

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

PROCEDURES AND INFORMATION FOR
ACQUIRING A PRIVATE WATER SUB-METER

To be eligible for this program, you must perform all the following steps:

1. Contact the Town of Friday Harbor (378-2810) for preliminary approval.

Property Owner Name: _____ Phone # _____

Address for Sub-meter: _____ Tax Parcel # _____

Preliminary Approval: _____ Date: _____

Town Administrator

2. Determine if the plumbing configuration is appropriate for the installation of a private sub-meter. Verify that tributary (drain to the sewer) and non-tributary (do not drain to the sewer) plumbing is properly segregated.
3. Contact the Water Department (378-8353) to schedule a site visit to determine meter location and properly segregated plumbing.
4. Purchase an appropriate sized water sub-meter and its enclosure box. The meter must meet the American Water Works Association (AWWA) specifications and be approved by the Town of Friday Harbor Water Department before installation begins. You must install the private sub-meter in a permanent location that is readily accessible to the meter reader and in close proximity to the master water meter. **Meter must read in GALLONS, not cubic feet.**
5. After the sub-meter has been installed, notify The Town of Friday Harbor (378-2810) that the sub-meter is ready for inspection.

Final Approval _____ Date: _____

Water Department

RESPONSIBILITIES OF THE PRIVATE SUB-METER PARTICIPANT

1. You will be responsible for all the costs associated with the installation and maintenance of the private sub-meter, etc. The private sub-meter belongs to you.
2. You will be required to maintain it in good operating condition per manufacturer's specifications.
3. If your sub-meter is malfunctioning or is overgrown with brush, vegetation or becomes inaccessible in any way, and you do not take the necessary steps to correct it, you will be put back on the Town's standard billing system for your customer class.
4. The sub-meter must be protected from freezing in an acceptable water meter box.
5. Once the Water Department has approved the installation, we will begin reading your private sub-meter and a fee of **\$5.00 will be added to the account each month.**

By signing below, I am stating that I have read and agree to these conditions.

Final Approval _____ Date: _____

Property Owner