

**Sewerage and Water Board of New Orleans**  
**Hydrant Meter Application**



**Applicant Information**

**Date of Request:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Tax ID:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Service Location:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Account Responsibilities**

- Monthly Meter Reading: Submit meter readings via email to [MeterReading@swbno.org](mailto:MeterReading@swbno.org) between 1st and 5th of each month. (Unless instructed that readings will be obtained by SWBNO meter readers).
- Monthly Charges: Service fee of \$29.38 plus a minimum usage charge of \$303.37 (plus tax). Additional usage billed at general service rates.
- Annual Recalibration: Return meter to SWBNO Meter Shop (8800 S. Claiborne Ave.) within 30 days of the 1-year mark for recalibration and testing. Failure to recalibrate meter annually results in \$150 fine.

**Additional Information**

- Customer is responsible for lost/stolen equipment and must report lost/stolen equipment to SWBNO Customer Service along with a police report. Deposit will be forfeited. To obtain replacement equipment, customer can re-apply. Replacement fee for meter wrench key is \$500.
- Change of Service Location: Email new location to [MeterReading@swbno.org](mailto:MeterReading@swbno.org). Failure to report change results in \$150 fine.
- Tampering: Violations per City Ordinance Article VI. Sec 158-831. Penalties up to \$1,000 and loss of deposit. More info: [swbno.org/reports/tampering](http://swbno.org/reports/tampering)
- Unauthorized Use of Hydrant: Only SWBNO, NOFD, and authorized persons may open hydrants. Unauthorized use results in fines and confiscation of meter/hose.
- Potable Water Use (\$1,000 Fee): Request during application. Requires disinfection, testing, and coordination with Environmental Affairs.
- Meter Limit: Maximum of 10 meters per customer account.

**Acknowledgment**

By signing below, the applicant agrees to all terms and responsibilities and to hold harmless the Sewerage and Water Board of New Orleans from any claims or damages resulting from use of the hydrant meter.

**Applicant Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

**For SWBNO Use Only:**

**Account Number:** \_\_\_\_\_ **SWBNO Representative (initials):** \_\_\_\_\_

**Deposit Due:** \_\_\_\_\_ **Potable Fee (if applicable):** \_\_\_\_\_



## Hydrant Meter Request Form

### Guarantor Form

1. Whereas the Sewerage and Water Board of New Orleans ("Board") and \_\_\_\_\_ ("Customer") entered into an agreement to provide a hydrant meter and potable water ("Agreement"), a copy of which is attached hereto, for the named location which will commence on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. In consideration of this, the Guarantor hereby unconditionally guarantees the payment from the Customer under the conditions of the Agreement.
2. Guarantor undertakes to pay the Board upon written demand and within seven (7) days of receipt thereof all monies due and not paid by the Customer despite demand of such payment from the Customer. Payments include charges for the hydrant meter and potable water use as specified in the Hydrant Meter Request Form.
3. Guarantor undertakes to compensate the Board for any loss or damages resulting from the Customer's breach of the Agreement.
4. Guarantor agrees to compensate the Board for any loss or damages resulting from the Customer's breach of the Agreement.
5. Guarantor waives the right to be informed by the Board of any extension to the Agreement or changes to the provisions therein, made and agreed to by the Board and the Customer during the entire duration of the Agreement and any changes to the terms of the Agreement shall not require the authorization of the Guarantor.
6. Upon the death of the Guarantor this Agreement will become binding on the Guarantor's estate.
7. Unless inconsistent with the context, words signifying any one gender shall include the others, words signifying the singular shall include the plural and vice versa, words signifying natural persons shall include artificial persons and vice versa and reference to the Board shall include its Agents.

**Guarantor Signature:** \_\_\_\_\_

**Guarantor Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Personalized Seal)

Before me, notary, \_\_\_\_\_ appeared

\_\_\_\_\_ (guarantor)

who executed this agreement in the presence of these witnesses.

\_\_\_\_\_  
**Notary Public**

Received by Sewerage and Water Board of New Orleans

Signature: \_\_\_\_\_ Date: \_\_\_\_\_