



Town of Friday Harbor  
Mailing: P.O. Box 219 | Physical: 60 Second Street  
Friday Harbor, WA 98250  
Phone: (360) 378-2810

## Application for Acquiring a Private Water Sub-Meter

Service Address: \_\_\_\_\_ Account Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

Sub-Meter Use: \_\_\_\_\_

Pursuant to Friday Harbor Municipal Code 13.20.080 Sewage Meters and Water Submeters.

- A. Whenever an owner uses water for landscaping, cooling, processing, or other purposes which produce an uncontaminated effluent, satisfactory for direct discharge into the ground or storm sewers, the owner may separate this water from the sewage and discharge it into the ground or storm sewer if approved by the town. The owner may submeter the sewage flow, the uncontaminated water flow or that portion of the water supply which will not be discharged into the sewer, whichever is practical, so that the owner may receive credit on the use charge for the uncontaminated flow and be charged only for the sewage discharged into the sewer system. It shall be incumbent upon the owner to provide the facilities, including the submeter, to accomplish separation. Such facilities and the manner of operation thereof shall be as approved by the town.
- B. As an alternative to submetering, a separate water meter may be installed from the main, in which case charges for the hookup shall be the same as the costs for a new meter installation.
- C. Where the water furnished to a property is from a source other than the town water system, the user shall meter the water used to produce sewage and the meter shall be read regularly by the town.
- D. All water submeter installations shall be subject to inspection by town water department personnel and the applicant shall pay a \$25.00 inspection fee at the time of submeter installation. (Ord. 1589 § 2, 2016; Ord. 1088 § 8, 1998)

### Process to Obtain Sub-Meter

- A. Property owner must receive preliminary pre-approval to obtain sub-meter by the Town Administrator.
- B. The Water Department will schedule a site visit to determine meter location and properly segregated plumbing prior to sub-meter installation. Plumbing configuration that is appropriate for the installation of a private sub-meter includes tributary (drains to the sewer) and non-tributary (does not drain to the sewer) plumbing that is properly segregated.
- C. Property owner will be invoiced for a water meter after site visit is complete. Water meter will be provided for installation once paid and may be done at any time by the property owner. If property owner requires the water to be shut off for the installation, contact the billing office at (360) 378-2810 to set up a time with our water department Monday-Friday 8:00am-3:00pm. Please plan accordingly as customers are not allowed to turn the valve on or off at the main meter.
- D. Backflow test must be completed prior to utilizing services.
- E. An inspection is required by the Water Department to begin monthly readings and bill review. A \$25.00 inspection fee will be invoiced to the customer upon completion.
- F. An administration fee will be assessed on the property's monthly utility bill for review of sewer overage charges.

### Responsibility of the Private Sub-Meter Participant

- A. The private sub-meter belongs to the property owner. The property owner will be responsible for all the costs associated with the purchase, installation, and maintenance of the private sub-meter.

- B. All sub-meters must have a backflow prevention device that require annual testing at a minimum. The Town will send out reminder notices when a backflow test is due or if additional testing is required. Property owners will need to find a certified backflow tester as the Town does not provide this service.
- C. The sub-meter must be installed in a permanent location that is readily accessible to the Town and in close proximity to the master water meter. The sub-meter needs to be protected from freezing in an acceptable water meter box.
- D. The property owner will be required to maintain the sub-meter in good operating condition per manufacturer's specifications. If the sub-meter is malfunctioning or is overgrown with brush, vegetation or becomes inaccessible in any way, and necessary steps to correct it are not taken, the account will be put back on the Town's standard billing system.

Responsibility of the Town of Friday Harbor

- A. The Town of Friday Harbor will provide a radio-read meter once the above conditions are met. Once the water meter is provided to the property owner, it is no longer the responsibility of the Town.
- B. Sub-meters will be read monthly at the same time as the main meter.
- C. Town water crew will periodically inspect meters to ensure they are functioning properly with our reading equipment.
- D. Adjustments to sewer overage charges will be audited monthly to ensure accurate billing. For a calculations report, contact the Finance Office at (360) 378-2810.

By signing this form, I certify that I have read and understand the terms and conditions for a private sub-meter.

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

**Town of Friday Harbor Use Only**

Preliminary Approval: ☐ Approved ☐ Denied

Comments: \_\_\_\_\_

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

Water Department Site Visit:

Date Complete: \_\_\_\_\_ ☐ Location Approved ☐ Segregated Plumbing

Comments: \_\_\_\_\_

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

Water Meter:

Invoice #: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Meter #: \_\_\_\_\_ Size: \_\_\_\_\_ Date Given: \_\_\_\_\_

Backflow Test: ☐ Received and Passed

Final Inspection:

Date Complete: \_\_\_\_\_ Approved By: \_\_\_\_\_

Comments: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Utility Account Updated: \_\_\_\_\_ By: \_\_\_\_\_