

# Instructions for Checking Out a Hydrant Meter

You are required to hold or obtain a valid Contractor's License with the City of Thornton in order to rent a Hydrant Meter for Development Projects. If you are unsure of your license status or need to obtain a new license, please contact the Building Department at 303-538-7250 or visit their website at <https://cityviewportal.thorntonco.gov/>.

## Hydrant Meter Fee Schedule and Payment Options

Hydrant Meters require a **\$1,400.00 deposit**, which covers any costs due to damage, loss or theft of the meter. This deposit is refundable at the time of return, after water usage and monthly fee deductions.

**Monthly Fee:** \$40.00

**Water Usage:** \$7.13/1,000 Gallons (subject to change)

Hydrant Meter Deposits are required in the form of an ACH/Wire Payment, or Check.

**ACH Information:** Bank Name: Wells Fargo Bank  
Account Name: City of Thornton Operating Acct  
Routing Number: 102000076  
Account Number: 4946323631  
Bank Contact: Lexi Lugo  
Bank Contact #: 512-899-2085  
City Contact: Krista Hoover  
City Contact #: 303-538-7362

Please provide your company name as a reference in your ACH Payment initiation to prevent delay in processing.

Alternatively, checks should be made payable to City of Thornton. You may provide the check at pickup time or mail to:

City of Thornton  
Development Engineering  
9500 Civic Center Drive  
Thornton, CO 80229

## Hydrant Meter Rental Instructions

- 1) Contractors shall fill out the application form attached to this document. Please be sure to complete the ENTIRE application form thoroughly so that we can process your request in a timely manner. You will then notify the City Development Administrative staff by emailing the Application form to [HydrantMeterRental@ThorntonCO.gov](mailto:HydrantMeterRental@ThorntonCO.gov). Please be sure to indicate on your application form whether you have initiated payment and which method you plan to use.
- 2) City Development Administrative Staff will contact you if more information is needed. If not, you will receive an email or a phone call to schedule an appointment to pick up the meter. Any missing signatures or forms will delay the process.
- 3) We are currently scheduling appointments for Hydrant Meter pickups and returns. Staff will work with you to schedule a pickup time that works best for all parties. Staff will provide you with directions to pickup location and a phone number upon scheduling an appointment.
- 4) Please contact Administrative Staff for return and renewal information upon completion of your six-month rental. We can be reached at [HydrantMeterRental@ThorntonCO.gov](mailto:HydrantMeterRental@ThorntonCO.gov), or at 303-538-7295.



City of Thornton

City Development  
9500 Civic Center Dr.  
Thornton, CO 80229

303-538-7295

## HYDRANT METER APPLICATION FORM

### ONE APPLICATION PER METER REQUEST

**Contractor Name:** \_\_\_\_\_

**Do you have an active Contractors License with the City of Thornton?** Yes \_\_\_ No \_\_\_ \*Please contact our building department at 303-538-7250 for License information and Issuing\*

**Project Name:** \_\_\_\_\_

**Location (Address/Cross Streets):** \_\_\_\_\_

**Date the meter is needed:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Do you have a meter to return?** \_\_\_\_\_

**Payment Method:**

- ACH
- Wire Transfer
- Check (Have check ready at time of appointment)

**Capital Improvements project?**

- No
- Yes (If yes, provide number below)  
# \_\_\_\_\_

**USE:**

- General Construction
- Grading Work
- Dust Control
- Other \_\_\_\_\_

**Hydrant Wrench Rental:**

- \*\*Limited supplies
- No
  - Yes

**CHARGES:**

Refundable Deposit for Meter:       **\$1,400.00**  
 Monthly Rental for Meter:           **\$40.00 / Month** (as of 1/1/2013)  
 Monthly Water Usage Charge:       **\$7.13/1000 gallons** (as of 1/1/2020)

Charge will be based on the latest Ordinance rate that is in effect the day the hydrant meter is returned (See Explanation B)

**EXPLANATION:**

- A. Fire hydrant meters shall be returned within six months of permit issue date unless renewed and reissued by City Staff. Renewals are valid for six months. Each Meter is allowed renewal a total of two (2) times, after which each meter must be returned to City Development. New meters may be obtained after delivery of returned meters. Fire hydrant meters not returned within the six-month period or after the renewal periods shall be invoiced to the responsible party with all appropriate charges.
- B. Ordinance rates are established annually. To avoid an increased rate, bring meter in for a reading before the year end.
- C. In the event of damage to, loss of, or failure to return a meter, the renter shall be invoiced for the appropriate charges.
- D. Final monthly reading of water usage, or any other charges remaining unpaid at the time the meter is returned, will be deducted from the meter deposit.
- E. The remaining amount of the deposit will be refunded no later than 45 days from the return of the meter.
- F. To avoid unnecessary rental charges, please return meter promptly.
- G. Rental charges are applicable until meter is returned to City Development.

By signing below, you acknowledge the above Charges, Explanation and confirm that the information provided is accurate.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

(Please review and sign the following two pages)

# HYDRANT METER PERMIT

## PROCEDURE FOR OPERATING FIRE HYDRANT:

1. Inspect fire hydrant before operating:
  - a. Ensure that operating nut on top of hydrant is in good shape.
  - b. Check the ground around the fire hydrant to ensure that there are no visible leaks.
  - c. Unscrew the 2-1/2 inch nozzle cap and check to make sure there is no water coming out of the hydrant before you begin your operation.

