



Water Department

303 N. Beeline Highway #A  
Payson, AZ 85541  
Phone (928) 474-5242  
Fax (928) 472-2556

## WATER METER INSTALLATION SPECIFICATION SHEET

The illustration below depicts a typical new residential water meter installation.

The Town of Payson Water Department's responsibilities in this situation includes the installation of a water service line from the town water main to a location necessary to serve the customer and the installation of a meter valve, water meter, check valve and water meter box and lid.

The customer's responsibilities include the excavation for exposure of nipple connection point, installation of a shutoff valve, drainage system and optional pressure reducing valve (in areas of high water pressure) and a meter box to access these devices. The customer is responsible to protect the service, including the check valve from freezing at all times. If the service is in an area with lower pressure than the customer desires, the customer is responsible for installation of an onsite booster pump to increase pressure to the desired level.

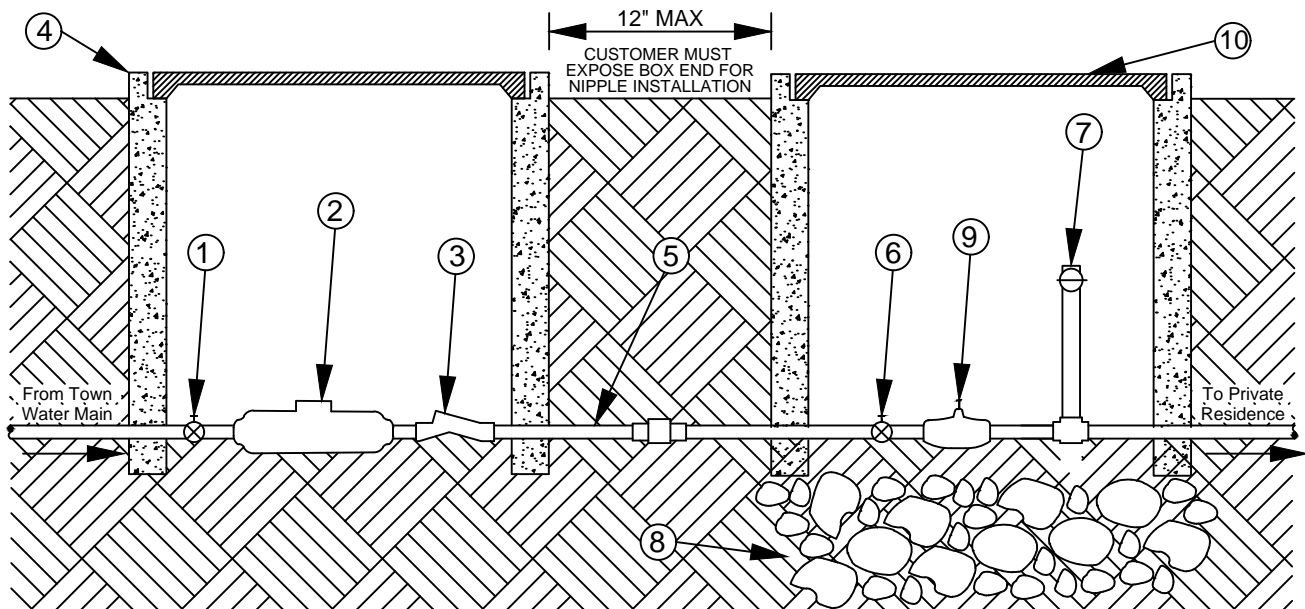
**IMPORTANT NOTE:** Under no circumstances is the customer to interfere in any way with the water meter or attempt to operate the Town's meter valve.

