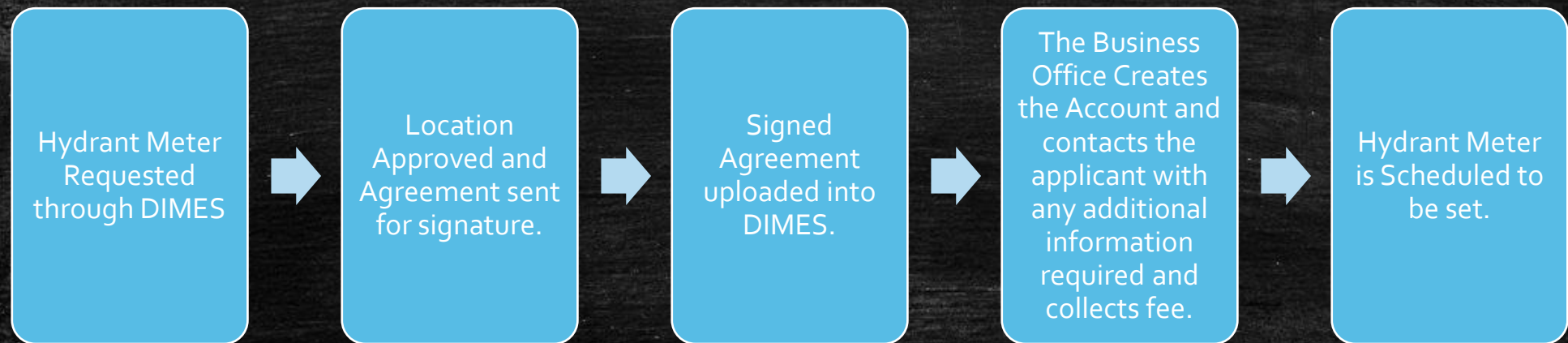


Hydrant Meter Agreement

- 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. To request a variance, contact the Water Resources meter shop at 480-644-6908.

