

**Portland Water District**  
**SUBMETER APPLICATION**

Portland Water District coordinates the purchase and authorization of submeters with the municipalities we serve.

Attached is the application form to be completed by the customer.

The following steps are required for the purchase and activation of a submeter:

1. A customer will fill out the application (available at the Customer Service Front Desk of Portland Water District at 225 Douglass St Portland ME or online at [pwd.org](http://pwd.org))
2. A completed submeter application along with payment will be turned in at the Front Desk to receive the submeter. At that time, the applicant will be given an authorization form that must be completed by the municipality upon approval/inspection of the submeter.
3. The applicant takes the authorization form to the municipality and follows any and all of their requirements for installation, inspection and approval.
4. Upon completion of the municipality requirements, the municipality will complete the authorization form and email that to PWD.
5. When the authorization form is received by PWD, the submeter will be activated on the customer's account.

The program is optional and the customers will be required to bear all costs associated with the installation and maintenance of the sub-meter. Under the submeter program the following two types of sub-meters can be installed:

1. Deductive/Subtractive Sub-meter in which your wastewater bill is reduced by usage that flows through this sub-meter and does not discharge to the sewer. This sub-meter is used to measure the water not entering the sanitary sewer system and is normally associated with irrigation of lawns and gardens, cooling towers on buildings and pool filling. By installing this sub-meter, you will be able to water your lawn and fill your pool without paying a sewer charge for the water used. This is the typical sub-meter for most residential applications.
2. Sewer/Reverse Mode Sub-Meter in which your wastewater bill is calculated on usage that flows through this sub-meter and discharges into the sewer. This sub-meter is used to measure water that is being discharged to the sanitary sewer system and is normally associated with post process wastewater, cooling tower blow down or industrial wastewater discharge. By installing this sub-meter, your wastewater bill will be calculated by the volume that discharges through this sub-meter. This is a sub-meter that may be used in some commercial/ industrial applications. Sewer/Reverse mode sub-meters will be required to receive an annual calibration by a certified technician/ plumber with documentation of such submitted to the City.

Applicant will provide a plumbing sketch showing location of primary water meter, location of proposed Submeter(s), discharge location of flow thru Submeter, and it's approximate distance from road.

Submeters 2" or less will be available for purchase at PWD Customer Service Department located at 225 Douglass St Portland ME. Lobby hours are Tuesday-Thursday from 8:00am to 12:00pm by appointment.

Submeters 3" or larger normally must be ordered by PWD and can be picked up once notified they are in.

PWD's mobile meter reading vehicle must be able to read the submeter from the main road without entering the customer's driveway. Factors such as: terrain surrounding your property; the distance from the property to the main road (under 300 feet is optimal); and the distance the submeter is to an outside wall could interfere with transmission of the reading. Disclaimer: PWD does not guarantee the submeter will be able to be read from the main road.

If PWD's mobile meter reading vehicle is unable to read the submeter from the main road on the first read date following installation, PWD will send a letter to the customer stating the submeter could not be read. No submeter credit will be given until PWD's mobile meter reading vehicle can read the meter. Customers can contact the District to attempt to have the mobile meter reading vehicle pick up a submeter reading from their driveway. A successful driveway read indicates the equipment is working properly, but the meter and/or electronic reading device needs to be re-positioned to pick up a signal from the main road. There is a PWD Troubleshooting Fee of \$19 per visit for this service that will be billed to your PWD account.

A list of submeter sizes and prices have been attached to the Application.

To apply for a Submeter please have the following information with you.

Applicant Checklist:

1. Completed application
2. Sketch or drawing with Submeter location information.
3. Payment

1. Applicant Contact Information – Please Print

Applicant – must be property owner or lessee with a PWD Account

Name		Cell Tel #:	
Business Name (If Applicable)		Work Tel #:	
Address		Home Tel #:	
City/ State		Postal Code	
e-mail			

Agent/ Representative – purchasing for an Applicant

Name		Cell Tel #:	
Business Name (If Applicable)		Work Tel #:	
Address		Home Tel #:	
City/ State		Postal Code	
e-mail			

Applicant Portland Water District Information

PWD Account #	
PWD Customer Name on Account	
Physical Address for Submeter if different from Applicant Address	
Number of water meters already existing at this location	
Number of submeters already existing at this location	

2. Submeter Requested Information

Applicant Information to Be Completed

Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Government <input type="checkbox"/>
Tax Exempt Status – With Verification		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Reason for the Submeter?

Submeter Size Requested		Submeter Type (Check Box)	
Standard <input type="checkbox"/>	Compound <input type="checkbox"/>	Turbine <input type="checkbox"/>	Fire line <input type="checkbox"/>
Non-Pit Meter <input type="checkbox"/>		Pit Meter <input type="checkbox"/>	

<input type="checkbox"/> Deductive/Subtractive Submeter (wastewater bill is reduced by usage that flows through this submeter)
<input type="checkbox"/> Sewer/Reverse Mode Meter (wastewater bill is calculated on usage that flows through this submeter)

**3. Submeter Location Sketch**

Applicant will provide a plumbing sketch showing location of primary water meter and location of proposed Submeter(s). Sketch must show discharge location of water flow through submeter and submeter's approximate distance from road.

**4. Applicant Certification**

I certify that all the above information on this application is true and accurate and am aware of the penalties for the misuse of submeters

Applicant Signature:	Date:
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**5. Payment for Submeter – See attached submeter prices**

Person Taking Payment:	Date Paid:	
Amount and Method of Payment	Cash \$	Check \$

This section of the application is filled out by PWD.

6. PWD Sells Submeter and Applicant Takes Possession

Submeter size:	
Picked up at PWD on Date:	By Whom:
If needed to be ordered, order date:	
Information from Meter prior to Pickup:	
Meter #:	ERT #:
<i>Attach meter and ERT tags to application.</i>	

**MUNICIPALITY AUTHORIZATION PAGE**  
(all information is required for activation of the submeter)

This authorization page needs to be returned to PWD by the municipality upon completion of their requirements and approval for activation of the submeter. Please email to [customerservice@pwd.org](mailto:customerservice@pwd.org).

Date:	
Submeter : approved / denied	reason for denial:
Meter #:	
ERT #:	
Reading on the submeter at time of inspection/approval:	
Approved by:	
Signature:	
Telephone #	

To be filled out by PWD

Date authorization form received by PWD:	
Date Submeter Activated on PWD Account:	
Activated By PWD Employee #:	