### TOWN OF PAYSON INSTALLED

- ① Town of Payson Water Meter Valve  
(Customer use of this valve is ILLEGAL)
- ② Town of Payson Water Meter
- ③ Town of Payson Check Valve
- ④ Town of Payson Meter Box
- ⑤ Schedule 80 PVC Nipple  
(Customer must expose box end prior to installation)

### CUSTOMER INSTALLED

- ⑥ Customer Brass Curb Stop Shut-off Valve  
(To shut off water from valve to the home.)
- ⑦ Customer System Drain  
(For construction use and to drain pipes from the home.)
- ⑧ Customer rocks for drainage
- ⑨ Customer Pressure Reducing Valve (Optional)
- ⑩ Customer Access Pit - Meter Box  
(Plastic meter box with lid - Non Traffic areas, No standpipes allowed)  
(Concrete meter box with steel/cast iron lid - Traffic areas)



**IMPORTANT NOTICE:** Customer must install and maintain in proper working order a temperature and pressure relief valve on the hot water heater or boiler. Customer water pressure may build up due to water expansion when water is heated. Excessive pressure may cause bodily injury or system damage if a temperature and pressure relief valve is not installed per Payson building code regulations.



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### CUSTOMER RESPONSIBILITIES FOR WATER SERVICE

The Town of Payson code “§ 50.02 TOWN AND CONSUMER RESPONSIBILITIES” defines certain responsibilities for persons desiring to receive public water service from the Town of Payson Water Department. These responsibilities are set forth so each customer shares in the responsibility of receiving public water service in a safe and efficient manner. The more important of these responsibilities are as follows:

#### Section “(B) *Consumer responsibilities.*”

- (1) **Where a meter is placed on a consumer's premises, the consumer shall provide a suitable place for the meter, which place shall be unobstructed and accessible at all times to the meter reader.**

(This means that vehicles, shrubs, fences, etc. shall not block access to the meter, and the meter pit shall not be with dirt, building materials, etc. at any time.)

- (2) **Consumer shall furnish and maintain a private shut off valve on consumer's side of the meter.**

(This is very important, in the case of an emergency the customer must be able to shut the water off to minimize damages caused by a water leak. The town prohibits the use of the town-owned water valve, misuse of this valve cause damage and failure, resulting in costly repairs and disruption of service to the neighborhood. The customer is responsible for any repair cost caused by damage to the valve.)

- (3) **If consumer alters the grade of the land surrounding the town's meters or other water system facilities such that alteration of the facility is necessitated, consumer shall pay to the town the costs of such alteration by town. The town shall add the amount of the costs to consumer's bill.**

(If the alterations such as driveway, landscaping, or drainage changes are planned to be done near a Town of Payson water meter, the project should be coordinated with the Water Department. If the meter and meter pit will need to be adjusted to maintain the standard depth, it must be done by the Town of Payson Water Department and any cost incurred must be paid for by the land owner or customer.)

- (4) **Consumer shall obtain and maintain a connection to an approved sewer or septic system.**

(If proper sewer or septic service is not maintained the water service will be shut off.)

**Please see reverse for additional information.....**

## IMPORTANT NOTICE TO CUSTOMERS INSTALLING NEW WATERS SERVICE AND METERS

For customers whose new water service requires the installation of a service line and meter from the water main to the property line by the Town of Payson Water Department please note the following:

- The Town in almost all instances installs water meters at one of the property corners of the lot to be served. If in special circumstances the location of the meter needs to be different please inquire at the Water Department office.
- It is the customer's responsibility to install a customer service shut-off valve per the Town of Payson standard detail. Please notify your contractor that the service will not begin until this valve is installed.
- Water service facilities installed by the Town of Payson are often uncovered and left exposed during construction by the customer or customer's contractor. This can cause freezing or other damages to the water and valves, so extra caution should be exercised. In the event such damages occur, the customer must pay the Town the cost of any repairs to the facilities.
- If water meter facilities must be adjusted for height or location **after** installation by the Town the customer must pay to the town the cost of the adjustments. Please design your building and landscape improvements to accommodate the location of the utilities that serve the lot. In most cases, request for the relocation of water service boxes will not be approved.

## COMMERCIAL CUSTOMER INFORMATION

Many commercial customer water accounts will be required to install backflow prevention facilities in order to comply with state and federal drinking water guidelines. To find out if you are affected by these requirements a review of your submitted construction plans will be performed by the Town of Payson Water Department and an information packet is available upon request. Public water service to your project will not begin until the backflow prevention facilities (if required) have been installed, tested by an approved tester, and approved for use.