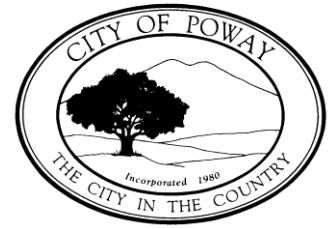


# CITY OF POWAY



## APPLICATION FOR WATER METER INSTALLATION

Work Order No. \_\_\_\_\_

Application Date \_\_\_\_\_

### APPLICANT:

Owner  and/or Builder

Applicant Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Phone No. \_\_\_\_\_

Construction New  Existing

Sewer Service Yes  No

The APPLICANT consents to abide by the rules and regulations as prescribed from time to time by the City Council, including all rates of tolls, charges and provisions for the collection thereof.

\_\_\_\_\_  
Applicant's signature Date

### INSTALLATION CHARGES:

Meter/RP Valve \$ \_\_\_\_\_ 30505106-76690

Lateral \$ \_\_\_\_\_ 30505106-76690

Base Capacity Fee \$ \_\_\_\_\_ 30505116-76670

**Total City Fees** \$ \_\_\_\_\_

### San Diego County Water Authority Fee

(Paid by separate check)

\$ \_\_\_\_\_

### OFFICE DATA:

(Development Services)

Domestic  Irrigation  Reclaimed

Please install \_\_\_\_\_ meters \_\_\_\_\_ size, to serve property located at \_\_\_\_\_

APN \_\_\_\_\_

Special Instructions/Notes \_\_\_\_\_

Approved by \_\_\_\_\_

### INSTALLATION DATA:

(Customer Services/Public Works)

Meter # \_\_\_\_\_

Size \_\_\_\_\_ Type \_\_\_\_\_ Reading \_\_\_\_\_

Pressure \_\_\_\_\_ Elevation \_\_\_\_\_

Date set \_\_\_\_\_

Sewer pump zone \_\_\_\_\_

Water pump zone \_\_\_\_\_

Location: Ft from main \_\_\_\_\_

Direction \_\_\_\_\_

Main size \_\_\_\_\_

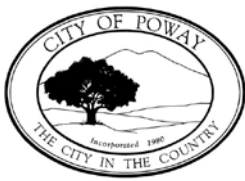
Remarks \_\_\_\_\_

## Water Meter Installation Information

You have made a request for the City of Poway to install a meter for water service to your property. The following is information you may find useful.

1. After your application and fees are accepted, a work order will be generated to schedule the installation of the water meter. Installation generally occurs within 30 days from the date the application and fees are submitted to the City.
2. After installation of the water meter, an account number is assigned by the City's Customer Services division and a bill is sent to you on a bi-monthly basis (on odd or even months, depending upon your billing cycle). Your bill will include charges for water capacity, water consumption, sewer capacity, sewer charges, National Pollutant Discharge Elimination System (NPDES) fees, and pumping charges as applicable.
3. Your billing will begin from the meter installation date. You must submit an application to have the water meter left unlocked. If you request that the water meter be left unlocked, your bill will reflect NPDES fees and water capacity charges, *even if no water is used*. If you choose to leave the meter locked off, the City of Poway will require a signed application for Water Service before unlocking the meter. One business day notice will be required to unlock meters. The capacity charge is a fixed bimonthly amount and is required as a condition of connection to the water facilities of the City.
4. Residential sewer charges are billed using a tier system. A more detailed explanation of such charges is shown on the reverse side. Non-residential sewer charges are based on water meter size and customer class (depending upon sewer strength).
5. The City of Poway bills for water consumption in units, which is approximately 748 gallons. Sewer and water rates are reviewed annually by the City Council. Current rates can be found on [poway.org/rates-fees](http://poway.org/rates-fees).

We hope you find this information helpful. The City of Poway's goal is to provide the best customer service possible. If you have any questions, please call our Customer Services division at (858) 668-4401. Our office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. City Offices are closed every other Friday.



# APPLICATION FOR WATER SERVICE

City of Poway  
13325 Civic Center Drive  
Poway, CA 92064

Email: [customerservices@poway.org](mailto:customerservices@poway.org)

Phone: (858)668-4401

PLEASE CHECK ALL THAT APPLY

New Account

Commercial  
 Residential

Owner / Landlord  
 Rent/Lease

## APPLICANT/BUSINESS INFORMATION

**MUST INCLUDE COPY OF DRIVER'S LICENSE AND SIGN BELOW**

LAST NAME/BUSINESS NAME:	FIRST NAME:	LAST 4 SSN/FED TAX ID:
DRIVER'S LICENSE # OR BUSINESS CERT #:	DATE OF BIRTH:	EMAIL:
HOME/CELL PHONE:	WORK PHONE:	EMPLOYER:

## CO-APPLICANT OR ADDITIONAL ACCOUNT CONTACT (REQUIRED)

**(Co-Applicant must include copy of driver's license and sign below)**

Account Information will ONLY be disclosed to individuals listed on this application. You MUST list either a co-applicant or an additional contact

CO-APPLICANT (MUST INCLUDE COPY OF DRIVER'S LICENSE AND SIGN BELOW)

OR

ADDITIONAL ACCOUNT CONTACT (NO SIGNATURE OR IDENTIFICATION REQUIRED)

