



4646 Dakota Street SE  
Prior Lake, MN 55372

## Bulk Water Meter Rental Application

Date \_\_\_\_\_

Location \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

My signature indicates I have read all the terms and conditions on the back of this form and agree to all charges that may incur by not adhering to these provisions.

**MUST CALL IN WEEKLY READINGS TO: 952-447-9844 or email [utilitybilling@cityofpriorlake.com](mailto:utilitybilling@cityofpriorlake.com).**

<b>City Use Only</b>			
Date Issued _____		Permit Number _____	
Date Expires _____	(Refer to #9 on reverse side)		
Approved Equipment (to be filled from a hydrant meter)			
Vehicle License # _____			
	Type (circle)	Fire Hydrant	Other
Meter Number _____	Reading Out _____	Size _____	
Other Equipment _____			
Authorization _____	Title _____		

<b>Utility Department Only</b>			
Meter Rec'd by _____		Returned Date _____	
Meter Reading In _____	Gallons Used _____		
Meter and Hydrant Inspection Done by (initials) _____	Date _____		

Admin Fee				
Collected	\$100.00	Deposit		Total Received
GL Acct #	601-36212	GL Acct #	601-20207	
Deposit Returned		Amount	\$	Date Returned

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This application is valid pursuant to the rules and regulations listed on the back.  
Bulk Water Meter Rental Application

Follow these regulations:

1. Deposit is due on day of Bulk Water Meter Rental Application per the fee schedule defined below.

	Less than 1 ½”	1 ½” or greater
Meter Deposit:	\$500.00	\$1,500.00

2. Water meter readings must be called in every week to Utility Billing, 952-447-9844 or emailed to [Utilitybilling@cityofpriorlake.com](mailto:Utilitybilling@cityofpriorlake.com). Water usage charge: \$5.00 per 1,000 gallons for all water usage. Invoicing will be processed bi-monthly.
3. There is a \$100 administrative fee to cover costs (to be collected with deposit).
4. Bulk Water Meter Rental Application holder is responsible for damages to the fire hydrant, meter equipment, and return of the meter equipment on or before the expiration date.
5. The Bulk Water Meter must be removed from hydrants each night to prevent theft / vandalism and/or destruction of meter from freezing.
6. In operating the fire hydrant, the hydrant valve shall be all the way open or completely closed. The flow of the water will be controlled by the auxiliary valve supplied.
7. In addition, the applicant must ask the Maintenance team which hydrants they shall use. All hydrants look the same and this reduces confusion with other cities hydrants. Using the wrong hydrant may result in additional costs for the applicant.
8. The City of Prior Lake reserves the right to cancel this application when a water emergency exists without prior notification.
9. The use of hydrants other than the one specified, or the improper use of the hydrant, is a violation of the City Code. This will result in immediate revocation of the Bulk Water Meter Rental Application and the forfeiture of all deposit money necessary to cover City costs or damages.
10. The Bulk Water Meter Rental Application must be in the possession of the fire hydrant user or it will be assumed that no Bulk Water Meter Rental Application was issued. Each vehicle shall be inspected for backflow prevention.
11. Bulk Water Meter Rental Applications are issued from May 1 through October 31. Any used outside of these dates must be approved by the Maintenance Superintendent and will be invoiced by-monthly.
12. After the return of the water meter, a final invoice will be issued. If the final invoice isn't paid by the due date, the deposit will be adjusted and the balance of the deposit will be returned.