



# Charles Town Utility Board

661 S. George Street, Suite 101 Charles Town, WV 25414  
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**APPROVED: May 24, 2023**

## **Residential Exempt Meter Policy**

The Charles Town Utility Board (CTUB) does not allow adjustments to sewer charges on customer bills for lawn and garden watering, or filling swimming pools, hot tubs or saunas.

### **UTILITY BOARD**

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*City of Charles  
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Customers may apply for a second exempt water meter to measure water used for lawn watering or pool/hot tub filling. For CTUB sewer customers that receive water service from Jefferson Utilities, Inc. (JUI) must call JUI regarding their policy on exempt meters.

**"Exempt Meter"** shall mean a second potable water meter installed by a water utility to serve a single customer which is exclusively connected to water facilities which do not return the potable water passing through such meter to the sanitary sewer system. The installation of an Exempt Meter for a residential customer is permitted provided:

- (1) The Exempt Meter and all appurtenant facilities are subject to CTUB's initial and subsequent inspection to confirm that potable water is not returned to the sanitary sewer system.
- (2) To the extent practical, all Exempt Meters may be installed via a single service line or a dedicated service line in accordance with Exhibit A to this policy.
- (3) All exempt meters shall have a backflow prevention device immediately following the irrigation meter. Customer is responsible for ensuring annual inspection of the backflow prevention device in accordance with CTUB backflow prevention requirements.
- (4) CTUB will not impose sanitary sewer charges on potable water passing through an Exempt Meter.
- (5) A security deposit fee of fifty dollars (\$50.00) and the associated costs for Exempt Meter of nine hundred and fifty dollars (\$950.00) must be paid at the time of application. This cost includes the tap, radio, meter box and meter and inspection of exempt meter line installation (by customer).
- (6) Installation of all water lines or devices at the meter connection point shall be the sole responsibility and expense of the customer per CTUB's specifications. Customer is responsible for all permitting and inspections for service line installation that may be required by local jurisdiction.
- (7) CTUB will inspect the installation of water lines and devices once complete (by customer) and install the Exempt Meter.
- (8) Customer shall ensure that exempt meter line and appurtenances are winterized annually.



## Exempt Meter Policy

### Exhibit A

Pursuant to the CTUB exempt meter policy there are two options for Exempt meter installation:

#### Option 1: SINGLE SERVICE LINE

For new construction with irrigation, one service line will be tapped onto the main, and two meters will be set from the reduced  $\frac{3}{4}$ " line.

On an existing domestic service adding irrigation, a tee will be installed just before the domestic meter on the domestic line.

Backflow prevention assembly shall be installed immediately following the irrigation meter.

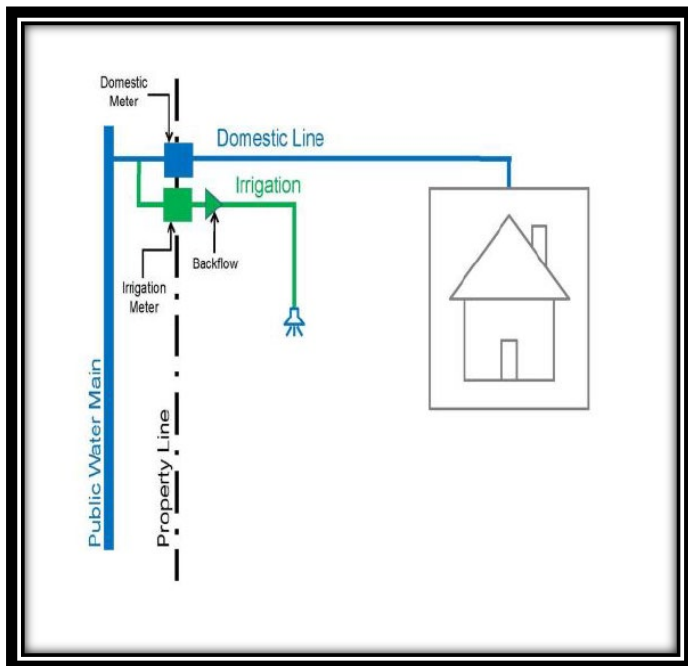
#### Option 2: DEDICATED SERVICE LINE

In some cases, CTUB can elect to have a separate tap and a separate line run to each meter box. In this case, the standard connection charges and tap fees will be assessed. This option may be necessary if the existing domestic meter is in a driveway or there is some other circumstance that prevents splitting off the single service line.

