

Hydrant Meter Agreement

- Use these instructions to request a hydrant meter to be set on a fire hydrant.
- The “Intended Use of Meter” must be limited to the purposes of dust control, fire and emergency public safety-based training exercises, and other similar and related uses.

Hydrant Meter Agreement Outline

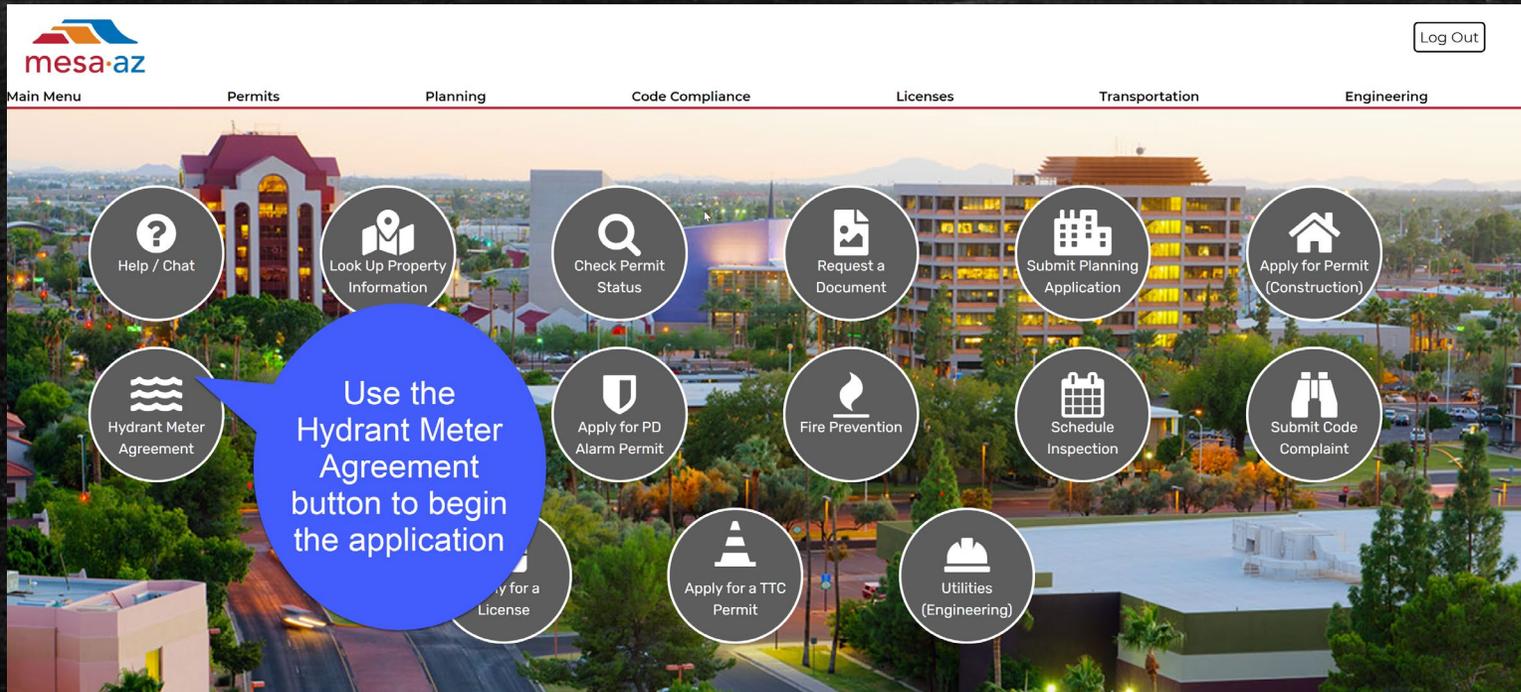


Hydrant Meter Agreement Required Documents and Fees

- You will need to have the following information and documents ready:
 - Location of Hydrant, description of location and a google map exhibit.
 - Use the Explore Mesa map to locate hydrants search by address and then turn on the layers and select Hydrants. [Explore Mesa Map](#)
 - If you have not previously established a utility account, the following documents will be required:
 - Company Articles of Incorporation or Organization
 - Company IRS EIN Taxpayer ID Confirmation or Verification Letter
 - Letter of Authorization on company Letterhead
 - Valid government issued ID
 - Associate fee is \$2711.36 which is due when the signed agreement is returned.

