

**SEWER USE CREDIT APPLICATION FORM**  
**FLAGG CREEK WATER RECLAMATION DISTRICT**  
**7001 N. Frontage Road**  
**Burr Ridge, IL 60527**  
**(630) 323-3299**

Permit No: 20 \_\_\_\_\_  
Account No: \_\_\_\_\_  
Permanent Parcel No: \_\_\_\_\_

Date: \_\_\_\_\_ 20 \_\_\_\_\_

Owners Name & Address: \_\_\_\_\_  
\_\_\_\_\_

Site Location: Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Owner: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contractor Performing Installation: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Type (s) of equipment for which a sewer use credit is requested:  
\_\_\_\_\_  
\_\_\_\_\_

The following information is required for consideration by the Flagg Creek Water Reclamation District for its sewer use credit.

- 1) A drawing or schematic of the building plumbing with proposed and/or existing meter location(s) and water discharge points clearly labeled. The schematic does not need to include all interior building plumbing but it does need to clearly denote the location of irrigation systems, cooling towers and/or any other equipment that will be metered for a sewer use credit.
- 2) Include manufacturer, model, and size of proposed or existing meter with the Sewer Use Credit Application Form. All new meters installed must comply with local water provider and American Water Works Association (AWWA) standards. The meter must also be appropriately sized for the applicants system. Registers on the meter must be straight-reading type and read in total U.S. gallons. Cooling towers require three meters: 1) the water meter measuring flow to the premises; 2) a sub-meter measuring flow to each cooling tower; and 3) a sub-meter measuring blow down from each cooling tower.
- 3) Name of contractor performing installation of meter. It is the customer's responsibility to insure that all work performed as a part of this program meets local building and plumbing codes and any requirements of the water purveyor. The installation contractor should check with the local building authority on the requirement of a building permit.

A \$175.00 application and inspection fee must be paid at the time the Application is submitted. Applications are processed on a case by case basis and you may be required to furnish additional information. Flagg Creek requires that customers pay their outstanding water bills during the application process. If you have any further questions, please call Chris Kokat at (630) 323-3299 ext. 6194.

Owner/Authorized Agent Signature: \_\_\_\_\_

Address/Telephone (if not listed): \_\_\_\_\_

**SEWER USE CREDIT APPLICATION FORM**  
**FLAGG CREEK WATER RECLAMATION DISTRICT**  
**7001 N. Frontage Road**  
**Burr Ridge, IL 60527**  
**(630) 323-3299**

Sub-meter No. 1

Location: \_\_\_\_\_  
Date Installed: \_\_\_\_\_  
Mfr.: \_\_\_\_\_  
Size: \_\_\_\_\_  
Serial No.: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Initial Reading: \_\_\_\_\_

Sub-meter No. 2

Location: \_\_\_\_\_  
Date Installed: \_\_\_\_\_  
Mfr.: \_\_\_\_\_  
Size: \_\_\_\_\_  
Serial No.: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Initial Reading: \_\_\_\_\_

Use additional sheet if more than two sub-meters.

---

**SEWER USE CREDIT APPLICATION FORM**  
**FLAGG CREEK WATER RECLAMATION DISTRICT**

**DO NOT WRITE BELOW**

Total fee \$ \_\_\_\_\_

Check # \_\_\_\_\_

Approved

Disapproved

Signature: \_\_\_\_\_  
Inspector \_\_\_\_\_  
Remarks: \_\_\_\_\_

\_\_\_\_\_  
Date Approved \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SEWER USE CREDIT APPLICATION FORM**  
**FLAGG CREEK WATER RECLAMATION DISTRICT**

**7001 N. Frontage Road**  
**Burr Ridge, IL 60527**  
**(630) 323-3299**

## Requirements

It is the responsibility of the applicant to contact the Flagg Creek Water Reclamation District (630) 323-3299 to review the request for the sewer use credit and to install the sub-meter(s), and to make arrangements for survey and installation. Call the local authorities for plumbing installation requirements and inspection of the service line backflow prevention device(s). At least 48 hours prior notification is required to schedule any inspection.