Hydrant Meter Agreement Outline

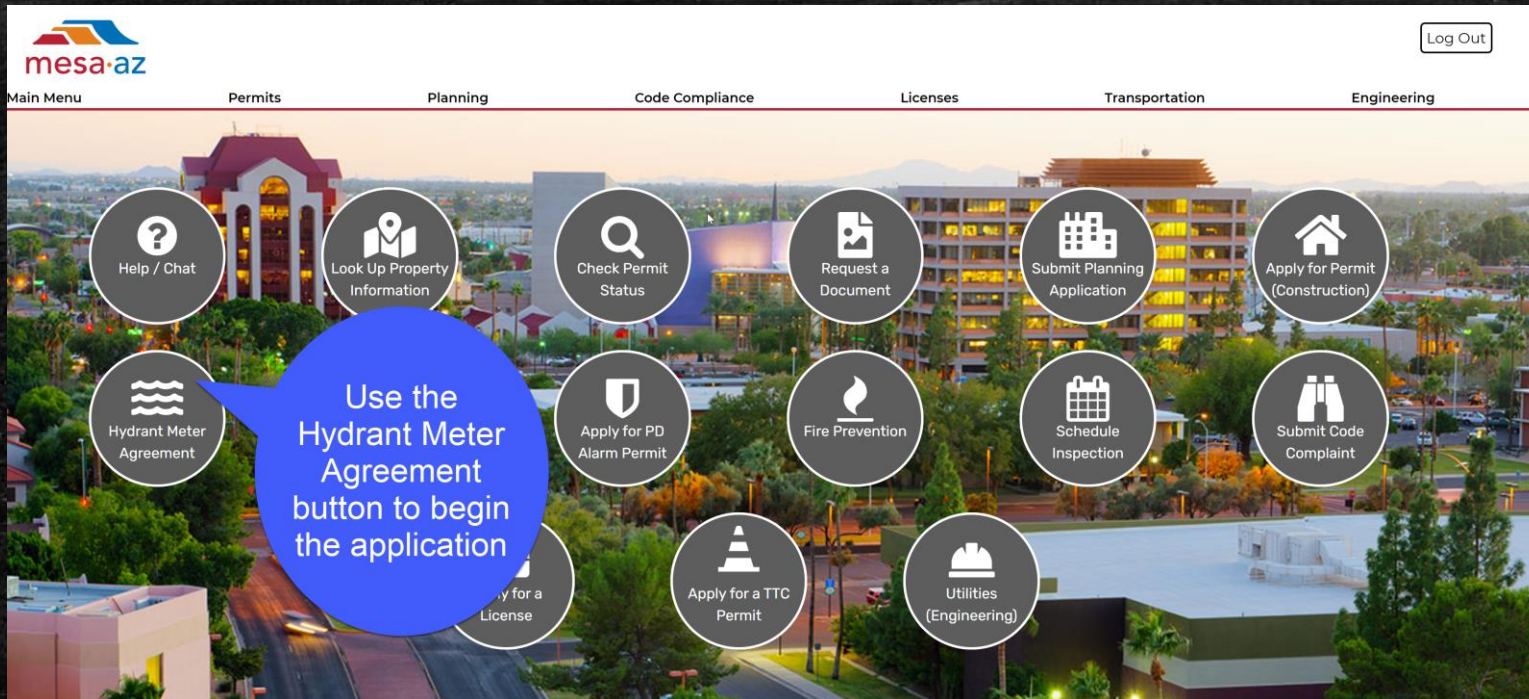


Hydrant Meter Agreement Required Documents and Fees

- You will need to have the following information and documents ready:
 1. A description of the hydrant's location including cross streets and/or a nearby address
 2. A map exhibit with the hydrant location marked.
 - a) Use the Explore Mesa map to locate hydrants; search by address, then select "Tools" at the top left corner. From the list of layers, select hydrants. [Explore Mesa Map](#)
- If you have not previously established a utility account, the following documents will be required:
 1. Company Articles of Incorporation or Organization
 2. Company IRS EIN Taxpayer ID Confirmation or Verification Letter
 3. Letter of Authorization on company Letterhead
 4. Valid government issued ID
- Associated fee is \$1674.36 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 its website up-to-date and accurate, the Agency neither warrants nor represents that the information on this website is complete, accurate, or up-to-date. The Agency is not responsible for any damage, including computer virus, or non-information, that may be caused by the use of the website. The Agency is not responsible for any damage, including computer virus, or non-information, that may be caused by the use of the website. The Agency is not responsible for any damage, including computer virus, or non-information, that may be caused by the use of the website.

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

Continue Application »

2.

Hydrant Meter Agreement

Search...

1 Contact 2 Application Information 3 Review 4 Pay Fees 6

Step 1: Contact > Applicant Information

* indicates a required field.

Applicant

Enter information about the contacts associated with this permit. 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.

Select from Account Add New

Save and resume later

Continue Application »

Creating a Record in DIMES

Select Contact from Account ✕

John Does
Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address	Phone
<input checked="" type="checkbox"/>	Mailing		123 Street Ave	

[Continue](#) [Discard Changes](#)

Select the mailing address and update as needed before continuing.

Step 1: Contact > Applicant Information * indicates a required field.

Applicant

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. If you are applying for this permit, use the 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

✔ Contact added successfully.

John Does
JohnDoe@email.com
Home phone:5555555555
Mobile Phone:5555555555
Work Phone:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address use the Action link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		123 Street Ave	Actions ▼

[Save and resume later](#) [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@mesasaz.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:adpbat.chmc.cmd.com.cpl.exe.hta.htm.html.ins.ipg.jar.js.jse.jvb.lnk.mde.mht.mhtml.msc.msp.mst.php.pdf.scr.sct.sfb.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	ID	Valid government issued photo 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

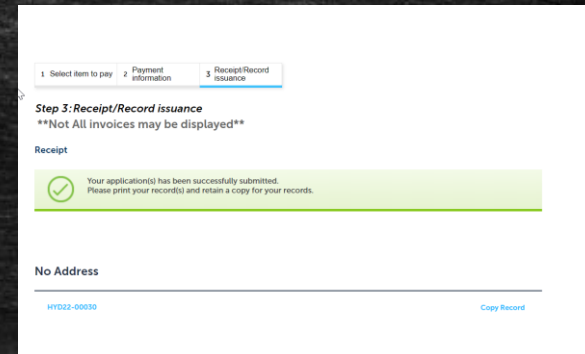
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically 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 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 back into the record.
- Upon receipt of the signed agreement a clearance will be sent over to our Business Office for processing. The business office will contact applicant regarding payment of fee and request additional information required if required.
- Meter will be scheduled to be set.