accommodate the projected demands for Water Service as determined by the Water Resources Director. Water Main extensions shall be constructed in accordance with all applicable federal, state and local laws and regulations and with the provisions of these Procedures and Regulations.

b. Application

An application is required for all new Water Main Extensions. The application shall be submitted as follows:

1. Inside City Limits and Within New Subdivisions or Proposed Annexation Areas

The applicant shall submit the application to the Engineering Director. The application shall include a copy of the plat or subdivision layout, a survey, lot and block number to be served and other data requested by the Engineering Director. The application shall include the water main hydraulic design documents. All requested data shall be submitted electronically along with one hard copy.

2. Inside City Limits and Within Existing Subdivisions

The applicant shall submit the applications to the Water Resources Director. The application shall include the name, lot and block number, street address, survey and other data requested by the Water Resources Director. All requested data shall be submitted electronically along with one hard copy.

3. Outside City Limits For New and Existing Subdivisions or Redevelopments

The applicant shall submit an application to the Water Resources Director. The application shall include the name, lot and block number, street address, water usage, meter sizes survey, recorded plat, site plan and other data requested by the Water Resources Director. All requested data shall be submitted electronically along with one hard copy.

22. Extension Charges

All Extension Charges shall be paid prior to the construction of the water main, based upon the estimated costs.

23. Relocation of Existing Water Service

Any customer requesting the relocation of any existing meter, Service Line or Water Main shall be responsible for all costs and charges related to the relocation. Relocation of Service Lines determined to be necessary by the City to eliminate water service to single family residential customers located in rear yard easements, shall be done in accordance with the following procedures:

- a. The City will identify which properties will be affected through the use of their Geographic Information System maps and customer records.
- b. The City will allocate the necessary funds to cover the costs to relocate Water Service.
- c. The City will install a new Service Line in the front of each property of the same size as the current existing service line to the property, at no cost to the property owner.
- d. As an incentive, the City will agree to reimburse the Property Owner an established average cost per foot for a licensed plumber to relocate Plumbing to the front of property, subject to the Property Owner entering into an agreement with the City releasing the City from responsibility for the installation of the Plumbing.
- e. The City will provide a letter of notification to the affected property owners of City's intent to eliminate the Water Main in the rear of the subject property and that the property owner is responsible to have a licensed plumber install the necessary Plumbing from the Service Line in front of their property to the house and to make the necessary connections.
- f. The City will make this notification no less than ninety (90) days and no more than one hundred and eighty (180) days prior to the elimination of the service line in the rear easement of the property.
- g. The City will notify the Property Owner when the service line in the rear easement will be disconnected
- h. The City will provide a reimbursement schedule in the letter of notification, based on the established average cost per foot for a plumber as determined by the City to install Plumbing necessary to reconnect to the new Service Line.



- i. The Property Owner will be reimbursed only for that work done by a licensed plumber for work properly permitted to relocate plumbing from the rear of the property to the front.
- j. The Property Owner will be responsible for disconnecting the existing line from the house on private property in accordance with all applicable laws
- k. All work must be properly inspected by the City prior to any reimbursement.
- l. A Property Owner unable to pay for the services of a plumber in advance of the Plumbing relocation may provide a plumber with an assignment of the right to reimbursement from the City. Upon receipt of the required documentation, the City will make the payment directly to the plumber.

## SECTION V - DESIGN and CONSTRUCTION of NEW WATER MAINS

### 24. Water Main Extensions

When a Water Main extension is required to serve a new subdivision or redevelopment, the design and construction costs of the Water Main extension shall be paid by the Developer, except when these Policy and Procedures provide for the Developer inside the City limits to pay a fixed front foot Extension Charge.

### 25. Design of the Water Main Extension

All water main design shall conform to the City standard design, specifications and details. Prior to preparation of permit applications, the Water Resources Director and the Engineering Director shall approve the design plans. Design for water main extensions to and within new subdivisions shall be based on a survey furnished by the Developer and preliminary or final plat furnished by the Developer.

The City shall prepare the design, unless the Water Resources Director approves design by the Developer's Professional Engineer.

### 26. Location of New Water Main

New Water Mains shall be designed and constructed with sufficient horizontal and vertical clearance to ensure safe and efficient operation and maintenance of the water main in accordance with applicable laws. In addition the water main clearances from other utilities, as mandated by the Florida State Department of Environmental Protection shall be maintained. Unless otherwise approved by the Water Resources Director

and the Engineering Director, water mains shall be located between the curb line and the property line on the north side or east side of the right-of-way.

