



**WATER METER REQUEST**

RURAL WATER CORP #3     RURAL WATER DIST. #1     OUTSIDE CITY LIMITS

**Application Process Fee for Outside City Limits in the amount of \$50.00 due at time of submittal. Meter Fee(s) due upon approval.**

»»» Within ½ mile of City Limits     Yes     No    **Map Required for Review with RWD#1 & Outside City Limits**

CITY SYSTEM

IRRIGATION/AGRICULTURE METER

CHANGE IN METER SIZE

**CS Contract:** \_\_\_\_\_

**If this request is for existing developer tap/benefit units, please indicate number of taps and price per tap paid:**

# of developer taps \_\_\_\_\_ \$/Tap \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT/BUSINESS NAME: \_\_\_\_\_

SIZE OF WATER METER REQUESTED: \_\_\_\_\_ (INCH)    PROPERTY SIZE (ACRES) \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

TELEPHONE: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (CELL) \_\_\_\_\_

**APPLICABLE FEES:** (See reverse side for fees)

Applicable Account Code: \_\_\_\_\_

1. Water Capacity Fee		
2. Meter & Fittings Charge		
3. Meter Tie-On Fee		
4. Sewer Capacity Fee (If Applicable)		
<b>Total Cost</b>		

**NOTE:** For all water meter sizes greater than 1", the meter and fittings charge will be billed at actual costs. Road crossing bore cost, if applicable, will be billed after the work.

WO# \_\_\_\_\_

**NOTE:**

- The ability to provide water service to the above location depends on the proximity to a water main and will be field verified by city crews. Upon verification of ability to serve, you will be contacted by Development Services to make payment for the meter and associated fees.
- To initiate service, contact with Customer Service is required before installation to setup account.
- Sewer Disposal System Requirements:** Each water meter request must be accompanied by documentation of an ODEQ approved/installed/certified complete on-site sewage disposal system or connection to the City's sanitary sewer system. If a system or connection is not available when the meter is requested, a Non-Domestic Water Use Agreement may be executed by the applicant. This will allow the meter to be set for construction, agricultural or irrigation uses prior to the installation of the on-site sewage disposal system or connection to City's sanitary sewer system.

For office use only

\_\_\_\_\_ from the City of Stillwater has field verified and confirms that the  
(print name) City of Stillwater is able/unable to provide water service to the above location.  
(circle one)

Water Line Size: \_\_\_\_\_ Verified     YES     No

Comments: \_\_\_\_\_

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

**This form must be returned to Development Services, fax # 742.8321 within 5 business days.**



## Water Meter Fees (Does not include cost of required permits/inspections)

Inside City Limits	Per Resolution CC-2009-1		Per Resolution CC-2005-26		Total	<b>A/R Code: WA</b>  <b>Rural Water Corp. #3:</b> <b>Pursuant to Agreement Amendment dated Sept. 13, 2010, the fees charged for water meters shall be the same fee schedule as the "Inside" City Limits fee chart.</b> <b>Updated per Design &amp; Construction Standards adopted August 2021.</b>
	Water Capacity Fee (W3)	Meter/Fittings (W4)	Meter Tie-On (W5)			
¾" Meter	\$ 150.00	\$ 127.00	\$ 100.00	\$ 377.00		
1" Meter	\$ 375.00	\$ 215.05	\$ 255.00	\$ 845.05		
1 ½" Meter	\$ 725.00	\$ 900.00	\$ 571.00	\$ 2,196.00*		
2" Meter	\$ 2,500.00	\$ 1,200.00	\$ 1,013.00	\$ 4,713.00*		
3" Meter	\$ 3,775.00	\$ 1,600.00	\$ 2,281.00	\$ 7,656.00*		
4" Meter	\$ 9,575.00	\$ 4,000.00	\$ 4,055.00	\$ 17,630.00*		
6" Meter	\$ 19,150.00	\$ 5,300.00	\$ 9,919.00	\$ 34,369.00*		

\*Amount to be collected before work order is entered – all other fees to be billed by WU.

Outside City Limits	Per Resolution CC-2009-1		Per Resolution CC-2005-26		Total	<b>RWD#1 requests are subject to terms of their respective agreements.</b>  <b>All other requests require City manager approval-Route request through Development Services and Water Utilities Departments.</b>  <b>Updated per Design &amp; Construction Standards adopted August 2021.</b>
	Water Capacity Fee (W3)	Meter/Fittings (W4)	Meter Tie-On (W5)			
¾" Meter	\$ 300.00	\$ 127.00	\$ 200.00	\$ 627.00		
1" Meter	\$ 750.00	\$ 215.05	\$ 510.00	\$ 1,475.05		
1 ½" Meter	\$ 1,450.00	\$ 900.00	\$ 1,142.00	\$ 3,492.00*		
2" Meter	\$ 5,000.00	\$ 1,200.00	\$ 2,026.00	\$ 8,226.00*		
3" Meter	\$ 7,550.00	\$ 1,600.00	\$ 3,422.00	\$ 12,572.00*		
4" Meter	\$ 19,150.00	\$ 4,000.00	\$ 6,083.00	\$ 29,233.00*		
6" Meter	\$ 38,300.00	\$ 5,300.00	\$ 14,879.00	\$ 58,479.00*		

\*Amount to be collected before work order is entered – all other fees to be billed by WU.