Plan Submittal: Internal Building Plumbing Diagram is required to be submitted with the sewer use credit application. Plans must show the outside public water and wastewater service connection and meters, location of the service line backflow prevention device, floor plan showing location of the equipment for which the credit is requested, sub-meter location(s), and size of drain line. Submit three plans sets with the sewer credit application form. Resubmission shall be required of any disapproved sewer use credit application form.

**Plan of Installation:** The meter(s) must be accessible to the meter reader and inspector. Ingress and egress rights to any meters or remote devices for reading by authorized Flagg Creek personnel will not be unreasonably withheld during working hours 8:00 a.m. to 3:00 p.m., Monday through Friday. Remote registers shall be located as close as possible to the equipment being sub-metered.

### Sub-meter Requirements:

1. Only 5/8" through 2" water sub-meter (s) with remote meter reading register are acceptable. Meters shall be mounted horizontally. Remote device shall be mounted no higher than 5 feet and no lower than 2 feet above ground level. All meters shall be located in an accessible area.
2. The meter shall be approved by Flagg Creek, and tested by a certified contractor before installation. All equipment is subject to inspection after installation. Additionally, all sub-meters must be inspected by a licensed plumber or authorized service representative at least every five years to verify proper meter operation and to so certify in writing to the District.
3. The applicant is responsible for the purchase of the meter and its installation.
4. All repair and maintenance cost shall be borne by the applicant
5. Vendors of meters measuring in gallons that are acceptable to Flagg Creek include:

## Sensus International Hersey Meter Company

## Neptune Meter Company      Badger Meter Company

Other meters may be approved on a case by case basis.

6. In the case of a malfunctioning water meter (s), repair must be made promptly.
7. Applicant must give at least 10 working days' notice of their desire to begin, change, or terminate service.
8. A Plumbing Permit is required. An approved copy of this permit is required to be submitted with the Plumbing Permit.

Billings: Subject to the rules and regulations as provided in the Ordinances and Resolutions of the Flagg Creek Water Reclamation District. In the case of a stopped meter, the sewer use credit will be discontinued.

The sewer use credit will be reflected on the sewer bill rendered on a monthly or bi-monthly basis. Water meter reads must be sent to Flagg Creek by the 15<sup>th</sup> day of each month through U.S. Mail.

No portion of the water measured by the sub-meter(s) shall return to the sewerage system, unless metered. Any violation shall cause this agreement to be null and void.

The credit application process is approximately 4 weeks. Sewer use credit application approval to perform work is good for 6 months from approval date.

The applicant shall indemnify and save harmless the District from any and all loss, cost, damage and expense which may come to the District by reason of or in any manner growing out of or in connection with said work, including any and all liability for and on account of any accident(s) or injury, death, damage or damages caused in any manner arising from or growing out of or connected with said work.

**SEWER USE CREDIT APPLICATION FORM**  
**FLAGG CREEK WATER RECLAMATION DISTRICT**  
**7001 N. Frontage Road**  
**Burr Ridge, IL 60527**  
**(630) 323-3299**

Sub-meter No.3

Location: \_\_\_\_\_  
Date Installed: \_\_\_\_\_  
Mfr: \_\_\_\_\_  
Size: \_\_\_\_\_  
Serial No.: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Initial Read: \_\_\_\_\_

Sub-meter No.4

Location: \_\_\_\_\_  
Date Installed: \_\_\_\_\_  
Mfr: \_\_\_\_\_  
Size: \_\_\_\_\_  
Serial No.: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Initial Read: \_\_\_\_\_

Sub-meter No.5

Location: \_\_\_\_\_  
Date Installed: \_\_\_\_\_  
Mfr: \_\_\_\_\_  
Size: \_\_\_\_\_  
Serial No.: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Initial Read: \_\_\_\_\_

Sub-meter No.6

Location: \_\_\_\_\_  
Date Installed: \_\_\_\_\_  
Mfr: \_\_\_\_\_  
Size: \_\_\_\_\_  
Serial No.: \_\_\_\_\_  
Date Tested: \_\_\_\_\_  
Initial Read: \_\_\_\_\_