NOTE: If any of the above discrepancies are found, please contact the Utilities Operations Division at 720-977-6500. Report its location and trouble. DO NOT OPERATE this fire hydrant until repairs have been made.

2. Secure your hydrant meter and valve to the 2-1/2 inch nozzle of the hydrant. Check the other two caps to insure their tightness so that they will not leak. Check the meter connection and hydrant to insure there are no leaks. If a leak is discovered contact the Utilities Operations Division at 720-977-6500.
3. Opening of the hydrant is clockwise. Use only fire hydrant wrenches capable of opening a pentagon operating nut measuring 1-1/2 inches from point to opposite flat. Do not use a pipe wrench. Open it up slowly with the meter valve open to ensure that all the air gets out of the barrel of the hydrant. Afterward, you can then close the meter valve and open to the hydrant all the way. DO NOT EXERT ANY EXTRA PRESSURE in the "ON" POSITION once it is OPENED ALL THE WAY.
4. Use your meter valve, not the fire hydrant, to turn off and on, and to regulate the flow you desire. You should not have to touch the fire hydrant again until securing your job at night. Leave the fire hydrant on at all times while you need the water.
5. To secure the fire hydrant, reverse Steps 3 and 4. DO make sure that you turn it off very slowly to make sure that you do not damage the fire hydrant or water main. After you have taken the meter and valve off the hydrant, wait five minutes before putting the cap on to give the barrel of the hydrant a chance to drain, then, secure the cap to the hydrant tightly.
6. If the hydrant won't shut off or won't drain down, try Step 4 and reverse one or two times, and then if you are still unsuccessful, please contact the telephone number above and report it.
7. Upon completion of your six-month rental, you may apply for a renewal here or contact 303-538-7295 for return information.

Thank you for helping us to serve you better.

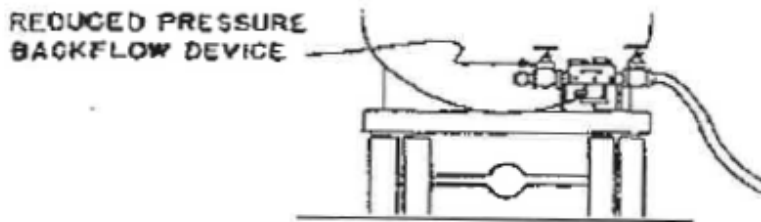
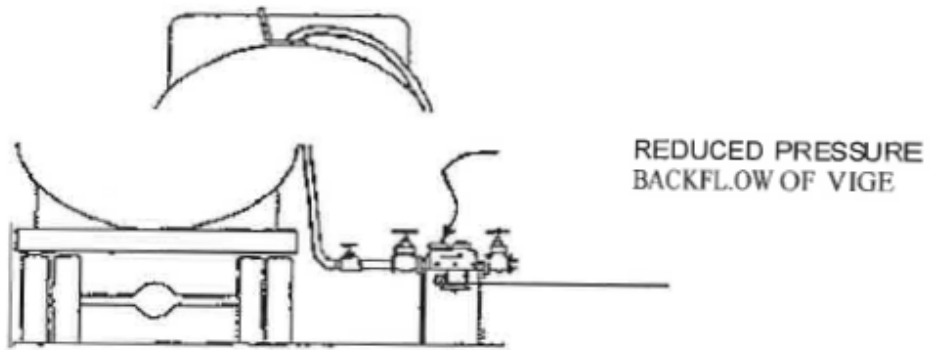
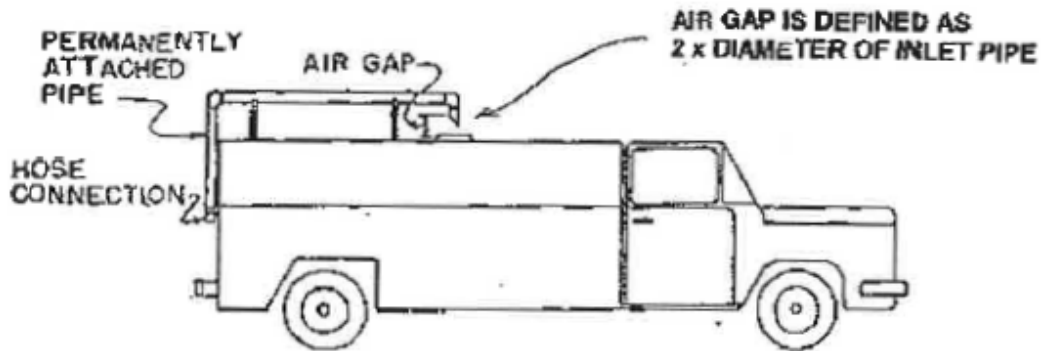
\_\_\_\_\_  
Contractor Name from page one

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

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

Printed Name: \_\_\_\_\_

APPROVED METHODS  
OF FILLING PORTABLE  
SPRAY AND CLEANING  
EQUIPMENT



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

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

Printed Name: \_\_\_\_\_