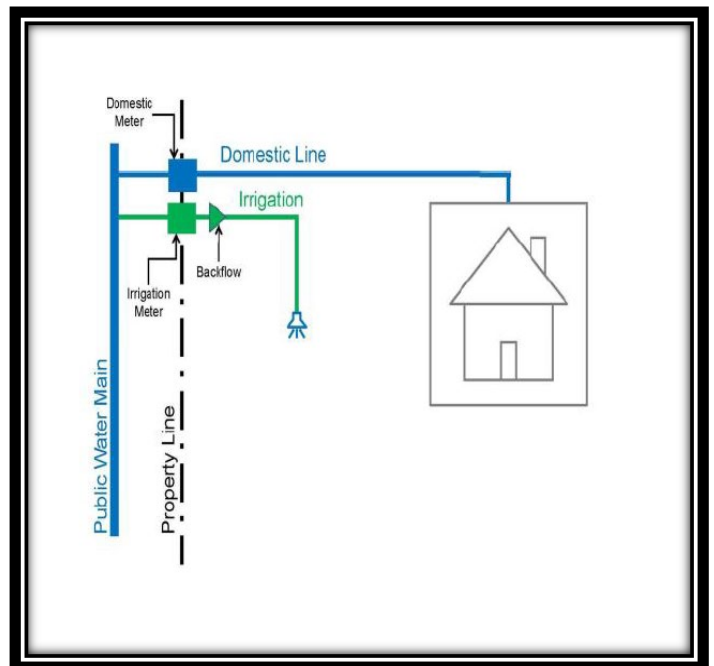
If customers need more than a  $\frac{3}{4}$ " irrigation service, they may purchase larger services for added capacity.

Services larger than  $\frac{3}{4}$ " will be tapped on the main with standard connection and tap fees.

Backflow prevention shall be installed immediately following the irrigation meter.



Option 1: Single Service line



Option 2: Dedicated Service line

## APPLICATION FOR RESIDENTIAL EXEMPT METER

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www.ctubwv.com

- 1.) "Irrigation/Pool Service" is a service exclusively used for the purposes of landscaping, yard irrigation, or filling swimming pools, providing that none of the water returns to the sanitary sewer system.
- 2.) A back-flow preventer is required to protect the public water supply. Failure to install this device will initiate an interruption of service. Customer is responsible for providing certification records for the backflow preventer to CTUB annually.
- 3.) Exempt meter shall be in accordance with the policy.
- 4.) Installation of water lines or devices beyond the curb shall be the sole responsibility and expense of the customer.
- 5.) A deposit of \$50.00 and the cost for the meter of \$950.00 must be paid at the time of application.

**Note: CTUB does not guarantee that a meter can be installed at all locations requested. If conditions in the field create an additional expense, the customer will be notified and given the option to pay the additional expense or terminate the project with all prepaid fees being refunded. Larger than 5/8" irrigation meter requested and associated costs shall be reviewed with Billing Manager.**

Name	First	MI	Last		
Picture ID Required		Drivers License #	State	Number	
Address for Service		Number	Street	Apt#	City
		Development or Apartment Name		Lot	
Address for Bill		Number	Street	City	State
		Apt #		Home/Cell Phone	( ) -
Email Address			Secondary Phone	( ) -	
Own/Rent		Landlord Name		Phone	( ) -
Date Service is to Start		MM/DD/YYYY	<i>Service can be stopped or started during business hours only.</i>		
<p>I HEREBY AUTHORIZE SERVICE TO BE ESTABLISHED IN MY NAME AT THE ABOVE PROPERTY LOCATION AND AGREE TO PAY FOR SERVICE UNTIL DISCONTINUED BY MY <u>REQUEST IN WRITING</u></p>					
_____ Signature			_____ Date		
PLEASE MAKE CHECKS PAYABLE TO "CHARLES TOWN UTILITY BOARD " AND RETURN WITH APPLICATION					

### OFFICE USE ONLY - DO NOT WRITE BELOW

Account Number	NUMBER		
Irrigation Meter Water Deposit Collected	AMOUNT	RECEIPT NUMBER	
Meter Fee Collected	AMOUNT	RECEIPT NUMBER	
Clerk			