



## HYDRANT METER APPLICATION INSTRUCTIONS

Department of Public Works  
11575 Maxwell Road  
Alpharetta, Georgia 30009  
Telephone: 404-612-3421  
www.fultoncountyga.gov

Permit# \_\_\_\_\_

Meter # \_\_\_\_\_

- Please completely fill out application for water service, including date, company name, and billing address, as well as phone number.
- For property information please put address of Fulton County hydrant that you would like meter placed at the next business day. Add subdivision if applicable.
- Fulton County service area includes Milton, Alpharetta, Johns Creek, and parts of Roswell.
- Sign and date terms and conditions page at bottom.
- On the page with Permit# and Meter# at top please date, sign, print name, put driver's license #. Fill in company name and billing address as well as company phone #.
- Please initial at the middle right to acknowledge receipt of hydrant wrench where it says wrench received (customer's initials). Below meter reading section, put the address where hydrant meter will be used and received again.
- In bottom margin put a contact's name and phone # that can be reached onsite to take custody of the hydrant meter.

### Hydrant Meter Return Procedures:

Call our office to schedule an appointment to return the Hydrant Meter, Permit (blue) and wrench.

Contact: Tracy Samples 404-822-5993

(Backup person) LaRina Seward 404-612-4244

#### Days and times to Drop off Meters:

Tuesday through Friday between the hours of 7:00 a.m. to 11:00 a.m. or between 1 p.m. and 3 p.m.

**Fulton County Public Works**  
**11575 Maxwell Road, 2<sup>nd</sup> floor**  
**Alpharetta, GA 30009**



## TERMS AND CONDITIONS FOR USE OF WATER FROM HYDRANTS

(Revised January 1, 2022)

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Permit #: \_\_\_\_\_

Meter #: \_\_\_\_\_

I hereby apply for permission to use water from the Fulton County Water System with the following understanding:

1. Water will be obtained from Fulton County Fire Hydrants North of the Chattahoochee River only, (Excluding the City limits of Roswell).
2. A \$2,390.50 deposit is required for each hydrant meter, wrench, and permit lent. This fee will be retained by Fulton County until the meter is returned "undamaged/altered" to 11575 Maxwell Road, Alpharetta, GA 30009. For additional questions please contact Tracy Samples at (404) 822-5993, La Rina Seward at (404) 612-4244, or Merlyn Mitchell at (404) 612-9492. For hydrant billing related questions please contact Evangeline Billingslea at (404) 612-7561 or [evangeline.billingslea@fultoncountyga.gov](mailto:evangeline.billingslea@fultoncountyga.gov).
3. This permit is valid for 1 year. At the end of 1 year the meter must be returned to 11575 Maxwell Road, Alpharetta, GA 30004 for reading verification, regular maintenance and inspection. While the meter is retained for the entire year, the customer must call every 60 days to present a reading for the quantity of water used. If readings are not reported within 14 days following the end of the 60 day period. (see reading schedule) or the meter not returned by the due date, the permit becomes invalid, a charge of \$1000.00 bi-monthly will be assessed for estimated water usage and the deposit forfeited. Upon the return of the meter it may be renewed at the discretion of the Department of Public Works. The permit is Non-transferable.
4. A service charge of \$98.25 will be applied to every billing cycle. Hydrant accounts are billed every 2 months (6 bills per year). Water is sold at \$3.90 per thousand gallons.
5. All hydrant meters and the hydrant wrenches are the exclusive property of Fulton County. The person to whom this permit is issued must maintain an accurate accounting of location of the meter at all times.
6. Water is a valuable and limited resource that must be conserved. Fulton County reserves the right to revoke this permit if any abuse of this principle is observed.
  - a. **METER MUST BE REMOVED NIGHTLY.** If Fire Department cannot access hydrant, renter will be liable for ALL damages incurred. **RENTER IS RESPONSIBLE FOR ALL DAMAGES CAUSED TO METER OR HYDRANT DUE TO METER NOT BEING REMOVED NIGHTLY.**
7. **ALL READINGS MUST BE CALLED IN DURING THE ASSIGNED READING DATES AS STATED ON THE ATTACHED READING SCHEDULE.**

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

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



**APPLICATION FOR WATER / SEWER / IRRIGATION /  
HYDRANT METER SERVICE (CIRCLE SERVICES REQUESTED)**

Department of Public Works  
11575 Maxwell Road  
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**APPLICANT INFORMATION**

BILLING NAME AND ADDRESS		
LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER	
E-MAIL ADDRESS		

**PROPERTY INFORMATION – SERVICE ADDRESS- METER INFORMATION**

SERVICE ADDRESS			
STREET NUMBER	STREET NAME	CITY / ZIP CODE	
SUBDIVISION NAME	BLOCK	LOT NUMBER	CUSTOMER TYPE
REQUESTED METER SIZE (IF APPLICABLE)	SERVICE TYPE (SELECT ALL THAT APPLY)		
	DOMESTIC	FIRE*	HYDRANT IRRIGATION

