



WATER METER PERMIT APPLICATION - SERVICE FEES DUE

You can submit this application online at www.tuscaloosa.com/servicefees

Customer input required

Date

- Application Type (check one) New Change Order (provide water meter permit number) _____
- Water Distribution System Permit required? (check one) Yes No
- The project will be served by (check one) City Water City Sewer Both

PROJECT INFORMATION

Project Name Estimated completion Mo/Yr

Applicant Email Address Phone Number

Legal Owner Email Address Phone Number

Engineer Email Address Phone Number

Full Street Address of Project

TYPE OF PROJECT - CHECK ALL THAT APPLY

- Residential:
- Single-Family Townhome Apartment (3+ units) Duplex in PUD Duplex not in PUD
- RV Park Dormitory / Fraternity / Sorority Other (specify): _____
- Commercial:
- Type of Business
- Square footage Number/units, if applicable

Additional Info/Comments (if any):

SERVICE FEE CALCULATION

If project includes a residential apartment, duplex not in a PUD, RV Park, Dormitory/Fraternity/Sorority, or Other attached housing, enter the total number of residential units.

- Type of Meters that will be installed in this development:
- Residential Master Meters Individual Meters Commercial Master Meters Mixed Use (read note below this)

Note: This only applies if you checked "Mixed Use" above. In the Water Meters Qty Removed column, directly below, include ALL meters removed. In the Water Meters Qty New column, do NOT include residential master water meters; instead, include only new residential meters that are individual, stand-alone water meters and Commercial meters. Also, see the smaller chart below to input your residential master meter quantities.

Meter Size	Water Meters		Water Meters Serial Number(s) Removed	Fire Suppression **		Irrigation	
	Qty Removed	Qty New		Qty Removed	Qty New	Qty Removed	Qty New
5/8" *							
3/4" *							
1"							
1.5"							
2"							
3"							
4"							
6"							
8"							

* If a 5/8" meter is removed, count it in the qty column of the 3/4" row; only include the serial numbers removed on the 5/8" row

If the Meter Type you chose above was Mixed Use, please list the quantities of each of your master meters below, by size. This is for information only and does not affect your service fees owed. If your meter type is not Mixed Use, please disregard this section and ensure that you have entered ALL meter quantities in the table above.

Master Meter Size	3/4"	1"	1.5"	2"	3"	4"	6"	8"
Master Meter Qty								

I understand the service fee calculation is based on information I provided for the project. This information is subject to verification. The fee calculated is based on the published rates at the time of payment and is subject to change. Service fees are due in full at the earlier of the time the first water meter is purchased for the project or the issuance of the building permit, and shall be based on the published rates at that time. This amount does not include any tap fees, meter set fees, cost recovery meter fees or deposits that are applicable for the project. Please contact the Office of Urban Development at 205-248-5311 for more information or for a detailed breakdown of credits and charges. By signing below, I affirm I have all necessary approvals and am duly authorized and empowered as a representative of the legal owner to sign this application.

Applicant Signature _____

Date _____

A customer response is required in all fields highlighted in blue on the application.

Application Type

Check the box next to an option - New or Change Order.

New - select this type if this is the first time you've submitted an application for the project.

Change order - select this type if you've previously submitted and paid service fees for the project and need to make changes to the previous submission. Please contact the Office of the City Engineer at (205) 248-5380 to get assistance with this.

If a change order, enter water meter permit number

If your application is a change order to a previous application, enter the water meter permit number previously assigned to the project by the City. If not applicable, leave blank.

Water Distribution System Permit required?

Use the drop-down menu to answer Yes or No. If unknown, contact the Office of the City Engineer at (205) 248-5380.

The project will be served by

Check one option - City Water, City Sewer or Both. Most projects will select Both; however, if you will only be connecting to one of the two, select only one because this will affect the service fees owed.

Project Information

Fill out the basic information about your project. Complete all fields in this section.

Type of Project (you may check both Residential and Commercial if your project will be Mixed Use)

Residential: if the project is residential in nature, check the box and choose the type of residential below:

Single-family - any building which is arranged, designed, used, or intended to be used for residential occupancy by one family*. This type is excluded from service fees. Do not complete the rest of the form but follow the instructions under Applicant Signature and Date.

Townhome - A row of three (3) or more dwellings flush against each other at the sides or attached at the sides by party walls, each unit of which is designed as a residence for one family*. This type is excluded from service fees. Do not complete the rest of the form but follow the instructions under Applicant Signature and Date.

Apartment (3+ Units) - a building designed as a residence for three or more families*, not including townhouses. Include condominiums here. If master-metered, the service fee will be based on the number of dwelling units.

