

CITY OF SANTA CRUZ
WATER DEPARTMENT
Policy Statement No. 2

RETROFIT OF INDIVIDUAL METERS TO MULTIPLE UNIT DEVELOPMENTS

POLICY STATEMENT: It is generally in both the customer's and the City's interest to have domestic accounts individually metered. Accordingly, where it is practical to do so, the City encourages and supports the retrofit of individual meters for multi-residential accounts that are currently master-metered.

IMPLEMENTATION: Requests for retrofit shall be reviewed on a case-by-case basis and shall be subject to a site visit from Engineering staff to verify information and site conditions. In determining site-specific requirements, the following guidelines shall apply:

1. Engineering Aspects:

- a) The maximum number of individual meters allowed per development shall be practically limited by the amount of front footage available to the development along an adequately sized water main. A general guideline of two (2) lineal feet of front footage per meter box shall be applied. No upper limit of meters per development shall be applied except when, in the judgement of the City, the number of meters requested would create a nuisance or be otherwise impractical.
- b) The maximum number of meters allowed per service connection, and the required service connection size, shall be as described in City of Santa Cruz Standard Detail #1053 and 2984.
- c) In a development where individual lots are provided, individual meters must front the individual lots or legally designated "common areas." Main extensions and right-of-ways may be necessary in some cases to meet this requirement.
- d) For the safety and convenience of meter readers, banks of individual meters will generally not be allowed across the width of driveways, entrances to flag lots, or other travelled ways. Where it is judged practical to do so, up to two (2) individual meters may be allowed along either edge of a driveway when they can be located outside of the main travelled path, and in a manner that would allow for safe access by the meter readers.
- e) The installation of any required new services shall be performed only by licensed contractors appearing on the City's list of qualified contractors. Installation by City forces will not be provided for retrofit installations.

2. Units of Records: The applicant shall provide evidence of legal units of record for all individual meters requested. This evidence shall consist of:

- a) Final building permit(s) with approved site plan(s) showing all structures and units in question, with the units identified by an Assessor's Parcel Number (APN) tied to the street address; or
- b) A written statement by the Planning Department or the Chief Building Official of the City or County of Santa Cruz affirming official recognition of each unit for which a separate meter is requested.

3. Fees: All appropriate fees including plan review, inspection, meter installation, system development, new account set up will be collected at time of application. As a general guideline, system development fees will not be collected if the number of individual meters requested coincides with the number of existing units verified for the property by the means described in Item 2, above.
4. Sign-up: To avoid confusion and the possibility of interruption of service to any customer, the applicant shall be required to pay all applicable fees and establish the new accounts for all new meter installations at one time. Accounts may subsequently be transferred to individual tenants who will be subject to a new application fee and a new customer deposit (if applicable).
5. Cross Connections: To prevent the possibility of cross connections, a site visit will be conducted by Engineering staff to verify that all plumbing interties have been disconnected between the individual units.

AUTHORITY:	City Code:	16.04.040	Application for Service
		16.04.050	Installation of Services – Eligibility Requirements
		16.04.051	Minimum Standard for Service
		16.04.060	Number of Services per Premises
		16.04.061	Size and Location of Service Connections
		16.04.420	Cross Connection Control and Backflow Prevention

Submitted: 
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Date: 11/5/04

Approved: 
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Date: 11/5/04