



**City of Leander Utilities**  
 PO Box 317  
 Leander, TX 78646-0317

Office Hours: 8 a.m. to 5 p.m., M-F  
 Office: (512) 259-1142  
 Email: [customercare@leandertx.gov](mailto:customercare@leandertx.gov)

After Hours Emergencies, Call: (512) 259-2640

**FIRE HYDRANT METER REQUEST FORM**

TODAY'S DATE \_\_\_\_\_ REQUESTED START DATE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

BUSINESS PHONE # \_\_\_\_\_ OTHER PHONE # \_\_\_\_\_

TAX ID # \_\_\_\_\_ EMAIL \_\_\_\_\_

HYDRANT ADDRESS \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Information in your City of Leander Utilities customer account record is generally considered public information under Texas Government Code, Chapter 552 (Public Information Act). However, the Texas Utilities Code, Chapter 182.052 (DISCLOSURE OF PERSONAL INFORMATION), provides that a government-operated utility may not disclose personal information (address, telephone number, and social security number) or any information relating to the volume or units of utility usage, or the amounts billed to or collected from the individual for utility usage, unless the customer requests that the government-operated utility disclose the information. If you wish your personal utility account information to be disclosed to the public via a public information request, please make the below selection.

\_\_\_\_\_ I request that all personal information provided to City of Leander Utilities, as defined under Texas Utilities Code, Chapter 182.052, be disclosed to the public, thus causing this information to be subject to open records provisions.

**FIRE HYDRANT METER GUIDELINES**

- A MAP SHOWING THE HYDRANT LOCATION IS REQUIRED AND THE LOCATION MUST BE CLEARLY MARKED OR FLAGGED IN ORDER TO BE SET.
- THE ASSEMBLY MUST BE PROPERLY WINTERIZED TO PROTECT AGAINST INCLEMENT WEATHER.
- THE ASSEMBLY MUST BE PROPERLY SUPPORTED TO THE GROUND AND HYDRANT BY THE APPLICANT AFTER INSTALLATION IS PERFORMED BY CITY AUTHORIZED PERSONNEL.
- ANY DAMAGES DISCOVERED MUST BE REPORTED TO THE UTILITY BILLING DEPARTMENT IMMEDIATELY. DO NOT REMOVE THE ASSEMBLY OR ATTEMPT TO MAKE ANY REPAIRS. PLEASE CONTACT THE UTILITY BILLING DEPARTMENT AT 512-259-1142.
- THE CITY OF LEANDER IS NOT RESPONSIBLE FOR ANY DAMAGES DUE TO THEFT, INCLEMENT WEATHER, MISUSE, MISCHIEF, OR NEGLIGENCE. SUBSEQUENT CHARGES WILL BE BILLED TO THE ACCOUNT HOLDER.
- DAMAGES REQUIRING REPAIR WILL RESULT IN A MINIMUM 3-5 BUSINESS DAY RE-INSTALLATION AND BILLED TO THE ACCOUNT HOLDER.
- DO NOT REMOVE OR RELOCATE THE ASSEMBLY. IF A RELOCATE IS NEEDED PLEASE CONTACT THE UTILITY BILLING DEPARTMENT TO AVOID TAMPERING FEES.
- UPON ACCOUNT CLOSURE EACH METER AND BACKFLOW IS CALIBRATED AND TESTED; THOSE FEES ARE APPLIED ONTO THE FINAL BILL.

**CUSTOMER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

A **\$1,040 REFUNDABLE DEPOSIT** AND **\$20 CONNECTION FEE** ARE REQUIRED  
 WITH EACH FIRE HYDRANT METER REQUEST.

**THIS FORM MUST BE RETURNED TO THE CITY OF LEANDER UTILITIES DEPARTMENT WITH A COPY OF YOUR IDENTIFICATION, SIGNATURE AND DEPOSIT. THIS APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS SUBMITTED.**