Duplex in a PUD - a building designed as a residence for two families* and located inside a PUD**. This type is excluded from service fees. Do not complete the rest of the form but follow the instructions below under Applicant Signature and Date.

Duplex not in a PUD - a building designed as a residence for two families* but not located inside a PUD**

RV Park - any establishment or premises which is designed, arranged, or used for the temporary placement of recreational vehicles

Dormitory/Fraternity/Sorority - a building designed as a residence for two or more individuals where the residents share their means of egress with other occupants outside of their sleeping unit. For this type of development, the service fee will be based on the number of sleeping units.

Other - if none of the other categories applies, select Other and provide a description in the box below.

*A family shall be deemed to include any number of persons related within the fourth degree of consanguinity (first cousins) or marriage and living together as a single house keeping unit

**Planned unit development (PUD): A coordinated development laid out upon a tract of land in single ownership or control. Subject to the provisions of this chapter, a PUD may differ with respect to lot size, bulk or type of building, permitted land uses, lot coverage, and required open space from the standards otherwise prescribed for the district concerned. (See article XII of the Tuscaloosa Code).

Commercial:

If the project is not residential in nature, check Commercial. Indicate the type of business that will operate on the site. Provide the commercial square footage. If the commercial space is divided into units, provide the number of units.

Type of Project, continued:

Additional Info/Comments (if any):

If you have any additional comments or information to provide about the project, please fill out this box. This is not required.

Service Fee Calculation

The amount calculated in this section does not include any tap fees, meter set fees, cost recovery meter fees or deposits.

If the project is a residential apartment, duplex not in a PUD, RV Park, Dormitory/Fraternity/Sorority, or Other attached housing, enter the total number of residential units. This is a required field for all projects containing any residential attached housing.

Next, check only one of the types of meter(s) that will be installed in the development:

Residential master meters - if the project is residential in nature and will use only master meters, select this option. A master meter is a city-installed meter to which multiple service lines are attached. This selection bases your service fee on the number of residential units or sleeping units, in the case of a dormitory/fraternity/sorority.

Individual meters - if the project is residential or commercial in nature and will use only meters with individual service lines (no master meters), select this option. This selection bases your service fee on the sizes/quantities of water meters you install in the development.

Commercial master meters - if the project is commercial in nature and will use only master meters, select this option. A master meter is a city-installed meter to which multiple service lines are attached. This selection bases your service fee on the sizes/quantities of water meters you install in the development.

Mixed use - if the project will utilize both residential master meters and either of the other two options above, select this option. For example, an apartment complex that uses master meters for the apartment buildings and a separate meter for the clubhouse or pool would select this option. Also choose this option if the development contains residential attached housing on master meters and also commercial space. This selection bases your service fee on both the residential unit count and the sizes and quantities of any water meters you install that are not residential master meters.

Complete the chart carefully so we can compute your total service fees owed:

Water Meters:

The Qty Removed is used to calculate your service fee credit. In this column, enter the number of water meters of each size that existed on the site prior to your development AND had active service in the previous two years. If you removed any 5/8" meters, treat those as 3/4" meters removed. The City no longer installs 5/8" meters.

In the Serial Numbers column, enter serial numbers for each meter you are removing. If these are missing, the processing time of your application will be delayed. Here's where to look for the serial number: the water meter is located in the ground on your property inside a concrete or polyvinyl box. Remove the lid of the box with a tool, such as a large screwdriver. Once inside the box, the face of the water meter usually has a cover. You should see the serial number printed or stamped on the meter cover. Generally, the serial number will be about 8 digits.

In the Qty New column, do the following only if the Meter Type you selected above is **Residential Master Meters; Individual Meters; or Commercial Master Meters:**

Count ALL meters you will install and list the quantities beside the appropriate size.

In the Qty New column, do the following only if the Meter Type you selected above is **Mixed Use:**

1. Do NOT count any residential master meters that you will install or else your service fees will be miscalculated. There is a separate table below where you should enter the quantities of any residential master meters you plan to install.
2. Do count residential meters with individual service lines that you will install.
3. Do count all commercial meters (whether they are master meters or individual meters) that you will install.

Fire Suppression:

The City does not charge service fees on Fire Suppression devices. Enter the quantity removed and quantity added of detector checks or meters, by size.

Irrigation:

The City does not charge service fees on irrigation meters. Enter the quantity removed and quantity added, by size.

Applicant Signature and Date

Review all information you have provided. Sign and date the application and return the form to the Office of Urban Development:

By Email - urbandevelopment@tuscaloosa.com

In person - at 2230 6th Street Tuscaloosa, Alabama 35401 (1st Floor)

A member of our staff will be in touch with you after we have reviewed your application. In the meantime, you may call the Office of Urban Development at 205-248-5311 if you have questions.