## Sewer Connection Fees (Does not include cost of required permits/inspections)

Inside City Limits	Per Resolution CC-2009-1		Per Resolution CC-1995-7		Outside City Limits
	Sewer Capacity Fee (W3)	Water Closet Fee			
¾" Meter	\$ 400.00	\$100 per toilet/urinal. Fee to be paid upon connection to sewer or switch from alternate system to sewer.	All request require City manager approval-Route request through Development Services and Water Utilities Departments. The Sewer Capacity Fee charged for Sewer Service outside the City Limits is twice (2X) the Inside City Limit Rate shown at the left. The Water Closet Fee is the same as inside City Limit Rate.		
1" Meter	\$ 975.00				
1 ½" Meter	\$ 1,925.00				
2" Meter	\$ 6,675.00				
3" Meter	\$ 10,100.00				
4" Meter	\$ 25,750.00				
6" Meter	\$ 51,475.00				

Water meter applications without City sewer must provide documentation of having a properly installed ODEQ approved sewer system.



Department of Water Utilities  
Water Utilities Service Center  
707 E 8<sup>th</sup> Ave  
Stillwater, OK 74075

Office: 405.533.8048  
Fax: 405.533.8044  
Web: Stillwater.org

**PLEASE PROVIDE INFORMATION NEEDED TO FACILITATE ALL NEW WATER METER REQUESTS**

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

**Office phone #:** \_\_\_\_\_

**Cell phone #:** \_\_\_\_\_

**Meter set address:** \_\_\_\_\_

1. Date the meter is requested to be set by: \_\_\_\_\_
2. Water Distribution crew needs a wood stake placed to:
  - a. Show location where customer prefers the meter box to be set.
  - b. Mark the finished grade on the stake (if applicable).
3. After stake has been set, kindly contact the Water Utilities Service Center:
  - a. Administrative Assistant **Ashley Camren** at (405) 533-8048 – [acamren@stillwater.org](mailto:acamren@stillwater.org) or
  - b. Water Distribution Supervisor **Kelley Hitch** at (405) 880-7037 [khitch@stillwater.org](mailto:khitch@stillwater.org)
4. Until the Water Distribution staff is contacted with staking information, the meter request will be put on hold.
5. Please be informed that:
  - a. We install water meter taps and meter sets in the order that they are reported to Water Distribution as staked and ready for installation.
  - b. Meter sets that require road crossing will need a road bore. The road bore has to be scheduled with a boring contractor. For county road bores a road crossing permit is required, and the application is submitted to the county.

Should you have any questions, please do not hesitate to call.

Thank you

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Department of Water Utilities  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.742.8325  
Fax: 405.742.8324  
Web: Stillwater.org

## Non-Domestic Water Use Agreement

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Applicant Printed Name

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Proposed Service Location

I, the above referenced applicant, have applied to the City of Stillwater (City) for water service at the above referenced location.

I understand that the Oklahoma Department of Environmental Quality (ODEQ) requires an approved sewage disposal system for all new water system connections (OAC 252:631-3-17). I understand that the applied-for connection to the City's water system shall be considered temporary and revocable until I have:

- Completed one of the following:
  - Provided the City with documentation from ODEQ that an approved sewage disposal system is in place and connected to that system.
  - Connected to the City's sanitary sewer system, including obtaining a plumbing permit for the connection.

Connecting to Low Pressure Water Main

I understand that, if indicated above, the proposed service connection will be connected to a Low Pressure Water Main, and the minimum operating pressure in the water main will be less than the City's Standard Minimum Operating Pressure (40 psi). I understand that the City of Stillwater's Code of Ordinances (Code) requires that, if the pressure available in the public main is less than the standard minimum operating pressure defined by the Stillwater Standards, an Individual Private Booster Pump Assembly (IPBPA) is required.

I understand that the applied-for connection to the City's water system shall be considered temporary and revocable until I have completed one of the following:

- Obtained verification from the City that I have provided a booster pump station for my service connection meeting Code requirements.
- Obtained verification from the City that the public water system is capable of providing service at the minimum pressure set forth in the Stillwater Standards.

I further agree that, as long as my service connection is considered temporary, I will limit use of the water service connection to **only** the below indicated non-domestic uses and will not connect water service to a habitable structure. Please indicate the intended uses, below. These uses may include livestock watering, irrigation, construction, fire suppression systems, and other approved non-domestic uses. I understand that any violation of the above conditions may result in the immediate disconnection of water service, possible municipal citation, and/or possible state citation.

Intended Uses:

- Livestock watering
- Irrigation
- Construction
- Fire Suppression System (not available in all areas)
- Other \_\_\_\_\_

Staff Comments:

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

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

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