



PERMANENT WATER METER CHECKLIST

PROJECT NAME: _____ NO.: _____ DATE: _____

THE FOLLOWING ITEMS MUST BE APPROVED AND ON FILE IN THE COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO THE INSTALLATION OF THE FIRST PERMANENT WATER METER. We suggest that you submit the required items no later than 4 weeks before you need your permanent water meter in order for us to process your request.

- A. Letters of acceptance as applicable from:
- BCPHU (Broward County Public Health Unit) Water
- BCDER (Broward County Department of Environmental Regulations) Waste Water
B. Signed and sealed certification of utility mains by the Engineer of Record.
C. Letter from Developer certifying the actual cost of the water and sewer construction, including materials and labor, being turned over to the City. List water costs and sewer costs as two separate line items and list costs of public and private utilities separately. Costs of public utilities must match Exhibits A & B for the Bill of Sale.
D. Letter from the Developer stating that no liens have been filed relating to the installation of utilities.
E. Bill of Sale Absolute executed on the City’s standard form, including as exhibits: *See Note
- A legal description of the subject property.
- A completed material list (Exhibits A & B)
- An 8 1/2” x 11” reduced copy of the as-built print, signed and sealed by the Engineer of Record and a Land Surveyor registered in the State of Florida, showing the water and/or sewer utilities being turned over to the City.
F. Grant of Utility Easement executed on the City’s standard form, including as exhibits: *See Note
- A Title Insurance Commitment for the easement land prepared according to the City’s standards.
- An 8 1/2” x 11” legal description of the utility easement(s) being granted.
- A signed and sealed survey of utility easement(s).
- For projects with utility easements that have been platted, a copy of the recorded plat will be required.

* NOTE: Do not record Utility Easement and Bill of Sale until you receive written approval from this Department. Prior to approval for recordation, a Title Commitment must be approved. When Title Commitment is approved, Utility Easement and Bill of Sale will be returned to you for recordation. Once the Utility Easement and Bill of Sale are recorded, the Title Insurance Policy can be issued.

- G. Address list including lots, blocks, and addresses of the entire development. For commercial developments please list the bay number and corresponding address.
H. Water and sewer As-Built to be approved PRIOR to issuance of first permanent water meter.
- Five (5) sets of as-built plans, using the approved design drawings, signed and sealed by the Engineer of Record and a Land Surveyor registered in the State of Florida.
- One (1) electronic file of as-builts on a CD, in AutoCAD format, containing the water and sewer as-built information as shown on the approved as-built plans. Submit CD after as-built plans have been approved.
I. Final inspection and approval of the water and sewer system by the Engineering Inspector.
J. Submittal of the Water Meter Application. Contact a Senior Utility Billing Specialist at 954-835-2791 or 954-746-3266 to obtain form and information including deposit and installation fees. Meter applications may be submitted once all Permanent Water Meter Checklist items have been approved.
K. Double Detector Check Valve Assembly Field Test Report for Fire Lines.
L. Other: _____