Town of Wickenburg

Utility Service Request & Customer Deposit Receipt

155 N Tegner St., Ste. A, Wickenburg AZ 85390
Email: utilities@wickenburgaz.org
Telephone: (928) 668-0520   Fax: (602) 506-1580

If Commercial - Business Name: _____

Customer Name: _____

Social Security #: _____ Date Of Birth: _____

Driver's License #: _____ State: _____

Employer: _____ Work Phone: _____

Co-Applicant Name: _____

Social Security #: _____ Date Of Birth: _____

Driver's License #: _____ State: _____

Employer: _____ Work Phone: _____

Email: _____

Mailing Address: _____Primary Phone: _____

City: _____ State: _____ Zip: _____

For Office Use Only: Date Requested: _____

Service Address: _____

Account # Assigned: _____   Type: Commercial (   ) Residential (   )

Services: Electric (   )   Water (   )   Sewer (   )   Garbage (   )

Electric Meter #: _____   Current Reading: _____

Water Meter #: _____   Current Reading: _____

Date Of Turn On: _____   Completed By: _____

Deposits Required: Electric $_____   Water $_____   Sewer $_____ Garbage $_____

Deposit Amount Transferred: $_____   From Account #: _____

Connect Fee: Electric $_____   Water $_____   Can Fee $_____   Total Required: $_____

Amount Received: $_____   Received By: _____

Comments: _____
_____

Notice To Customers: It is the customer's responsibility to become familiar with all rules and policies concerning utility services received from the Town of Wickenburg. This is your utility deposit receipt and may have to be produced prior to receiving a refund. By signing below you confirm that all information above is accurate.

Customer Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

DISTRIBUTION: White – Meter Reader; Canary – File Copy; Pink – Accounts Receivable; Gold - Customer

TOWN OF WICKENBURG
155 N. Tegner, Ste. A - Wickenburg, Arizona 85390
(928) 684-5451   FAX (602) 506-1580

Construction Hydrant Meter Application Revised: 09/23/25

Applicant Information

Instructions: Complete package, sign and return to Annie Moralez at: amoralez@wickenburgaz.gov

Company/Customer Name:_____

Billing Address: _____

City: _____ State:_____ Zip:_____

Contact Name:_____ Contact Phone Number:_____

E-Mail Address:_____

Type of Construction/ Purpose of water use:_____

Requested Location/Address:_____

Estimated Start Date:_____ Estimated Completion Date:_____ _____

Please Review the Construction Hydrant Meter Conditions of Service Agreement. It will need to be signed and submitted with hydrant meter deposit upon application approval.

Town Fee Schedule as of July 1, 2025
- **Construction Hydrant Meter Application - $100.00**
- **Hydrant Meter Deposit Required (upon approval of application) - $1750.00**
- **Hydrant Meter Installation, Removal or Relocation Fee - $50 per occurrence**
- **Water Usage Rate - $5.02 per 1,000 gallons   -   Monthly Base Fee - $240.00**

_____   _____
Applicant Signature   Date

_____   _____
Applicant Printed Name   Town of Wickenburg Approval

Office Use Only:

Meter #		Field Contact	
Start Read		Field Contact #	
Return Read		Returned by:	
Return Date			

TOWN OF WICKENBURG
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Construction Hydrant Meter Conditions of Service Agreement – Revised 11/05/25

For customers wanting to obtain a hydrant meter for commercial and residential construction purposes they must submit a Construction Hydrant Meter application for Town staff to review. An application fee of $100.00 will be required.

Upon Receipt of the application the Town's Public Services Department will review the application and contact the customer within 2 business days. If approved, the applicant will sign the Conditions of Service Agreement and submit a $1750.00 deposit for the hydrant meter. A monthly base fee of $240.00 and $5.02 per 1,000 gallons of water will apply. Customers will be billed once a month for the water consumption and base fee.

The Public Services Dept. will install the hydrant meter at an approved location. A $50.00 hydrant meter installation fee will apply. At any time the meter is requested to be relocated from the approved location a $50.00 relocation fee will apply. Requests for relocation must be made 2 business days prior to the requested date. Only Town of Wickenburg employees are allowed to set, remove, relocate and repair town-owned hydrant meters.

The customer **must** supply a reduced pressure principle backflow assembly (RPPA) or an approved double check valve assembly. Prior to the Town installing the hydrant meter the applicant must submit proof that it has been tested in the last 30 days.

Construction Meters are for temporary use only with a maximum rental term of 12 months from the date of installation. Note: Water delivery may be discontinued at any time without advance notice.

For any meter stolen, lost or rendered irreparable the customer will be responsible and forfeit their deposit. If any damages occur to the meter, the customer will be billed accordingly. If payment is not made, a portion of their deposit will be withheld to cover actual expenses to repair the meter and the agreement will be terminated.

The customer must make every reasonable attempt to ensure the meter is functioning correctly. Knowingly using a faulty meter or tampering with the register constitutes water theft which may be subject to criminal charges.

Hydrant/Spanner wrenches are to be used to operate any fire hydrant. Any damage and repair costs to the hydrant operating nut due to the use of a pipe wrench will be billed to the applicant.

The hydrant operating nut should only be turned twice per work shift, once at the beginning and once at the end. No hydrant shall be left under pressure when the hydrant meter is not in use.

The hydrant main valve should be in the fully opened position or fully closed position. Controlling the amount of water flow from the hydrant is to be done with the valve provided with the hydrant meter assembly.

The customer will be responsible for any negligent damage to the fire hydrant when in use. The customer and Public Services employee will review the condition of the hydrant being utilized before and after use.

