

Temporary Access to Water from Fire Hydrants Policy

In conformance with VMC Title 14 sections 14.04.100(L) and 14.04.210(1), the Director of Public Works approves the following policy:

It shall be the policy of the City of Vancouver that no individual or business may connect to and take water from a public fire hydrant without an authorized meter and a permit. All Authorized City of Vancouver employees are exempt from this rule. Anyone connected to or taking water from a public hydrant without a permit and/or using an authorized meter is guilty of water theft. Enforcement of violations will be handled according to the details set forth in VMC title 22. all authorized water meters are the property of the City of Vancouver Water Division.

For the purposes of this policy, the needs for water from hydrants will be divided into two categories:

1. Short term needs – less than 15 calendar days
2. Longer term needs – more than 14 calendar days but no longer than 6 months, unless approved by the Public Works Director or designee

Hydrant meters shall only be issued for activities approved by the City of Vancouver. All Hydrant meters will have a Washington State DOH approved backflow assembly, provided by the permittee, or approved air gap. Equipment accessing water through a hydrant meter will be subject to inspection of approved air gaps.

Hydrant meters shall not be used:

- As a permanent connection, such as a connection to an irrigation system or to a water distribution system;
- To temporarily connect to an irrigation system;
- To connect directly to a home or business;
- When resulting effluent requires discharge into the public sanitary sewer system;
- By homeowners for nonemergency purposes or ongoing activities such as filling pools or seasonal irrigation
- For longer than 1 year or it will require the installation of a water service.

Exceptions to this rule must be approved in writing by the Public works Director or designee.

SHORT TERM NEEDS

Applicants requesting hydrant meters planned for use for less than 15 calendar days will pay a \$150 fee for the inspecting, setting and retrieval of the meter, as well as usage charges. At the end of the 15-day period, or upon earlier request, the meter will be retrieved by the City and

the applicant will have the opportunity to apply for a long-term use. During the time that the meter is in the field, at the request of the applicant, the applicant shall be responsible for the security of the meter and shall be financially responsible for damage to, or loss of, the meter.

The City will read the meter upon retrieval and will bill the applicant for the water use at that time.

LONGER TERM NEEDS

Applicants requesting hydrant meters planned for use for more than 14 calendar days will pay a \$150 fee for inspecting, setting and retrieval of the meter, as well as a monthly rental fee of \$100 per meter. A \$50 fee will be charged if the meter is requested to be moved. During the time that the meter is in the field, at the request of the applicant, the applicant shall be responsible for the security of the meter and shall be financially responsible for the damage to, or loss of, the meter.

The City will read the meters bi-monthly and will bill the applicant for the water use. Bills shall clearly state when they will be considered delinquent. If payment has not been received by the thirty-seventh day after the bill date, additional fees may apply.

RATES FOR USE

Applicant shall be responsible for the actual water usage as determined by the water meter reading. The rate for water usage shall be equivalent to the in-City Commercial rate [Ch. 14.04 Water and Sewer Use – Regulations and Charges | Vancouver Municipal Code](#)

Meters will be supplied with a colored Temporary Access to Water from Hydrant tag. This tag shall be affixed to the meter in such a way that it can be seen from a distance, the tag will show that the meter is an authorized meter. Using a meter that does not have a current authorization tag will be considered theft of water.

OPERATING INSTRUCTIONS

Meter use must be according to the operating instructions listed below:

- A City supplied colored tag must be attached to the meter specifying an onsite contact name and phone number.
- All public and private property must be protected while the hydrant is in use.
- Meters must be protected from freezing and thus cannot be used when the temperature is below 32 degrees Fahrenheit. The City reserves the right to remove meters during freezing conditions.

- Opening and closing of the hydrant and the valve will be done by the City. The hydrant and the mainline valve are not to be operated without express permission by the City. Applicants will use a Chapman valve to obtain water from the hydrant.
- All Chapman valves must be opened and closed slowly to prevent damage.
- Permit holder is responsible for ensuring the water usage is registering on the hydrant meter; meters that are not registering should be reported to the Utilities Division immediately, for inspection.

Approved by:

Jennifer Belknap Williamson

Date: 6/21/2021

Jennifer Belknap Williamson

Director of Public Works