Creating a Record in DIMES

- Navigate to MesaAZ.gov/DIMES
- You will need to register on the site and create an account. Instructions can be found here: [Setting up an Account](#)



Creating a Record in DIMES

1.

mesa-az

Log Out

Main Menu Permits Planning Code Compliance Licenses Transportation Engineering

Logged in as: heather.basford@mesaaz.gov Collections (0) Cart (0) Reports (1) Account Management Logout

Search...

Online Permit Application Submittal

Welcome to the City of Mesa's Online Permitting System. Using this system you can submit an application, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Mesa attempts to keep all information on this website accurate, the Agency neither warrants nor represents the accuracy, completeness, or condition of this Web site. Its use is at your own risk. The Agency is not responsible for any damage, computer virus, or non-information compiled from a variety of sources, including the Agency as a result of using this website.

I have read and accept the terms and conditions of this application

Continue Application >

Review the terms, agree, and then continue

2.

Hydrant Meter Agreement

Search...

1 Contact 2 Application Information 3 Review 5 Pay Fees 6

Step 1: Contact > Applicant Information

Applicant

Enter information about the contacts associated with this permit application. You can copy your contact information from your registration. Note that you can update your contact information (phone number, email address, etc.) at any time. If you are applying for this permit, use the "Select from Account" option to select a contact from your account.

* indicates a required field.

Select from Account Add New

Save and resume later

Continue Application >

Add applicant information and Click Continue Application

Creating a Record in DIMES

- Complete the detailed information regarding the Hydrant Meter including Project Name, Use of Hydrant Meter, Hydrant Location (cross streets/description), and answer the question regarding the utility account.
- Once complete continue application

Step 2: Application Information > Detailed Information * Indicates a required field

Hydrant Meter Will be Used for

* Project Name:

* Hydrant Meter Will be Used for:

Custom Fields

APPLICATION INFORMATION

* Request Date: 

* Hydrant Location:

* Meter Assembly Removal Date: 

* Has the company established a City of Mesa Utility Account? : Yes No

Creating a Record in DIMES

- Click Add to upload an exhibit identifying the location of the hydrant.
- If you have not previously established a utility account, you must upload the following documents:
 - Company Articles of Incorporation or Organization
 - Company IRS EIN Taxpayer ID Confirmation or Verification Letter
 - Letter of Authorization on company Letterhead
 - Valid government issued ID
- Click Continue Application

Step 3: Attachments > Required Documents * indicates a required field.

Attachment

PLEASE READ
If you are attaching anything related to a Resubmittal or Corrections Needed, you *must* attach those in the Attachments section of the record itself.

In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the Account Management > Attachments section is **NOT** automatically attached to a record.

Please visit the [Scout online PDF analyzer](#) to make sure your electronic documents meet the submittal requirements.

Document Submittal Requirements

The maximum file size allowed is 1000 MB.
ade.adp.bat.chm.cmd.com.cpl.exe.hta.htm.html.ins.jsp.jar.js.jse.lib.link.mde.mht.mhtml.msc.msp.mst.php.pif.scr.sct.shb.sys.vb.vbe.vbs.vxd.wsc.wsf.wsh are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update	Upload Date	Size
Hydrant Location.pdf	Exhibit	location	Actions ▼	Uploaded	11/09/2022	11/09/2022	11/09/2022	1.18 MB
Valid government issued photo ID.docx	Valid government issued photo ID	ID	Actions ▼	Uploaded	11/09/2022	11/09/2022	11/09/2022	12.01 KB
Letter of Authorization, on Company Letterhead.docx	Letter of Authorization, on Company Letterhead	LOA	Actions ▼	Uploaded	11/09/2022	11/09/2022	11/09/2022	12.02 KB
Company IRS EIN Taxpayer ID Confirmation or Verification Letter.docx	Company IRS EIN Taxpayer ID Confirmation or Verification Letter	IRS EIN	Actions ▼	Uploaded	11/09/2022	11/09/2022	11/09/2022	11.74 KB
Articles of Incorporation or Organization.docx	Company Articles of Incorporation or Organization	Incorporation	Actions ▼	Uploaded	11/09/2022	11/09/2022	11/09/2022	11.72 KB