27. Permits

The design Professional Engineer shall prepare all permit applications. If design is provided by the Developer's Professional Engineer, FDEP permit application shall be submitted to the Water Resources Director for signature and processing. Application for County and State roads shall be submitted to the Engineering Director for processing. Applications shall be complete.

28. Construction

Construction stakeout (survey) to new subdivisions shall be provided by the Developer. All other construction stakeout will be provided by the City, unless otherwise stipulated by order of City Council (Development Order, etc.). Construction will be performed by City forces or by a contractor employed by the City.

29. Acceptance

Water mains will be accepted for installation of water services and activation of fire hydrants upon receipt of:

- a. Recorded plat, and
- b. Acceptance of construction by the Florida Department of Environmental Protection and all other agencies having applicable regulatory authority.
- c. All other documents as predetermined by the Water Resources Director and/or the Engineering Director.

**SECTION VI - SERVICE RATES and CHARGES**

30. Service rates and charges and other fees shall be as established in Chapter 27 of the City Code, as amended from time to time.

Table 1

		MINIMUM EASEMENT SIZE REQUIRED FOR WATER MAINS, RECLAIMED MAINS AND SANITARY SEWERS															
		PIPE SIZE															
		2"	4"	6"	8"	10"	12"	15"	16"	18"	20"	21"	24"	27"	30"	36" 42"	48" 60"
DEPTH	3'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	30'	30'	30'	30'	40'
	4'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	30'	30'	30'	30'	40'
	5'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	30'	30'	30'	30'	40'
	6'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	30'	30'	30'	40'	40'
	7'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	40'	40'	40'	40'	50'
	8'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	40'	40'	40'	40'	50'
	9'	15'	15'	15'	20'	20'	20'	25'	25'	25'	25'	30'	50'	50'	50'	50'	50'
	10'	15'	15'	15'	30'	30'	30'	30'	30'	30'	30'	30'	50'	50'	50'	50'	50'
	11'	15'	15'	15'	30'	30'	30'	30'	30'	30'	30'	30'	50'	50'	50'	50'	50'
	12'	15'	15'	15'	30'	30'	30'	30'	30'	30'	30'	30'	50'	50'	50'	50'	50'

Water Resources Complex  
1650 3rd Avenue North  
St. Petersburg, FL. 33713 (727)  
893-7261

Utility Accounts  
325 Central Avenue North St.  
Petersburg, FL. 33701  
(727) 893-7341

### ATTENTION

You have just purchased a new Potable or Reclaimed Water Service. Please contact the WATER RESOURCES DEPARTMENT 892-5840, between the hours of 8:00a.m. and 3:00 p.m. Monday through Friday to have your water/reclaimed service staked and scheduled for installation.

NOTE: You must call the above referenced phone number in order to have your water service installed.

Applicants for 2" or larger services MUST SUBMIT A UTILITY SITE PLAN to the Water Resources Department, Technical Support Division, showing the location of the proposed service and plumbing lay out for review and approval.

### TIME DELAYS

A time delay in the installation of your service will occur when:

1. A County or State Permit is required
2. A Pinellas County Health Unit Permit is Required (2" and larger Potable Service)
3. A water main extension is necessary to provide service.
4. Ordering of special material not normally carried in stock.

NOTE: The City has the right to access your property at any time to inspect, install, repair or replace City utilities within easements on the property.

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

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

Water Service \_\_\_\_\_ Fire Service \_\_\_\_\_ Combination \_\_\_\_\_ Dedicated  
Sold By: \_\_\_\_\_ Utility Accounts \_\_\_\_\_ License and Inspection

Type: Res-Sng \_\_\_\_\_ Res-Multi (# of units) \_\_\_\_\_ Comm (type) \_\_\_\_\_

Customer's Name: \_\_\_\_\_

Service Address: \_\_\_\_\_ Zip \_\_\_\_\_

Customer's Mailing Address: \_\_\_\_\_ Zip \_\_\_\_\_

Customer's Phone Number: \_\_\_\_\_ Legal

Description: (For services outside of City limits) \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Service Size: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Water Order Receipt No.: \_\_\_\_\_ Deposit Receipt No.: \_\_\_\_\_

Water Service Location: \_\_\_\_\_

Approved by: \_\_\_\_\_ Int.: \_\_\_\_\_

Comments:



# CITY OF ST. PETERSBURG

WATER SYSTEMS MAINTENANCE DIVISION

RECLAIMED WATER/FIELD OPERATIONS

1650 THIRD AVENUE NORTH, ST. PETERSBURG, FL 33713

## 3" PORTABLE WATER METER CONTRACT

### Charges

- Initial Service Processing Charge - Per Meter (first month only) \$25.00
- Monthly Base Charge (per month) \$162.08
- Volume Charge – Potable \$3.67/1,000 Gal.
- Volume Charge – Reclaimed \$0.53/1,000 Gal.

