



Neenah Water Utility  
211 Walnut St., P.O. Box 426, Neenah, WI 54957-0426  
Phone: 920-886-6180 Fax: 920-886-6250  
E-mail: [water@ci.neenah.wi.us](mailto:water@ci.neenah.wi.us)

**Fire Hydrant Use Application & Agreement**

**\*\* MUST BE SUBMITTED MINIMUM 1 BUSINESS DAY BEFORE METER REQUEST DATE\*\***

**Terms and Conditions for Fire Hydrant use in combination with a  
Hydrant Meter-Backflow Assembly**

***No individual or business may connect to and take water from a public fire hydrant without Water Utility authorization in the form of a signed Fire Hydrant Use Agreement, and without an approved hydrant meter-cross connection control assembly in-place at all times during hydrant use.***

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Email: \_\_\_\_\_

Water Use & Purpose: \_\_\_\_\_

**Proposed Hydrant Location:**

Street Name: \_\_\_\_\_ Intersecting Street: \_\_\_\_\_

Closest Address/Other Identifiers: \_\_\_\_\_

Requested Date to Install Meter: \_\_\_\_\_ Request Duration of Use in Days: \_\_\_\_\_

**Page Intentionally Left Blank**

# AGREEMENT

The Fire Hydrant Use Agreement (“Agreement”) is hereby granted by Neenah Water Utility (“Utility”) to (“Applicant”), under and pursuant to the CITY OF NEENAH HYDRANT USE POLICY and the following terms, conditions and provisions.

1. The NEENAH WATER UTILITY HYDRANT USE POLICY (“Policy”) has been provided to and reviewed by the applicant.
2. The Hydrant Meter-Cross Connection Control Assembly (“Assembly”) is the property of the Utility and may not be assigned or subleased by Applicant, nor shall the Applicant allow the use of the Assembly by any other party. Applicant shall utilize the Assembly only within the boundaries of the City of Neenah.
3. Meter Service Fee will be charged which covers the first 30-day period of use of the Assembly by the Applicant. After the initial 30-days, additional charges will be pro-rated based on meter size, per the Utility’s schedule of Monthly Service Charges. Beginning and ending water meter readings are taken at the time of Assembly installation and removal, respectively. Water usage for billing is determined by subtracting the beginning reading from the ending reading.
4. Applicant shall provide a minimum of one working days’ advance notice when requesting a hydrant Assembly and provide billing information, as required by the Utility.
5. Damage to the Assembly or the Fire Hydrant is the Applicant’s responsibility. Applicant will be billed the full cost to repair and/or replace damaged Assemblies or hydrants. Costs shall include but not be limited to: labor; lost, broken or stolen fittings; valves; all or part of the Assembly (meter and backflow system); hoses; wrenches; cast parts/pieces; and other required components & materials.
6. Utility personnel will install the Assembly to assure proper installation onto the hydrant. **With proper training by the Utility**, the Applicant may then operate hydrant and Assembly. **No hydrant may be used without the Assembly in-place.**
7. **Applicant is responsible and agrees to contact the Utility, minimum one working day notice, for removal of Assembly.** Charges will continue, and Applicant remains responsible, until the Assembly is removed by the Utility.
8. The Utility reserves the right to remove an Assembly under emergency conditions, under conditions where testing or calibration of the Assembly is required, or due to misuse by the Applicant.
9. With an Assembly in-place, Applicant may not use or attach to other connections on the hydrant, which must remain accessible for fire protection.
10. Applicant agrees to follow hydrant operating instructions (provided by Utility) and **shut-off hydrant when not in use.**
11. **Penalties:** Operation of any Utility-owned hydrant by any person without Water Utility authorization shall be a violation of Sec. 17-21 (a) of Neenah Municipal Code. Violation is subject to penalty as identified in Sec. 1-20 of Neenah Municipal Code.

**WINTER FIRE HDYRANT USE OPTION (IF APPLICABLE)  
 FROM NOVEMBER 1 TO MARCH 31  
 (Initial below only if the Hydrant Meter will be in use  
 between the dates noted above)**

Applicants requesting an exception to the Use Policy, for permit to use Fire Hydrant and Assembly during winter months, must insulate, winterize and protect the hydrant and Assembly as required to prevent freezing and damage to the Utility's property. Applicant is responsible and will be billed for full repair or replacement costs for damage to the hydrant and/or Assembly caused by freezing.

