

## Chapter 49-Fire Hydrant Use Permit Policy

WHEREAS, the Board of Alderman desire to have a policy regarding fire hydrant use and permits.

THEREFORE BE IT RESOLVED AS FOLLOWS:

City of Moscow Mills  
Fire Hydrant Use Permit Policy

The City's ordinances require that all city-owned hydrants used for any purpose other than fire protection purposes must include the use of a backflow prevention assembly and a meter, to protect from actual or potential cross connections to the city's water distribution system, and to measure the use of the water. Therefore, for the health, safety, and protection of the City's water distribution system, the following policy is adopted by the City of Moscow Mills Board of Aldermen.

1. Prior to using a city-owned hydrant, an individual or entity must apply for and receive a Fire Hydrant Use Permit; permit requests require 12-hour written notice; once issued, the permit will be good for one 24-hour period; the cost will be \$35.00; all permit fees are non-refundable and non-transferable. In addition a \$400.00 deposit is required as referenced in #5 below.
2. Applicant shall report usage to City no later than 72 hours after expiration of permit; applicant will be billed for water usage at the rate of \$10.80 per 1,000 gallons; the bill will be due 15 days after billing; applicant will be responsible for all collection costs and attorney fees, plus 10% interest, if the bill is not paid when due.
3. Only one permit per day will be issued, on a first-come, first-served basis; the city reserves the right to deny a permit based on water quality, system pressure, or other concerns related to the health, safety, and protection of the city's water distribution system.
4. A backflow prevention assembly and a meter approved by the City must be used at all times while connected to the fire hydrant; in the event the applicant is found using a hydrant without a backflow prevention assembly or a meter for any reason, the connection will be terminated and the applicant and/or responsible party will not be allowed to use city-owned fire hydrants at any time in the future; in addition applicant and/or responsible party may be issued a citation for violation of City ordinances.
5. A deposit of \$400.00 shall be required upon application for a permit under this policy. The deposit shall not be returned to the applicant until the City's water department verifies that there has been no damage to the fire hydrant and/or meter and the City's meter, if used, has been returned to the City. (Note: The City does not provide backflow prevention for use by the applicant.)
6. The applicant and responsible party accepts full responsibility for any and all damages to the fire hydrant and/or appurtenances and agrees to stay on-site while the fire hydrant is being used.
7. A copy of the permit must be available upon demand when the hydrant is in use.

8. Permits will not be issued for hydrants in the Old Town District.

The City Clerk will prepare a form for application for permit consistent with this policy and it shall be completed by all applicants. The City Clerk will prepare a form for permits and shall issue said permits consistent with this policy.

*Adopted by Resolution #796, 04/09/18. Amended by Resolution #813, 7/24/18.*

APPLICATION FOR FIRE HYDRANT USE PERMIT  
CITY OF MOSCOW MILLS

\$400.00 Deposit  
\$35.00 Permit Fee

BILLING INFORMATION:

Applicant Name: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Responsible Party: (must be an individual)

Name: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Dr. Lic # & State \_\_\_\_\_

PLACES, DATES AND TIMES OF USE:

Duration Requested: \_\_\_\_\_

ONE 24-HOUR PERIOD (FOR EXAMPLE 6/1/18 AT 8:00 A.M. TO 6/2/18 AT 8:00 A.M.)

Closest Address to Hydrant \_\_\_\_\_ Closest Cross Streets to Hydrant \_\_\_\_\_

HAVE YOU EVER:

Applied for a City of Moscow Mills hydrant permit before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Received a citation from Moscow Mills regarding city utilities? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(applies to Applicant and Responsible Party)

DO YOU . . . ?

Have a copy of the City's Fire Hydrant Use Permit Policy and agree to follow it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have access to a blackflow prevention device and agree to use it all times? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you need to use the City owned meter? \_\_\_\_\_ Yes \_\_\_\_\_ No-I have my own meter

Want the deposit kept by the City for future permits? \_\_\_\_\_ Yes keep or \_\_\_\_\_ No take the usage out of the deposit and refund the balance.

Agree to report your water use to the City of Moscow Mills within 72 hours of use? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(applies to Applicant and Responsible Party)

1) Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Person signing on behalf of Applicant and Title: \_\_\_\_\_

2) Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY: PERMIT ISSUED (DATE) \_\_\_\_\_

Fees Paid: \_\_\_\_\_ No other permits granted for same time: \_\_\_\_\_ Public Works Notified: \_\_\_\_\_

Date and Time Usage is to be Reported \_\_\_\_\_ Clerk's Signature: \_\_\_\_\_

Billing & Deposit Information:

Meter beginning reading \_\_\_\_\_ Ending reading \_\_\_\_\_ Gallons used \_\_\_\_\_ Date billed \_\_\_\_\_