Customers will provide a chain and lock to secure the meter assembly and backflow assembly to the fire hydrant.

Any water withdrawn from a fire hydrant will not be used for potable drinking water or recreational uses including swimming pools. The water is also not to be used outside Town limits and cannot be resold.

The signature on this application certifies agreement to comply with all items in the Conditions of Service Agreement.

_____   _____
Applicant Signature   Date

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.

For Questions please contact:

Annie, Management Analyst Principal at (928) 668-0556 or
amoralez@wickenburgaz.gov

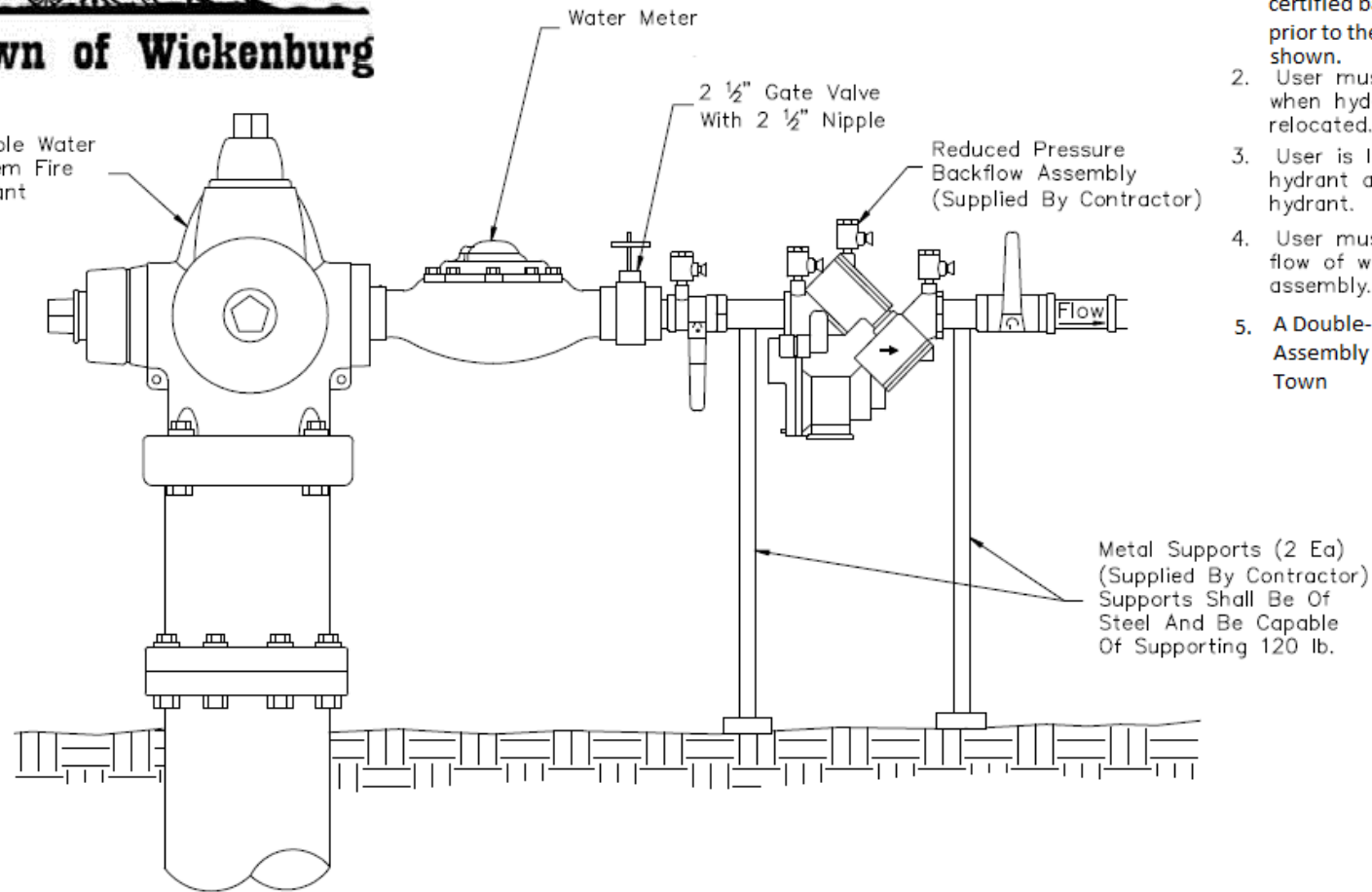For Questions regarding Utility Service please contact:
Shawn Mallicoat, Financial Services Assistant at (928) 668-0556 or
smallicoat@wickenburgaz.gov

CONSTRUCTION HYDRANT METER DETAIL

Town of Wickenburg

Water Meter

2 ½" Gate Valve
With 2 ½" Nipple

Potable Water
System Fire
Hydrant

Reduced Pressure
Backflow Assembly
(Supplied By Contractor)

Flow

Metal Supports (2 Ea)
(Supplied By Contractor)
Supports Shall Be Of
Steel And Be Capable
Of Supporting 120 lb.

GENERAL NOTES

1. Backflow assembly must be tested by a certified backflow assembly tester 30 days prior to the meter being set. Proof must be shown.

2. User must remove backflow assembly when hydrant meter is removed or relocated.

3. User is liable for any damage to the hydrant and all attachments to the hydrant.

4. User must use gate valve to control flow of water, not the hydrant valve assembly.

5. A Double-Check Valve Backflow Assembly may be used if approved by the Town