[Add](#)

[Save and resume later](#) [Continue Application »](#)

Creating a Record in DIMES

- Review the record information
- Review and acknowledge the Certification
- Click Continue Application

Hydrant Meter Agreement

1 Application Information 2 Attachments 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Review

Save and resume later Continue Application

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Hydrant Meter Agreement

Applicant

Individual
Heather Basford
Primary Phone: 480-644-4778
Mobile Phone: 480-644-4778
E-mail: heather.basford@mesasz.gov

Hydrant Meter Will be Used for

Project Name: Monterey Park
Hydrant Meter Will be Used for: Dust Control

Custom Fields

APPLICATION INFORMATION

Request Date: 11/09/2022
Hydrant Location: South of E. Monterey, East of Hampton
Meter Assembly Removal Date: 11/09/2023
Has the company established a City of Mesa Utility Account?: No

Attachment

PLEASE READ
If you are attaching anything related to a Resubmittal or Corrections Needed, you must attach those in the Attachments section of the record itself.

In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the Account Management > Attachments section is NOT automatically attached to a record.

Please visit the [Scout online PDF analyzer](#) to make sure your electronic documents meet the submittal requirements.

Document Submittal Requirements

The maximum file size allowed is 1000 MB.
ade:adp:bat:chm:cmd:com:cp:exe:hta:htm:html:inc:isp:jar:jse:jsb:lnk:mde:mht:mhtml:misc:mpg:mst:ppt:scr:scr:stb:sys:vb:vb6:vb6:vid:wsc:wsh:win are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update	Upload Date	Size
Hydrant Location.pdf	Exhibit	location	Actions	Uploaded	11/09/2022	11/09/2022	11/09/2022	1.18 MB
Valid government issued photo ID.docx	Valid government issued photo ID	ID	Actions	Uploaded	11/09/2022	11/09/2022	11/09/2022	12.01 KB
Letter of Authorization, on Company Letterhead.docx	Letter of Authorization, on Company Letterhead	LOA	Actions	Uploaded	11/09/2022	11/09/2022	11/09/2022	12.02 KB
Company IRS EIN Taxpayer ID Confirmation or Verification Letter.docx	Company IRS EIN Taxpayer ID Confirmation or Verification Letter	IRS EIN	Actions	Uploaded	11/09/2022	11/09/2022	11/09/2022	11.74 KB
Articles of Incorporation or Organization.docx	Company Articles of Incorporation or Organization	Incorporation	Actions	Uploaded	11/09/2022	11/09/2022	11/09/2022	11.72 KB

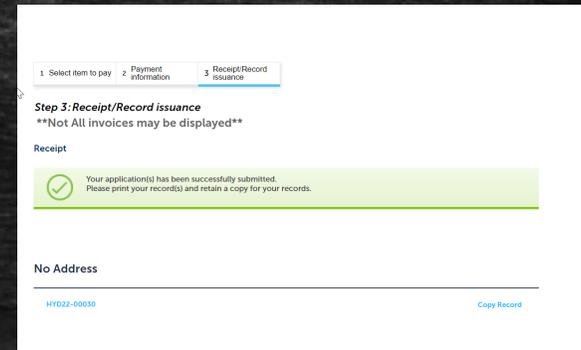
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Save and resume later Continue Application

Creating a Record in DIMES

- Once submitted the system will provide a record number used for tracking



Next Steps:

- You will receive status updates throughout the process to the email associated with the applicant on the record. Please keep an eye out for any emails that request additional information or require you to select a new hydrant. If a new location is required, please upload a new map for the new hydrant location.
- Once we process the application you will receive an email including the hydrant meter agreement. You must sign the agreement and upload it back into the record AND pay the fees that have been invoiced.
- Upon receipt of the signed agreement and payment of the required fees a clearance will be sent over to our Business Office for processing. If additional information is required they will be in contact to collect.
- Meter will be scheduled to be set.