



# Cherokee County Water and Sewerage Authority

## Water Meter Application

### I. BILLING INFORMATION *(RESPONSIBLE FOR MONTHLY WATER BILL)*

Customer Name:

Address:

Phone:

City:

State:

Zip Code:

Email:

### II. DIRECT JOB SITE CONTACT

Name:

Phone:

Email:

### III. SUBDIVISION

**IS SUBDIVISION  
ON SEWER?**

☐ Yes ☐ No

### IV. LIST SERVICE ADDRESS FOR METER PURCHASE

LOT NO.	SERVICE ADDRESS	METER SIZE	STANDPIPE	IRRIGATION
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### V. LIST CONTACT FOR PAYMENT OF METER PURCHASE *(IF PAYING VIA CREDIT OR DEBIT CARD)*

PLEASE DO NOT INCLUDE CREDIT CARD INFORMATION WITH APPLICATION.

A CCWSA REPRESENTATIVE WILL CONTACT THE PERSON LISTED TO SUBMIT PAYMENT.

Name:

Phone:

Email:

### X. SIGNATURES

Applicant Signature:

Date:

Email Application To: [customerservice@ccwsa.com](mailto:customerservice@ccwsa.com)



# CHEROKEE COUNTY WATER & SEWERAGE AUTHORITY

## IMPORTANT INFORMATION REGARDING METER INSTALLATION

Newly Purchased Meters Take A **Standard 2 - 4 Week Period** To Be Set

### **METER INSTALLATION IN A SUBDIVISION**

**Builders must contact Brad Payne for meter installation when the following standards have been met.** In areas where the water service has been stubbed, place the meter location card at the meter box immediately. Please have the meter box uncovered and the service line/curb stop level in the box and no deeper than 12 inches. Specifications for meter installation is detailed in W-705 of the CCWSA specifications manual which will be provided when meter is purchased and is also available at ccwsa.com.

### **METER INSTALLATION ON COUNTY OR STATE ROADS**

Meter location cards need to be placed on the right-of-way in an area visible from the road. The meter location card must be placed at installation site no later than 24 hours after purchase. CCWSA will make every effort to install the meter as close as possible to the site of the meter location card. Meter installation will normally occur within 2 — 4 weeks. Any problems that occur in obtaining county or state D.O.T. permits may affect the installation time period. **Meter installation is subject to water availability to the property.**

If you have any further questions, please contact Brad Payne at (770) 479-1813 Ext. 1265 or bradp@ccwsa.com.

### **IRRIGATION METERS**

Meter location cards need to be placed on the right-of-way (approximately 8-10 feet off the edge of the pavement). If there is an existing domestic meter at the location, it is recommended to place the meter location card within 3 ft of this meter. The meter location card must be placed at installation site no later than 24 hours after purchase. CCWSA will make every effort to install the irrigation meter as close as possible to the site of the meter location card. The construction department will install the water service line and the first meter box. Do not attach the sprinkler system to the curb stop. At a later date, the backflow department will install the meter and backflow device in the second box. The water line cannot be connected to the meter until the backflow device has been installed. The CCWSA technician will leave a green doorhanger to advise that the meter/backflow installation is complete. It is the homeowner's responsibility to attach the irrigation system/hose bib to the meter. The backflow device will be tested by CCWSA at no cost to the customer. During the winter months when there is no water usage, a monthly minimum fee will be billed to the account. The minimum charge is currently \$15.00. You will receive two bills each month - one for each meter. Both bills should arrive in the same envelope. If payment is mailed, please include both payment stubs to ensure proper credit is applied. If payment is submitted electronically, please specify both account numbers and the amount to be applied to each account.

CCWSA will notify the customer by letter if the meter cannot be installed. The letter will be mailed to the address supplied when the meter was purchased. The meter installation will be placed on hold until the problem(s) has been corrected. After the problem(s) has been resolved, please notify Brad Payne at (770) 479-1813 Ext. 1265 or bradp@ccwsa.com and the meter will be released for installation. The installation will then fall under the **standard waiting period**. Please keep this in mind when correcting meter issues.

### **YARD REPAIR**

When a service/meter is installed with a backhoe, yards will be excavated in the smallest area possible. For yards containing sod, a Yard Repair Form will be left on the front door of the home once the service/meter installation is complete. Please fill out the form and mail it to the address on the form or email bradp@ccwsa.com. Yards containing Fescue Seed will be repaired as soon as possible after the service/meter installation. Sod yards may take longer because we purchase sod in bulk.

If you have any further questions regarding yard repairs, please call (770) 479-1813.

**P.O. Box 5000 ~ 140 West Main Street ~ Canton, GA 30114 ~ 770-479-1813**