I hereby agree to accept the service herein applied for, subject to all Ordinances, Rules, and Regulations of, or pertaining to the Fulton County Department of Public Works now in effect, or that may hereafter be adopted and that all meters are property of Fulton County. All damaged or stolen meters are the responsibility of the property owner, for which there may be an additional charge. The property owner is responsible for the maintenance of the sewer lateral. The Builder is responsible for all water bills until transfer of property to Owner by Builder. This permit shall expire 6 months from the issue date unless an approved inspection is performed within that period or 6 months from the date of the most recently approved inspection. Water and Sewer Permits are NON-TRANSFERRABLE.

Applicant's Signature

Date

Telephone Number

**METER INFORMATION (TO BE COMPLETED BY FULTON COUNTY)**

DATE INSTALLED	METER NUMBER	METER STATUS	MFG. IDENT.
METER SIZE	CODE	METER AGE	

PERMIT NUMBER	CHARGES	SPECIAL INSTRUCTIONS
WATER:	METER INSTALLATION FEE:	
SEWER:	WATER SYSTEM CAPACITY FEE:	
IRRIGATION:	BORING CHARGES:	
FIRE HYDRANT METER:	SEWER SYSTEM CONNECTION FEE:	
	TOTAL:	

\*\*\*Please allow 10 business days for processing the application.\*\*\*



## FIRE HYDRANT READING SCHEDULE

Department of Public Works  
11575 Maxwell Road  
Alpharetta, Georgia 30009  
Telephone: 404-612-3421  
[www.fultoncountyga.gov](http://www.fultoncountyga.gov)

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All readings must be called in between the 1<sup>st</sup> and 15<sup>th</sup> of the assigned reading dates as stated below. If readings are not reported as stated or the meter is not returned by the due date, the permit becomes invalid a charge of \$1000.00 bi-monthly will be assessed for estimated water usage and the deposit forfeited. All readings must be reported by telephone. To report your readings please call the hydrant voice messaging system at 404-612-0619 or email a picture of your meter and reading to [fin.meterinstalls@fultoncountyga.gov](mailto:fin.meterinstalls@fultoncountyga.gov).

### Reading Dates

01/01	–	01/15	07/01	–	07/15
03/01	–	03/15	09/01	–	09/15
05/01	–	05/15	11/01	–	11/15

### Examples of information you need to give when you call in your meter reading are as follows:

Meter #:	70000123
Account #:	00012345-678910
Name of Company:	County Construction
Date of reading:	01/15/99
Reading :	00023400
Contact name:	Jane Doe
Contact #:	770-123-4567

Please make a record of the date in which your reading was taken, the reading and date in which you reported it to the billing division.

Date Read

Meter Reading

Date Reported



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Permit #

Meter #

All deposits will be forfeited and this permit revoked if any of the conditions are not complied with. If the hydrant meter has been abused, tampered with, or appears to have intentional damage, the deposit is forfeited and the permit revoked.

I hereby certify that I have read and understand all of the conditions, and agree to comply in full with each of them.

DATE:

THIS PERMIT EXPIRES:

SIGNATURE:

PRINTED NAME:

DRIVER'S LICENSE:

E-MAIL ADDRESS:

COMPANY:

JOB #:

MAILING ADDRESS:

PHONE:

DEPOSIT AMOUNT: \$

DEPOSIT TYPE:

Fulton County Employee Name:

Wrench/Tag Received (Customer's Name):

METER NUMBER :

METER MAKE:

DATE ISSUED :

METER READING:

RETURN INFORMATION FOR RENEWAL:

DATE	METER READING	RETURNED	RENEWED	EXPIRES
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\*\* Location where meter will be used \_\_\_\_\_

After your final bill is **paid in full** you may request your initial deposit by sending an e-mail to [fin.meterinstalls@fultoncountyga.gov](mailto:fin.meterinstalls@fultoncountyga.gov) or in writing to:  
Fulton County Water & Sewer, Attention: Evangeline Billingslea,  
141 Pryor Street, Suite 7001, Atlanta, Georgia 30303. Contact #404-612-7561.

### Contact Person

Name:	Phone:	Email:
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## CREDIT CARD AUTHORIZATION

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Fulton County requires the following information as authorization to charge permit fees. Please review and complete the following information in its entirety.

Fire Hydrant Permit #: \_\_\_\_\_ Meter #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Credit Card Type:  Visa  MasterCard

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CBV Number (Visa or MasterCard) 3-digit code on back of card: \_\_\_\_\_

Amount of Approved Authorization: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

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