



APPLICATION FOR BULK WATER PERMIT

OFFICE OF THE CITY CLERK

23 N 2nd Street, Tomahawk WI 54487

(715) 453-4040 Email: abartz@tomahawkwi.gov

www.cityoftomahawk.com

SECTION 1 – APPLICANT INFORMATION

First Name	Middle Initial	Last Name	Suffix (Jr., Sr., etc.)
Business Name			
Address			Apt #
City		State	Zip
Mailing address, if different from above			
Telephone Contact Number		Email address	
Wisconsin Driver's License or Identification Number:			
Start Date		Approximate End Date	

SECTION 2 – FEES – The City understands that contractors need large quantities of water from time to time for specific jobs (i.e. paving, boring, etc.). The bulk water station is located near the City Garage at 415 W Spirit Avenue and will be permanently equipped with a fire hydrant meter and backflow preventer for your use. You will need a fire hose equipped with a female NST (fire hose thread) coupling to use the meter connection.

1. Metered Water Sales. A service charge of \$40.00 and a charge for volume of water shall be billed to the party using the water. The volumetric charge shall be calculated at \$3.02 per 100 cubic feet. In addition, for meters that are assigned to bulk water customers for than 7 days, the quarterly service charge based on meter size (3" meter charge is \$90.00) will apply.
2. Unmetered Water Sales: Unmetered service shall be billed at \$43.60 for a 5/8" meter, \$46.60 for a 3/4" meter or \$53.50 for a 1" meter with an estimated 1,400 cubic feet of water per quarter. If the utility determines that actual usage exceeds 1,400 cubic feet of water per quarter, an additional charge for the estimated excess usage shall be made according to the City of Tomahawk Rate File. (This only applies to a 1-inch or smaller service connection. For customers with a larger service connection, the utility shall install a temporary meter and charges shall be based on the rates set for in City of Tomahawk Rate File.)

SECTION 3 – PENALTY NOTICE

My signature below indicates that I have read and understand the City Bulk Water Policy in its entirety. I understand that I am performing this action at my own risk and the City is not responsible for my actions. I will follow all procedures outlined in the Bulk Water Policy and I understand that my failure to do so will result in these privileges being revoked and possibly a fine and criminal charges.

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

SECTION 4 – FOR CITY USE ONLY

Approved Denied Reason: _____

Effective Date: _____ Expiration Date: _____ Total Usage: _____

CITY OF TOMAHAWK BULK WATER POLICY

“Bulk Water/Hydrant Use Policy”

The City of Tomahawk is required by the Public Service Commission (PSC) to enforce the proper use of all fire hydrants throughout the water distribution system. Each hydrant is a potential entry point for contaminants into our drinking water. Contamination to the system may easily occur if back flow or back-siphonage conditions occur in the drinking water system. This may happen anytime that water is removed from the system in large quantities at high velocities. This is not only a public health concern, but a threat to system security, as well. Therefore, the general policy of the City of Tomahawk (City) is to restrict the use of fire hydrants only to the City maintenance employees and Fire Department personnel for fire-fighting purposes. Only under special conditions will the City allow others to use a hydrant in the system (see long term construction use below in item 2b). Contractors in need of bulk water in the City service area are required to contact the City of Tomahawk Clerk’s Office prior to withdrawing water from the system. Failure to adhere to this policy is a violation of State Law and is considered water theft. The violation is punishable by fine and/or incarceration and the City will not refrain from enforcing this policy. The first time offense will result in a penalty of not less than \$20.00 nor more than \$500.00.

Bulk water sales are:

1. Water supplied by tank trucks or from hydrants for the purpose of extinguishing fires outside the utility’s service area;
2. Water supplied by tank trucks or from hydrants for purposes other than extinguishing fires, such as water used for irrigation of filling swimming pools; or
3. Water supplied from hydrants or other temporary connections of general service type applications, except for service temporarily supplied on an unmetered basis where the utility cannot immediately install a meter used for construction purposes.