LAST NAME/FIRST NAME OR BUSINESS CONTACT			LAST NAME/FIRST NAME		ADDITIONAL ACCOUNT CONTACT	
DRIVER'S LICENSE:	DATE OF BIRTH:	LAST 4 SSN:	HOME/CELL PHONE:			
HOME/CELL PHONE:	WORK PHONE:					
EMAIL:						

## SERVICE CONNECTION INFORMATION

SERVICE ADDRESS:	SERVICE START DATE (at least one business day from application):		
MAILING ADDRESS (if different from service address):	HAVE YOU HAD WATER SERVICE WITH CITY OF POWAY BEFORE?    YES    NO		
IF TRANSFERRING SERVICES, WHAT IS THE CURRENT SERVICE ADDRESS? ADDRESS:			
WOULD YOU LIKE TO SIGN UP FOR LANDLORD CONTINUITY OF SERVICE AGREEMENT?    YES    NO		WHEN WOULD YOU LIKE TO TERMINATE YOUR CURRENT ACCOUNT? CLOSE DATE (AT LEAST 1 TO 2 BUSINESS DAYS NOTICE REQUIRED):	
IF YES, PLEASE COMPLETE PAGE TWO OF THIS APPLICATION <b>CONTINUITY OF SERVICE AGREEMENT (CSA)</b>			

## SERVICE AGREEMENT

By signing this application, the applicant agrees to observe all City of Poway regulations related to utility service and to pay all bills when presented. Service will be discontinued if the account becomes delinquent. A reconnect fee will be charged if the service is interrupted for failure to pay. The City reserves the right to require a deposit at any time for accounts the City deems at risk for collection. The applicant acknowledges water service will be turned on at the above property and understands the City of Poway is not responsible for any property damage that may be caused from the water being turned on at any time. If you are moving or would like your name to be removed from this account, you must notify Customer Services at the phone number or address listed above. You are financially responsible for all charges until the City receives notification.

You agree that anytime we or any company affiliated with us, including our collection agency, may use various dialing and communications methods to reach you at the information you have provided, including but not limited to dialing or texting your wireless telephone number, which could result in charges by your wireless carrier, the use of automatic dialing technology and/or prerecorded messages, and emailing to any email address that you have provided.

APPLICANT SIGNATURE: (ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED)	DATE:	CO-APPLICANT SIGNATURE:	DATE:
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## OFFICE USE ONLY

ACCOUNT NUMBER:	CYCLE:	ENTERED BY:	
BUSINESS CATEGORY:	BILL CODE:	REVIEWED BY:	DATE:

## CONTINUITY OF SERVICE AGREEMENT (CSA) (Optional service for Landlords only)

The City of Poway offers a "Continuity of Service" agreement (CSA) to landlords who wish to retain uninterrupted service to their rental property. Landlords who enter into this CSA with the City will have their water and sewer service automatically transferred into their name each time the rental property becomes vacant. In the case of multiple properties, a CSA must be filed for each address.

Please review the below information and initial to indicate your agreement. A signed CSA becomes effective upon receipt by our office. If there is a co-applicant both the applicant and co-applicant must initial and sign.

This CSA is for service location:\_\_\_\_\_.

- /  Applicant understands and agrees to be responsible for payment on a timely basis for water and sewer incurred during each period of vacancy.
- /  Applicant is responsible for informing each new tenant of their need to arrange with the City of Poway for the transfer of the service account into their name(s).
- /  Applicant understands that until a new tenant has arranged for service in accordance with the City of Poway's application requirements, Applicant will continue to be responsible for service billing.
- /  The City of Poway agrees that on receipt of notification from a current tenant of the desire to terminate service the meter(s) shall be read within two (2) business days after receipt of notification. The meter read taken shall be used to bill the vacating tenant and also as a base to start billing the Applicant.
- /  In the event of a simultaneous request for termination of services from the current tenant and a request for turn-on service from a new tenant for the same address, the account shall pass from the current to the new tenant without the provisions of this CSA being invoked.
- /  Water and sewer bills incurred by the Applicant through this CSA that remain unpaid after 30 days may be transferred to any account in the Applicant's name.
- /  If any bills rendered to the Applicant are not paid on a timely basis and require collection activity, this CSA, at the option of the City of Poway, may be discontinued immediately.
- /  Except in the case of unpaid bills, this CSA shall otherwise remain in effect until the Applicant notifies the City of Poway **in writing** of its intent to terminate this CSA. Termination shall become effective immediately after receipt of written notice.
- /  Upon cancellation of this CSA, the account covered by this CSA will be closed and may be subject to disconnect.
- /  In the event the Applicant represents a corporation, partnership, joint venture, or group of individuals, Applicant represents it has the authority to bind the corporation, partnership, joint venture or individuals in this matter.
- /  The effective date of this CSA shall be within one (1) business day of receipt of a completed CSA.
- /  Should the City of Poway determine that this CSA must be modified, the City will notify the applicant of the necessary change or changes, and provide applicant with thirty (30) days to accept the change or changes by executing and returning a new CSA to the City. If the applicant refuses or is unwilling to execute a new CSA within the thirty (30) day period, this CSA shall automatically terminate without any further action by either party, and shall no longer be effective until a new CSA is executed by the applicant.
- /  By signing this CSA I agree to observe all City of Poway regulations relating to utility service and to pay all bills when presented. I agree to be responsible for any fees charged for service interruption for failure to pay. I understand that the City of Poway is not responsible for any property damage that may be caused from the water being turned on at any time.

APPLICANT SIGNATURE:	DATE:	CO-APPLICANT SIGNATURE:	DATE:
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