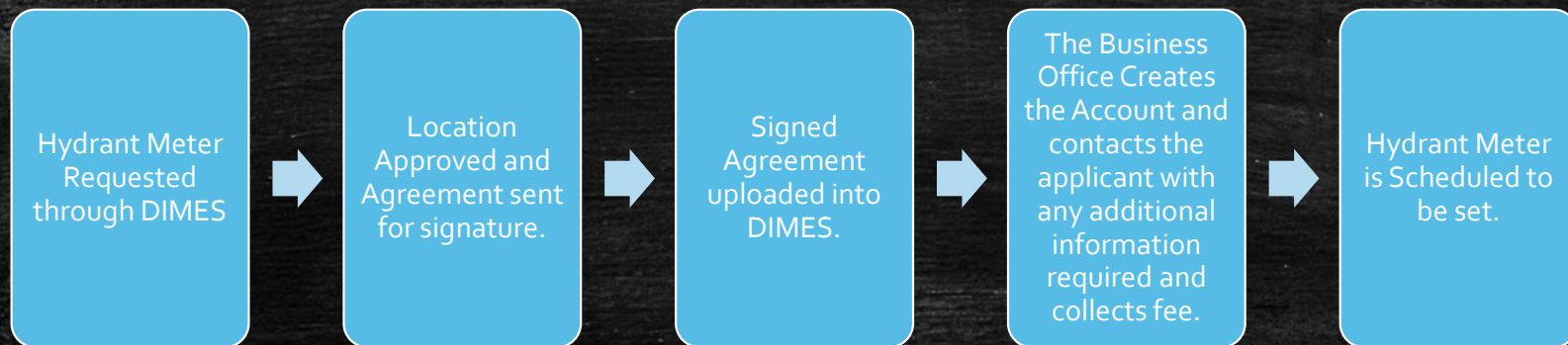


Hydrant Meter Agreement

- 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.

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. Letters of Authorization on Company Letterhead
 4. Valid government issued ID
- The associated fee is \$1,711.36 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.



2.



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 record. You must enter the Applicant information and be sure to provide a (state number) and email address. If you are applying for this parent, use the "Select from Account" button to add new contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management tool at the top of the page.

✔ Contact added successfully.

John Does
JohnDoes@email.com
Home Phone: 1111111111
Mobile Phone: 2222222222
Work Phone:
EIN: 123456789

▼ Contact Address

[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	Action

[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

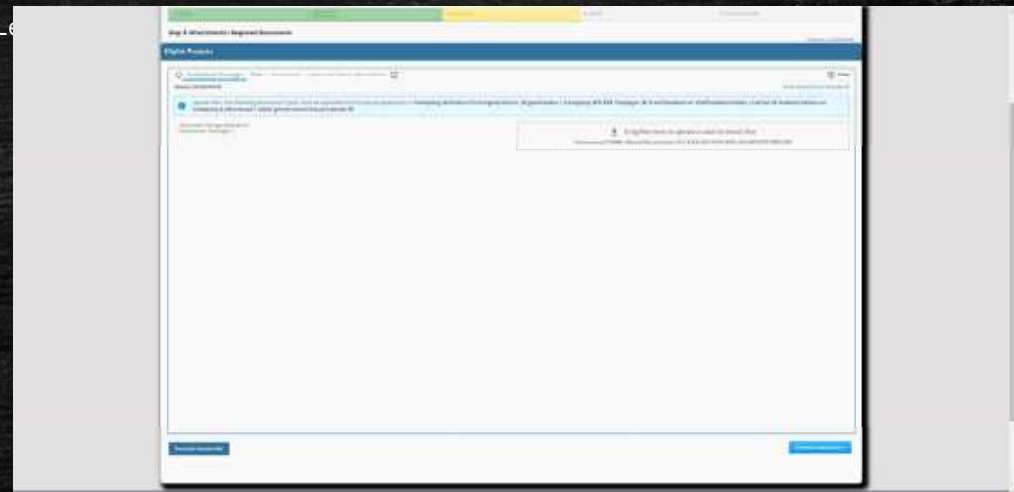
The screenshot shows a web application interface for 'Step 2: Application Information - Detailed Information'. The form is titled 'Hydrant Meter Will be Used for' and contains the following fields:

- Project Name:** A text input field.
- Hydrant Meter Will be Used for:** A larger text input field.
- Custom Fields:**
 - APPLICATION INFORMATION:**
 - Request Date:** A date picker set to 06/26/2024.
 - Hydrant Location:** A text input field.
 - Does this hydrant installation comply with New York State Law?** A radio button selection with 'Yes' selected.
 - Utility Metering By:** A text input field.
 - Business Name:** A text input field.

At the bottom of the form, there are two buttons: 'Back and Review Data' on the left and 'Continue Application' on the right.

Creating a Record in DIMES

- Drag and drop into the box 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



Creating a Record in DIMES

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

The screenshot displays a web-based application interface for creating a record in DIMES. The main content area is titled "Hydrant Meter Agreement". Below the title, there are several sections with blue headers and white backgrounds, each containing text and a "Continue" button. The sections are:

- Hydrant Meter Agreement**: The main title of the form.
- Hydrant Meter Agreement**: A section with a "Continue" button.
- Hydrant Meter Agreement**: A section with a "Continue" button.
- Hydrant Meter Agreement**: A section with a "Continue" button.

At the bottom of the form, there are two blue arrows pointing to the "Continue" buttons, indicating the next steps in the process.

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.

