

Requirements for Residential Meter Separation (Within City of Sunrise Service Area)

The following document addresses the requirements to obtain an individual water meter for a residential unit that is currently sharing a water meter with other residential units. A single water meter shared by more than one residential unit is defined as a multifamily connection, whereas a single water meter used by one residential unit is defined as a single-family connection. Below is a list of items that may be required to change from a multifamily to a single-family connection; the requirement of each item is dependent upon the scope of work for a particular project. All items must be submitted by the unit owner.

Please note all fees listed below are based upon the City of Sunrise Code of Ordinances as of December 21, 2009, and are subject to change.

Associated Fees & Permits

- Plant Connection Fee** – The difference between a multifamily and a single-family connection must be paid, equating to 0.3 equivalent residential connection (ERC). Fee: \$855 paid to the City of Sunrise Community Development Department, Engineering Division
- Capacity Reservation Fee** – The difference between a multifamily and a single-family connection must be paid, equating to 0.3 equivalent residential connection (ERC). Fee: \$767.88 paid to the City of Sunrise Public Service Department
- Water Meter Installation Fee** – Fee: \$150 for ¾-inch meter (higher fees for larger meter sizes) paid to the City of Sunrise Public Service Department
- Meter Deposit** – Fee: \$125 for owner or \$250 for renter paid to the City of Sunrise Public Service Department
- Water Tap Permit** – A permit is required for work on the public side of the meter. The requirements of the permit can be found at:
<http://www.sunrisefl.gov/Modules/ShowDocument.aspx?documentid=1871> Fee: \$190 obtained from the City of Sunrise Community Development Department, Engineering Division
- Other Engineering Permits** – Additional permits may be required from the City of Sunrise Community Development Department, Engineering Division; however, the required permits are dependent on the scope of work. These permits may include road cut, paving, sidewalk, curbing, MOT. The fee schedule for all Engineering Permits is located at the following web address, specifically Item C:
<http://www.sunrisefl.gov/Modules/ShowDocument.aspx?documentid=1871>
- Plumbing Permit** – A permit for the work on the private side of the meter, from the meter to the building. Two (2) sets of plans showing the location of the existing water line in/on the building must be provided and follow the Florida Building Code.
- Other Building Permits** – Additional permits may be required from the City of Sunrise Community Development Department, Building Division; however, the required permits are dependent on the scope of work. These permits may include structural, electrical, etc. The fee schedule for all Building Permits is located at:
<https://www.sunrisefl.gov/home/showpublisheddocument/7591/638000698401200000>

Other Items

- **Utility Easement** – If the proposed location of the water service line and water meter is not within an existing utility easement, a utility easement must be prepared and granted for the new water serviceline and meter. This requires the execution of the City of Sunrise standard Utility Easement Form (<http://www.sunrisefl.gov/Modules/ShowDocument.aspx?documentid=2197>), a sketch and legal of the proposed utility easement to be prepared by a licensed surveyor, and recording of these documents once approved by the City.
- **Title Insurance** – If a new utility easement is being granted, title insurance must be provided for the utility easement described above. The title insurance must follow the City of Sunrise title requirements which are located at <https://www.sunrisefl.gov/home/showpublisheddocument/856/636739879149830000>
- **Homeowner's Association (HOA) Approval** – If the unit is located within a HOA, a letter must be obtained from HOA on HOA letterhead, indicating the HOA approves of the meter separation and acknowledges the other units that will remain on the original meter will experience a cost increase in the utility bill as the cost sharing base charges (base facility charge, garbage, recycle, stormwater, etc.) will be shared with one less unit owner.
- **Shared Facility User Approval** – If the original meter is connected to a shared facility (i.e. laundry room, cooling tower, fire-sprinkler system, pool, common restrooms, etc.), then the responsible party for the utility bill will have to provide written approval of the meter separation. This letter should acknowledge the other units that will remain on the original meter will experience a cost increase in the utility bill as the cost sharing of the common facility will be with one less unit owner. If the unit is located within a HOA, this can be included with the letter above (HOA Approval).
- **Contractor Requirements** – A licensed ***Underground Utility Contractor*** must perform the work from the water main to the meter and a licensed ***Plumber*** must perform the work from the meter to the building.

Utility Bill Implications

- **Original Meter Utility Bill** – The unit owners that will remain on the original meter will experience a cost increase in the utility bill as the cost sharing base charges (base facility charge, garbage, recycle, stormwater, etc.) will be shared with one less unit owner.
- **New Meter Utility Bill** – The unit owner who is installing a new meter for their individual unit will have their own utility bill, and be responsibility for all base charges (base facility charge, garbage, recycle, stormwater, etc.) on the new meter. Due to all base charges on the new meter being the responsibility of one unit owner and not having cost sharing of these base charges, the dollar amount being paid for base charges will be higher for the one unit owner.

Contact Information for Questions

- **City of Sunrise Public Service Department** – 954-746-3232
- **City of Sunrise Community Development Department, Engineering Division** – 954-746-3284
- **City of Sunrise Community Development Department, Building Division** – 954-572-2354