\_\_\_\_\_  
Initial and Date

**Rate Schedule:**

Meter and Backflow Install Service Fee (charged both initial and subsequent reinstalls):           \$40.00          

Monthly 3" Meter Rental Fee (begins after initial 30 days):           \$47.00\*          

Volumetric Charge, per 1000 gallons:           \$5.81          

I hereby certify that I have read, understand and agree to all terms, conditions and provisions of this Fire Hydrant Use Agreement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company or Business Name

\_\_\_\_\_  
Business Phone

**FOR NEENAH WATER UTILITY USE ONLY:**

IS HYDRANT SELF DRAINING? YES  NO

METER SERIAL #: \_\_\_\_\_ BACKFLOW SERIAL #: \_\_\_\_\_

DATE INSTALLED: \_\_\_\_\_ INSTALLED BY: \_\_\_\_\_ BEG READ: \_\_\_\_\_

DATE REMOVED: \_\_\_\_\_ REMOVED BY: \_\_\_\_\_ END READ: \_\_\_\_\_

TOTAL USAGE: \_\_\_\_\_ GALS X \$5.81/1000GALS = \$ \_\_\_\_\_

# OF DAYS ASSEMBLY WAS INSTALLED (after 30 days): \_\_\_\_\_ X \$47/month\* = \$ \_\_\_\_\_

SERVICE FEE:           \$40.00           ADD'L FEES: \_\_\_\_\_ **TOTAL BILLED:** \$ \_\_\_\_\_

\*daily hydrant fee after 30 days will be charged at \$1.57/day

## **City of Neenah Water Utility Hydrant Use Policy**

### **Purpose:**

The purpose of this policy is to protect the municipal fire hydrants and the water system from damage and contamination. This policy establishes rules and requirements for permitted uses of water system hydrants in the City of Neenah.

### **Policy:**

1. All hydrant users shall be required to have a current Fire Hydrant Use Agreement in-place and on file in the Neenah Water Utility office.
2. Fire protection and water system maintenance are the primary, intended uses of system hydrants. Fire hydrants are designed for short-term, infrequent use. Continuous or long-term use causes hydrant damage and will not be permitted. Examples of uses that are not permitted include, but are not limited to, seasonal lawn and garden watering and other recurring uses where a permanent water service is warranted, as determined by the Water Utility Director or his/her representative.
3. No hydrant use will be allowed under conditions that may cause damage to the hydrant or the water system, or potentially affect the quality of the public water supply.
4. Neenah Water Utility (Utility) reserves the right to limit the number of hydrants that are available for use, designate specific hydrant locations, or deny use of hydrants.
5. Any use of hydrants under this policy shall require installation of an approved method of cross-connection control AND a water meter.
6. The Utility will provide a water meter/cross-connection control Assembly (Assembly), and installation & operation guidelines for approved use of Utility hydrants. The following conditions shall apply:
  - A) Except for fire protection and emergency water system maintenance, hydrant use will be limited each year between November 1 through March 31. Hydrant use may be allowed during these times, weather and temperature permitting, as approved by Neenah Water Utility.
  - B) Persons using a Utility hydrant shall agree to legibly complete and sign a Fire Hydrant Use Agreement and provide the Utility with all required information.
  - C) Persons using Utility hydrants are responsible for all damages to the hydrants caused by their use.
  - D) Hydrant Assemblies will only be installed or removed by the Utility during the Utility's normal business hours (Monday – Friday, 7:00 AM – 3:00 PM) excluding holidays. Returned items will be inspected by the Utility. Any damage to the hydrant or Assembly will be charged back to the hydrant applicant at full repair or replacement cost, based on the discretion of the Utility.
7. Service fees, monthly charges for the meter, and water use charges will correspond to current rates as reviewed and established by the Wisconsin Public Service Commission.
8. Charges, as established the Wisconsin Public Service Commission, shall be charged to cover costs for operation, maintenance, replacement and testing/calibration of Utility-owned hydrant Assemblies
9. Hydrant meters and cross connection control assemblies are available from the Utility with the following conditions:
  - A) The Utility will stock and certify a maximum of three (3) Assemblies suitable for use with the 3-inch hydrant meters. Depending on certification status, all three units may not always be available. Assemblies will be available on a first-come, first-served basis. Unless specifically approved, contractors will be limited to one, 3-inch Assembly for their business. Under no circumstances will more than two, 3-inch Assemblies be allowed per business. If all available Assemblies are in-use, no additional 3-inch hydrant meters will be permitted.
  - B) A minimum of one working day notice shall be required to schedule installation, removal, and relocation of hydrant Assemblies.

## **City of Neenah Water Utility Hydrant Use Policy (Continued)**

- C) Utility personnel will initially install the Assembly to assure proper installation at the hydrant. Unless the user is specifically authorized by the Utility to remove and re-install the device, Utility personnel only shall install, remove, and move Utility-owned hydrant Assemblies.
  - D) Overtime labor costs resulting from requests to install, remove or relocate hydrant Assemblies will be charged to the hydrant user, if such work is pre-approved by the Utility Director.
10. Any hydrant damaged by improper use will be repaired or replaced by the Utility. Charges for hydrant repairs or replacement will be billed to the applicant.
  11. Violation of any part of the City of Neenah Water Utility Hydrant Use Policy may result in immediate loss of hydrant use privileges and may constitute financial penalties.
  12. Penalties may result for violation of this Policy in accordance with the requirements of current City of Neenah Municipal Code.