



## Town of Holly Springs Hydrant Meter Assembly Rental Policy

### **FIRE HYDRANT METER PROGRAM FOR TEMPORARY WATER SERVICE**

The fire hydrant meter program provides service for customers within the Town of Holly Springs and outlines specific procedures to follow for authorized use of public fire hydrants. According to the Town of Holly Springs Code of Ordinance, only two organizations, the Town of Holly Springs Fire Department and select Divisions of the Utilities and Infrastructure Department are authorized to use fire hydrants without a special permit. Private contractors and individuals must apply for access to public fire hydrants.

Everyday businesses such as street cleaners, pressure washers, and those working on construction projects need to use water from a fire hydrant. The Town of Holly Springs Utilities and Infrastructure Department (U&I) offers these customers a rental for a Hydrant Meter Assembly to obtain water for non-drinking use in a safe and legal manner.

### **FIRE HYDRANT METER ASSEMBLY RENTAL**

The Utilities and Infrastructure Department (U&I) will provide temporary water service by means of a public fire hydrant to customers who qualify for this service at locations within the service area. The provided Standard Fire Hydrant Meter Assembly offers a 2 ½-inch NST fire hose connection. Individuals or companies must apply for access to a hydrant for non-drinking water use.

Hydrant meter assembly rentals are available for short-term or long-Term rentals. A short-term rental will be available for a maximum of 15 days and will be charged a daily fee for each day the hydrant is rented. This is intended for pool fillings, irrigation use, power washing, etc. A long-term rental will be available for a minimum of 20 days and will be charged a monthly fee for each month the hydrant is rented. This rental is intended for development projects. For more information on the fees to be charged, please see the FIRE HYDRANT METER ASSEMBLY FEE SCHEDULE section.

Applicants must provide the desired fire hydrant location which shall include unobstructed access to the job site. The fire hydrant's location and condition may affect availability and authorization of service. If the desired fire hydrant is deemed unsatisfactory for a temporary water connection, Water Maintenance staff will suggest the next best fire hydrant for providing temporary water service.

Additionally, The Town of Holly Springs reserves the right to deny service to any customer depending on equipment availability, water use restrictions, weather conditions or system capabilities. The Town of Holly Springs Utilities and Infrastructure Department will grant access to a Fire Hydrant Meter Assembly



for temporary water service only to customers who have satisfied the requirements for obtaining such services.

### PROCESS FOR OBTAINING A FIRE HYDRANT METER ASSEMBLY

A two-business day notification is required for all Fire Hydrant Meter Assembly Requests.

Call 919-557-2933 to inquire about a temporary Fire Hydrant Connection Service and availability.

Option 1. Obtain and complete the hydrant meter assembly application (PDF). Place the \$1500 refundable deposit and application in a sealed envelope in the drop box outside of Town Hall (Main Street)

Option 2. Complete the application online at: <https://www.hollyspringsnc.gov/592/Hydrant-Meter-Application> THEN call the finance department at 919-557-3925 and pay the \$1500 deposit over the phone.

*In most cases the Fire Hydrant Meter Assembly can be installed within five business days of payment.*

### INSTALLATION AND OPERATION GUIDELINES FOR A FIRE HYDRANT METER ASSEMBLY

Hydrant Meter Applicants cannot provide their own water meter or backflow device.

Town of Holly Springs U&I Staff will contact the customer to schedule the installation of the Fire Hydrant Meter Assembly. Installation is available between 8:30am and 4:30 pm Monday-Friday.

The Town of Holly Springs Utilities and Infrastructure Department will install and secure/lock a Fire Hydrant Meter Assembly on the requested fire hydrant if possible. If the requested hydrant is unfit to accept a Fire Hydrant Meter Assembly U&I staff will suggest and install the equipment at the next best location.

The Town of Holly Springs offers only secured Fire Hydrant Meter Assemblies for temporary water service. Vehicle mounted or portable assemblies are not an option.

U&I staff will install and secure/lock the Fire Hydrant Meter Assembly to and turn on the fire hydrant and ensure all equipment is properly working before leaving the site.

The customer will have access to and only be allowed to operate the 2" hand valve located on the exterior of the enclosed Fire Hydrant Meter assembly. **Using a personal combination lock is permissible to secure the 2" hand valve.** Any locks used for the hand valve requires the renter to provide the Town with the combination for continual access.



Unauthorized companies and the public are not authorized or permitted to operate any Town of Holly Springs fire hydrant.

All Fire Hydrant Meter Assemblies include metal boxes for protection to ensure proper and continuous operation throughout the year.

The Standard Fire Hydrant Meter assembly will come with the following connection:

- 2.5" NST Fire Hose (Standard)

Customers may request the town to attach adapters to the hydrant meter rental boxes for a fee (see page 3). Disassembly of connections is not permitted.

