



Town of Clayton

Hydrant Meter Assembly Rental Policy

July 1, 2024

Town of Clayton Hydrant Meter Assembly Rental Policy

FIRE HYDRANT METER PROGRAM FOR TEMPORARY WATER SERVICE

The fire hydrant meter program provides service for customers within the Town of Clayton water service district and outlines specific procedures to follow for authorized use of public fire hydrants. According to the Town of Clayton Code of Ordinance, only two organizations, the Town of Clayton Water Resources Department and Clayton Fire Department are authorized to use fire hydrants. Everyday businesses such as street cleaners, pressure washers, and those working on construction projects that require water from a fire hydrant must contact the Town of Clayton Water Resources Department. The Town of Clayton offers these customers a rental for a Hydrant Meter Assembly to obtain water for non-drinking use in a safe and legal manner.

FIRE HYDRANT METER ASSEMBLY RENTAL

The Water Resources Department will provide temporary water service by means of a public fire hydrant to customers who qualify for this service at locations within the service area. The provided Standard Fire Hydrant Meter Assembly offers a 2 ½-inch NST fire hose connection. Individuals or companies must apply for access to a hydrant for non-drinking water use.

Applicants must provide the desired fire hydrant location which shall include unobstructed access to the job site. The fire hydrant's location and condition may affect availability and authorization of service. If the desired fire hydrant is deemed unsatisfactory for a temporary water connection Water Resources staff will suggest the next best fire hydrant for providing temporary water service.

Additionally, The Town of Clayton reserves the right to deny service to any customer depending on equipment availability, water use restrictions, weather conditions or system capabilities. The Town of Clayton Water Resources Department will grant access to a Fire Hydrant Meter Assembly for temporary water service only to customers who have satisfied the requirements for obtaining such services.

PROCESS FOR OBTAINING A FIRE HYDRANT METER ASSEMBLY

A two-business (2) day notification is required for all Fire Hydrant Meter Assembly Requests.

Call 919-553-1530 to inquire about a temporary Fire Hydrant Connection Service and availability.

Option 1. Obtain and complete the Hydrant Meter Assembly Application (PDF). Place the \$1500 refundable deposit and application in a sealed envelope in our Convenient Drive-up Drop Box. Simply drive up to the silver drop box located in the Town Square parking lot at the corner of S Fayetteville St. & E Second St., insert your payment, and you are on your way. Please note that the drop box is only for checks and money orders, and we kindly request that you do not use cash.

Option 2. Complete the application online at: www.ClaytonNC.org/HydrantRentalApplication. Then call the Utilities and Billing Department at 919-553-5002 and pay the \$1500 deposit over the phone.

In most cases the Fire Hydrant Meter Assembly can be installed within five business days of payment.

INSTALLATION AND OPERATION GUIDELINES FOR A FIRE HYDRANT METER ASSEMBLY

Hydrant Meter Applicants cannot provide their own water meter or backflow device.

Town of Clayton Water Resources Staff will contact the customer to schedule the installation of the Fire Hydrant Meter Assembly. Installation is available between 7:30 am and 2:00 pm Monday-Friday.

The Town of Clayton Water Resources Department will install and secure/lock a Fire Hydrant Meter Assembly on the requested fire hydrant if possible. If the requested hydrant is unfit to accept a Fire Hydrant Meter Assembly Water Resources staff will suggest and install the equipment at the next best location.

The Town of Clayton offers only secured Fire Hydrant Meter Assemblies for temporary water service. Vehicle mounted or portable assemblies are not an option.

Water Resources staff will install and secure/lock the Fire Hydrant Meter Assembly to and turn on the fire hydrant and ensure all equipment is working properly before leaving the site.

The customer will have access to and only be allowed to operate the 2" hand valve located on the exterior of the enclosed Fire Hydrant Meter assembly. **Using a personal combination lock is permissible to secure the 2" hand valve.** Any locks used for the hand valve requires the renter to provide the Town with the combination for continual access.