The City understands that contractors need large quantities of water from time to time for specific jobs (i.e. paving, boring, etc.). Unfortunately, the City cannot provide this service at every location and ensure that our drinking water remains safe. Providing high quality drinking water to our customers is of the utmost importance and takes precedence over providing bulk water to those in need. However, we have established a location in our water system where those that need bulk water may obtain it and not endanger our system. The hydrant is located near the City Garage at 415 W Spirit Avenue and will be permanently equipped with a fire hydrant meter and backflow preventer for your use. You will need a fire hose equipped with a female NST (fire hose thread) coupling to use the meter connection. If you are interested in using these facilities, the following procedures must be adhered to:

1. Application. Visit the Clerk’s Office at 23 N 2nd Street, Tomahawk, WI 54487. You will need to complete an application for bulk water sales. The application must include a valid driver’s license during this process.
2. Fees. The following fees apply to bulk water sales:
 - a. Metered Water Sales. A service charge of \$40.00 and a charge for volume of water shall be billed to the party using the water. The volumetric charge shall be calculated at

\$3.02 per 1,000 cubic feet. In addition, for meters that are assigned to bulk water customers for than 7 days, the quarterly service charge based on meter size (3" meter charge is \$90.00) will apply.

- b. **Unmetered Water Sales:** Unmetered service shall be billed at \$43.60 for a 5/8" meter, \$46.60 for a 3/4" meter or \$53.50 for a 1" meter with an estimated 1,400 cubic feet of water per quarter. If the utility determines that actual usage exceeds 1,400 cubic feet of water per quarter, an additional charge for the estimated excess usage shall be made according to the City of Tomahawk Rate File. (This only applies to a 1-inch or smaller service connection. For customers with a larger service connection, the utility shall install a temporary meter and charges shall be based on the rates set for in City of Tomahawk Rate File.)
3. **Issuance of Permit.** Once you have paid the proper fees to the Clerk's Office, you will be issued a bulk water permit that you must keep in your possession when withdrawing water from our station. City employees can request to see your permit at any time. If you do not have a permit in your possession upon request, your permit will immediately expire or if determined that you have not applied for a permit, a water theft fine will be assessed and you may be subject to further prosecution through the Tomahawk Police Department.
4. **Hydrant Wrench.** If you do not have a proper hydrant wrench, we will issue you one on the first visit. This wrench should only be used at the designated site. Do not use anything but the hydrant wrench on City hydrants or you will lose the privilege of receiving bulk water and you will be charged for the hydrant repair.
5. **Operating the hydrant.** When operating the fire hydrant the following rules apply:
 - a. Always turn the wrench slowly when opening and closing the hydrant to prevent "water-hammer" in the system. If this rule is not followed, the results can be disastrous and you will be held liable for any damages incurred from "water-hammer".
 - b. The hydrant meter is equipped with a gate valve on the downstream side of the hydrant meter for throttling the flow from the hydrant. Do not throttle the hydrant flow at the hydrant operating nut. When using a fire hydrant, the operating nut must be opened completely.
 - c. It is a good idea to shut the gate valve at the meter prior to operating the hydrant nut to prevent the hose from whipping. After each use of the hydrant, turn off hydrant using the operating nut.
6. **Meter readings.** It is your responsibility to keep the meter readings at each filling and your conscience is your guide. Do not attempt to remove our hydrant meter or backflow prevent from the bulk water station. This will be considered theft and treated accordingly.
7. **Damages.** The City retains the right to retain all hydrant use fees received and charge for damages to our facilities.

8. Insurance. All hydrant users must have adequate liability insurance and provide the City with a certificate that list the City as additionally insured. Note: If the City has copy of the certificate on file and the date has not expired an updated certificate will be required.

As stated above, this policy is an effort by the City to provide an additional service to our customers. The program will only work if honesty and proper workmanship prevail on the part of the customer. In an effort to continue this service, we ask that you immediately report any illegal or improper fire hydrant use in our system by calling the Clerk's Office at 715-453-4040. Our water theft fine for contractors/developers is not less than \$20.00 nor more than \$500.00 for the first offence and not less than \$20.00 nor more than \$1,000.00 for each offence thereafter. If the City employees find equipment attached to any hydrant in our service area without prior permission from the City, all equipment will be confiscated and will not be returned to the responsible party until the water theft fine is paid to the City.

My signature below indicates that I have read and understand the City Bulk Water Policy in its entirety. I understand that I am performing this action at my own risk and the City is not responsible for my actions.

I will follow all procedures outlined in this policy and I understand that my failure to do so will result in these privileges being revoked and possibly a fine and criminal charges.

Company Name: _____

Authorized Signature: _____

Title: _____

Printed Name: _____

Date: _____