The Town of Holly Springs shall complete an inspection and obtain a water consumption reading (fee incurred) 3 days prior to the 1st of the month for Customers that are in possession of Hydrant Meter Assemblies for extended periods of time. This will incur a fee; reading may be sent via email including photograph in lieu of.

If a customer wishes to have their Fire Hydrant Meter Assembly relocated (upon request for fee), advance notice of two business days shall be provided to Utilities and Infrastructure staff and is subject to prior commitments. Hydrant Meter customers are not authorized to relocate the Fire Hydrant Meter Assembly.

The customer is responsible for immediately reporting any damage or concerns to the Fire Hydrant Meter Assembly to the Utilities and Infrastructure Department at 919-557-2933 or # after hours.

All renters are responsible for ANY damage to fire hydrant meter assemblies such as:

- Vandalism
- Damage or Unauthorized use of box other than the renter
- Freeze Damage

To avoid freeze damage, turn off hydrant and empty assembly of any water before freezing weather occurs. The Town of Holly Springs Utilities and Infrastructure Department will send out a Freeze reminder every year on November 1<sup>st</sup> to all renters. Additional reminders may go out as the department sees fit.

## **LONG-TERM RENTALS**

A long-term rental will be available for a minimum of 20 days and will be charged a monthly fee for each month the hydrant is rented. This rental is intended for development or long-term projects.



When the customer is finished with the Fire Hydrant Meter assembly, they must contact the Utilities and Infrastructure Department at 919-557-2933 at least two business days in advance to schedule retrieval of the equipment. Retrieval of equipment can be scheduled between 8:30 a.m. and 4:30 p.m.

The Town reserves the right to pick up any hydrant meters that are not used for 30 days if a waitlist for hydrant meter rentals is present.

### **SHORT-TERM RENTALS**

A short-term rental will be available for a maximum of 15 days and will be charged a daily fee for each day the hydrant is rented. The end date provided on the hydrant meter application is the day the hydrant meter will be automatically picked up. If additional time is required and it has not been 15 days, the renter is responsible for reaching out to the Utilities and Infrastructure Department at 919-557-2933 at least two business days in advance to extend their rental up to a total of 15 days. This is intended for pool fillings, irrigation use, power washing, etc.

### **FIRE HYDRANT METER ASSEMBLY FEE SCHEDULE**

- Deposit: \$1500.00 (Refundable upon request)
- Short Term Rental Fee: \$25 per day
- Long Term Rental Fee: \$350 per month
- Hydrant Meter Set-up Fee: (initial or relocation) \$75
- Hydrant Meter Reading Fee: \$35
- Town adaptation/modification visit fee: \$15
- Hydrant Meter Damage Fee \$55 in addition to replacement parts in diagram below
- Hydrant Meter Bill Late Payment Charge \$10
- Consumption Rate: \$25 + \$9.26 /1,000 gals
- Adapter Fee: \$25 per month



Town of Holly Springs  
Utilities & Infrastructure

✉ P.O. Box 8 | 128 S. Main St.

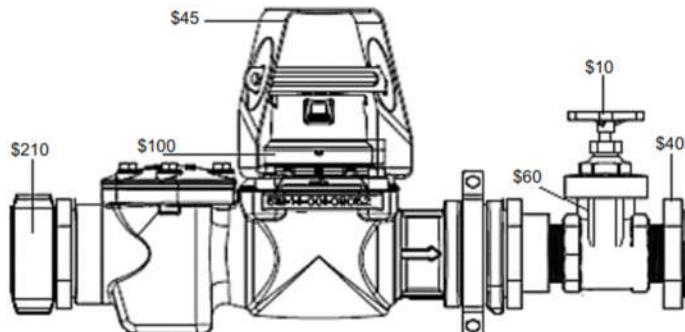
Holly Springs, NC 27540

☎ (919) 577-3150

✉ [utilities-infrastructure@hollyspringsnc.gov](mailto:utilities-infrastructure@hollyspringsnc.gov)

🌐 [www.hollyspringsnc.gov](http://www.hollyspringsnc.gov)

## REPLACEMENT PART FEES:



- Backflow Preventer \$875
- Meter Box \$1,150
- Meter \$800

## ADDITIONAL INFORMATION

If a customer violates any portion of the Hydrant Meter Guidelines or associated policies, U&I Staff will immediately remove the equipment. The department will put the customer's account and deposit on hold. Following an investigation of the circumstances, there may be additional fees or penalties.

Related North Carolina Laws and Regulations

15A NCAC 18C.0406(b)(1,6 &7) - Cross Connections

15A NCAC 18C.0102(c)(5) - Cross Connection Definition

Related Town of Holly Springs Codes and Ordinances

Sec. 16-46. - Limitation upon use of town water