Unauthorized companies and the public are not authorized or permitted to operate any Town of Clayton fire hydrant.

All Fire Hydrant Meter Assemblies include metal boxes for protection to ensure proper and continuous operation throughout the year.

The Standard Fire Hydrant Meter assembly will come with the following connection:

- 2.5" NST Fire Hose (Standard)

Customers may request the town to attach adapters to the hydrant meter rental boxes for a fee (see page 4). Disassembly of connections is not permitted.

The Town of Clayton shall complete an inspection and obtain a water consumption reading (fee incurred) on the 1st of the month, or the closest non-weekend or Holiday for Customers that are in possession of Hydrant Meter Assemblies for extended periods of time. This will incur a fee.

If a customer wishes to have their Fire Hydrant Meter Assembly relocated (upon request for fee), advance notice of two business days shall be provided to Water Resources staff and is subject to prior commitments. Hydrant Meter customers are not authorized to relocate the Fire Hydrant Meter Assembly.

When the customer is finished with the Fire Hydrant Meter assembly, they must contact the Water Resources Department at 919-553-1530 at least two business days in advance to schedule retrieval of the equipment.

Retrieval of equipment can be scheduled between 7:30 a.m. and 2:00 p.m.

The customer is responsible for immediately reporting any damage or concerns to the Fire Hydrant Meter Assembly to the Water Resources Department at 919-553-1530. If after hours your call will be forwarded to 911. All renters are responsible for ANY damage to fire hydrant meter assemblies such as:

- Vandalism
- Damage or Unauthorized use of box other than the renter.
- Freeze Damage

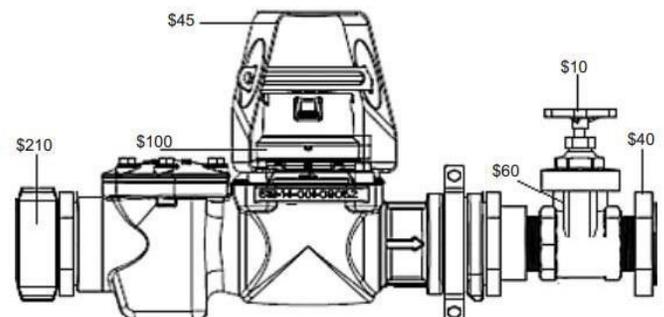
To avoid freezing damage, call Water Resources at 919-553-1530 to request a shutoff. The Town of Clayton Water Resources Department will send out a freeze reminder every year on November 1st to all renters. Additional reminders may go out as the department sees fit.

FIRE HYDRANT METER ASSEMBLY FEE SCHEDULE

- Deposit: \$1500.00 (Refundable upon request)
- Rental Fee: \$25 per day or \$350 per month
- Hydrant Meter Set-up Fee: (initial or relocation) \$75
- Hydrant Meter Reading Fee: \$35
- Town adaptation/modification visit fee: \$15.
- Hydrant Meter Damage Fee \$55 in addition to replacement parts in diagram below
- Hydrant Meter Bill Late Payment Charge \$10
- Consumption Rate: \$15 + \$8.00 /1,000 gallons
- Adapter Fee: \$25 /per month

REPLACEMENT PART FEES:

- Backflow Preventer \$1,500
- Meter Box \$1,150
- Meter \$850



ADDITIONAL INFORMATION

If a customer violates any portion of the Hydrant Meter Guidelines or associated policies, Water Resources Staff will immediately remove the equipment. The department will put the customer's account and deposit on hold.

Following an investigation of the circumstances, there may be additional fees or penalties.

Related North Carolina Laws and Regulations

15A NCAC 18C.0406(b) (1,6 &7) - Cross Connections

15A NCAC 18C.0102(c)(5) - Cross Connection Definition

Related Town of Clayton Codes and Ordinances

Chapter 50 General Utility Regulation

Chapter 53 Cross Connection / Backflow Protection