Note: Monthly base charge and volume charges are based on the current water and reclaimed rates established by City ordinance.

- A surcharge of 25% will be added to all charges for portable meter service outside of the City limits.
- Applicable utility taxes apply.

### Terms and Conditions

The applicant understands and agrees that portable water meter service shall be subject to the following terms and conditions:

- The applicant assumes full responsibility for the public health and safety in the area of the meter, including connections thereto, and for damage to the meter and/or hydrant throughout the period of time the meter is in use by the applicant.
- Portable meters are considered to be temporary in nature and will only be permitted for a period up to 180 days.
- Meters are to be connected to the designated City of St. Petersburg Water Resources Department (WRD) water sources only.
- All meters are equipped with a backflow prevention device, flexible hydrant hose and shutoff valves.
- Meters must be returned in the same condition as issued. Repairs or replacement of damaged meters, equipment and/or attachments will be completed by WRD personnel and will be billed based on the actual cost of the repair(s)/replacement(s).
- Unauthorized use of the fire hydrant/standpipe is subject to a \$200 fine; City Ordinance Section 27.141(b) (13).
- The customer shall not operate the fire hydrant.
- The City reserves the right to remove/relocate the meter due to conditions which may affect the water system, meter, hydrant or related equipment. The WRD may interrupt service to or remove the meter at any time for nonpayment of services billed to the applicant for the portable meter. The WRD also reserves the right to request the return of the meter at any time. If the meter is not returned within 15 calendar days of the WRD's request, a replacement fee of \$1,200 will be charged.
- If the portable meter is lost, stolen or moved, there will be a service charge of \$1,200 to replace the meter, in addition to the charge for the estimated water usage.
- A request for a portable meter must be associated with some type of project or event and a separate

month that the reading is not received on time.

- Each applicant must provide the location or construction site where the portable meter will be located.
  - Relocation of an existing meter can be arranged by contacting the Reclaimed Water Liaison at (727) 892-5106 at least 24 hours in advance or by submitting the request in writing (please include the existing meter location, as well as the requested new location).
  - The applicant must complete the application for service included below and provide the following:
    - Initial Service Processing Charge of \$25 per meter
    - Photo ID
    - Business Card
    - Vehicle Registration (if portable meter is mounted on truck only)
    - Location of fire hydrant closest to the project area.
- Reminder: If the meter is installed by WRD personnel, the meter may not be removed from the hydrant or moved to any other location except by WRD personnel.
- All portable meter applications must be signed by a registered agent of the company or a project coordinator and submitted to the WRD before the meter will be issued.
  - Contact the Water Resources Department Reclaimed Water Liaison at 1650 Third Avenue North, St. Petersburg, FL 33713 or by phone at (727) 892-5106 for further information.

I have read, understand and accept the terms and conditions on pages 1-3 of this contract.

\_\_\_\_\_  
Printed Name of Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Vehicle Registration Information

Signature \_\_\_\_\_ Date

I have inspected the meter referenced above and find it to be in good working condition. I have confirmed the current meter reading.

Meter Number: \_\_\_\_\_

Date Out: \_\_\_\_\_

Out Reading: \_\_\_\_\_

Meter Location: \_\_\_\_\_

Meter Pick Up/Returned: \_\_\_\_\_

Notes: \_\_\_\_\_



City of St. Petersburg Private Water Service Connection  
Relocation Program  
Authorization to Pay Contractor Form

**PLEASE READ THIS FORM CAREFULLY BEFORE YOU SIGN IT.**

I, \_\_\_\_\_, hereby request that my rebate check be made out to and sent directly to the following named licensed, bonded, and insured contractor who installed my water service connection:

\_\_\_\_\_  
Contractor Name (Company)

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Contractor License Number (Required)

I understand that the rebate check represents all rebate monies due to me from the City for installing a new water service connection and will be used to pay contractor in part or in full for services and materials used in the installation of my water service connection. I will not receive any additional reimbursements related to this purchase and understand that I am responsible for payment of all costs for the water service connection that exceed the rebate amount.

\_\_\_\_\_  
Please print your name (must be the same as on the application under "rebate check information")

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Signature

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_,  
by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and  
who did take an oath, and who appeared before me at the time of notarization.

NOTARY PUBLIC:  
Sign: \_\_\_\_\_  
Print: \_\_\_\_\_  
State of Florida at Large  
(Seal)  
My Commission Expires: