



Reimbursable Metering Program

Private Installation/Replacement of Water Meters with Reimbursement

New York City Department of Environmental Protection
Bureau of Customer Service
59-17 Junction Blvd – 13th Floor
Technical Services/Conservation Division
Flushing, NY 11373-5108

November 1, 2010

(Please discard earlier editions)

Visit DEP on the Web!
<http://www.nyc.gov/dep>

For street leaks, noise complaints and other issues, call the 24-hour HELP line, 311.
For water/sewer billing assistance, call (718) 595-7000 during business hours.

What You Need to Do and Submit to Obtain a Reimbursement:

1. The Property Owner’s Certification and Application for Reimbursement must be submitted to the Borough Office by the Licensed Master Plumber along with the permit application.
2. The Licensed Master Plumber or property owner must return the original completed meter permit including a final reading for the old meter in the case of meter replacements/repairs to a DEP Bureau of Customer Services Borough Office within ten (10) business days. The property owner is responsible for ensuring that his/her Licensed Master Plumber performs a final meter read.
3. The Licensed Master Plumber must complete and sign the Itemized Bill for Reimbursement, and the owner must complete and sign the Property Owner’s Affidavit of Work Completed. Both must be submitted within 30 days of completion of the meter installation work.
4. As soon as the meter work is completed, the property owner must contact DEP and schedule an inspection within 45 days. If the Licensed Master Plumber must perform any corrective work, the property owner must contact DEP when the work is completed for a confirmatory inspection.

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Glossary and Acronyms

BCS: Bureau of Customer Services.

Branch meter: A meter for an individual, usually commercial, tenant, which is billed by DEP. Also called a “business portion” (BP) meter.

Completed permit: A meter permit returned to DEP within a required time period that includes the meter manufacturer, size, type, serial number, installation date and manufacturer test document for the new meter and the final reading for the old meter (for replacements/repairs). The permit is signed/sealed by the Licensed Master Plumber.

DEP: New York City Department of Environmental Protection.

Domestic water service: Water piping associated with all water uses except fire protection. Compare with: Fire Meters.

EP Meter: A meter used by DEP for billing an entire premises, located at the point where the water service enters the property; sometimes called a “master meter”.

Electromagnetic or Electronic Meter: A water meter with no moving parts that operates on “Faraday’s Principle”.

Fire Service Meter: A heavy duty water meter used on combined service lines 3” and larger, serving both domestic needs and sprinkler or other fire protection systems.

Local Law 53/1985: Requires the installation of a water meter as part of major building renovation projects.

MTU: Meter Transmitter Unit, the meter-reading radio transmitter wired to a water meter used to send reads for wireless or Automated Meter Reading (AMR).

Pit meter: A water meter installed in an outside pit. Not to be confused with a meter installed in an indentation in the concrete in a basement or garage.

RCNY Title 15 Chapter 20: Rules of the City of New York; “Rules and Regulations Governing and Restricting the Use and Supply of Water”.

Reimbursable Metering Program or RMP: The reimbursement for private installation of water meters as defined by the terms and conditions in this booklet.

Submeters: Owner meters for tenants or for specific end uses (e.g., cooling towers).

Temporary Enhanced Meter Reimbursement Amounts: Meter reimbursement amounts, effective only from November 1, 2010 to October 31, 2012, for meters 3” and larger that were installed before 1995, as specified in the Temporary Enhanced Meter Reimbursement Amounts for Replacement of Pre-1995 Domestic Meters 3” and Larger schedule of this booklet.

Major Changes in this Edition

1. The time allowed for a Licensed Master Plumber to return a completed meter permit is now ten business days. It was previously 72 hours.
2. A meter permit to replace a meter or to install a meter in an unmetered existing property is valid for 30 days. If an extension is required, it must be requested before the 30-day period ends.
3. Reimbursements for installing or replacing detector check valve assemblies have been eliminated since such devices must now be full backflow prevention devices (i.e., double check detector assemblies), which are not installed or replaced by DEP Contractors.
4. Reimbursement for in-bound telephone AMR installations have been eliminated since DEP has moved to an approved citywide AMR system. While the in-bound telephone AMR system will continue to operate as a meter attachment device, future reimbursements could not be justified.
5. Reimbursements for compound, single-jet and electronic meters have been merged.
6. To encourage the replacement of the largest and oldest meters in the city, temporary enhanced meter reimbursement amounts are effective from November 1, 2010 to October 31, 2012, for meters 3” and larger that were installed before 1995, as specified in the Temporary Enhanced Meter Reimbursement Amounts for Replacement of Pre-1995 Domestic Meters 3” and Larger schedule of this booklet.

Reimbursable Metering Program (RMP) Description

Private meter installation with reimbursement is designed to provide owners of residential or exempt properties the opportunity to have their water meters installed by a New York City Licensed Master Plumber of their own choosing and to be reimbursed, at least in part, with the exception of new or renovated construction. It also provides all property owners, both residential and commercial, with the ability to use their own Licensed Master Plumber to replace existing DEP billing meters that are no longer functioning properly or accurately. DEP has contracts available for this work as well, unless the property has received a “meter refusal” surcharge. Meter replacement/installation reimbursements do not include meters other than those used directly by DEP for billing. Also, new construction, meters installed under the requirements of Local Law 53/1985 (major renovations), submeters or meters for a specific end use (e.g., cooling towers or other end uses which qualify for a wastewater allowance or exemption), and meters removed illegally or without a permit *do not qualify*.

Reimbursement is for the cost of the meter and the pipe work necessary for its installation only, up to a maximum reimbursement amount as stated in the Reimbursement Schedules in this booklet. The cost of any other work required to correct deficiencies or improve a building’s piping is not included. Please see pages 10-15 for the Reimbursement Schedules and maximum reimbursement amounts. Property owners are responsible for confirming that the Licensed

Master Plumber has submitted all required documentation to DEP to assure that proper reimbursement credit is processed in a timely manner.

If a property owner chooses to have his/her own plumber meter his/her building, he/she will be reimbursed in the form of a credit on future water and sewer bills. Once the credit is applied to the water/sewer account, the property owner can apply to have a refund check issued to him/her, net of any water/sewer debts owed and in accordance with Water Board regulations. Any such refund check will only be made out to the property owner listed on the account. Refund checks will not be made out to the Licensed Master Plumber or anyone other than the account holder. If the account is currently in the name, "Owner/Occupant," the owner must submit a customer registration form placing the owner's name on the account before a refund check can be issued.

Property Eligibility for RMP Installation of Original Meters

The property must be residential, mixed-use or an exempt property and:

- currently unmetered and receiving frontage billing, or,
- a Homeowner's Association (HOA) or low-rise condominium that is currently master metered and wishes to install individual DEP meters for each dwelling unit. HOAs or condominiums must have separate tax lots and water/sewer accounts for each unit.

New construction, meter installations required under Local Law 53/1985, branch meters, submeters, and meters installed primarily to qualify for billing programs do not qualify.

All of the domestic service lines on each property must be metered, regardless of size. The property owner will be reimbursed for qualified meter installations. Owners of one to three-family properties other than HOAs or condominiums must complete and submit a Customer Certification to DEP. (See Required Forms.) The Licensed Master Plumber must not proceed with the work on such a one to three-family property until the customer has signed this document. The property owner should neither sign any contract with a Licensed Master Plumber nor make any payment until the property owner has read, understands and signs the Customer Certification.

Note Concerning Home Owners Associations (HOA) or Low-Rise Condominiums:

Currently unmetered: For Home Owners Associations or low-rise condominiums where there is a single water supply pipe for each dwelling unit and each unit has sufficient room to install a 3/4" or 1" meter under DEP's specifications and regulations, each dwelling unit shall be individually metered. If no dwelling units have single domestic water service entry points, each structure (cluster of attached units) shall be metered. If some units within a structure have single domestic water service entry points and others do not, the dwelling units that can be individually metered shall be so metered, and the other units shall be left unmetered. However, the HOA or condominium governing body may decide to install one meter for each structure as an alternative to individual metering in cases where some of the dwelling units in a structure cannot be individually metered.

Currently master metered: If each structure currently has a master meter, the HOA or condominium may install individual meters for each dwelling unit under this Program, provided that all of the owners in each affected structure or cluster agree to be individually metered. In all cases, additional piping work and any general construction work (sheet rock, carpentry, moving appliances, etc.) required for meter installation or for allowing individual meter installation shall not be included in the reimbursement. No reimbursements will be provided to any owner until all residential units furnish proof of having a meter installed and all bills on the old master meters have been paid. Owners and Licensed Master Plumbers are advised to contact the DEP Reimbursable Metering Unit before proceeding with such a project.

Property Eligibility for RMP Replacement of Existing Meters

A reimbursement will only be provided for the replacement of a broken or non-removable existing meter, a meter 1½” or larger meter that is more than five years old, or a meter smaller than 1½” that is more than 10 years old that DEP uses for direct billing purposes, in any building class. Reimbursements will not be provided for replacement of cooling tower meters, branch or submeters, meters removed without a permit, or meters used primarily for qualifying for a sewer allowance or billing program. If the old installation does not meet current installation regulations as described by RCNY Title 15 Chapter 20 and the List of Approved Water Meters and Related Equipment (see Sources of Additional Information), the replacement must be brought up to specifications, including the installation of an automated meter transmitter unit (“MTU”) which meets DEP standards, and, for turbine and compound meters, a meter manufacturer’s strainer and test tee. Separate reimbursement amounts are provided for replacement of the meter and for replacement/ installation of any required strainer, if a strainer is not already present. The Licensed Master Plumber must report the final reading from the old meter on the completed permit.

Application Steps

1. The owner of a residential property decides to install a water meter(s) for the property on his/her own or to replace a meter that is no longer functioning properly or does not allow remote readings. The owner calls one or more Licensed Master Plumbers to obtain bids for the work. The plumber should survey the property and provide the owner with a cost proposal. Owners are cautioned against taking bids from contractors who have not surveyed the property and are also cautioned that there is always the possibility that complications will result in costs that were not included in the estimate. The Licensed Master Plumber should clearly indicate to the customer any cost that is not covered by the DEP reimbursement that the owner must pay. The owner may also wish to call DEP and request the current list of plumber complaints to determine whether his/her prospective plumber has a poor performance history. See the section Important Notifications to Licensed Master Plumbers below. The owner should also ask the Licensed Master Plumber about insurance coverage and the length of the warranty on labor. For information, DEP’s contractors provide the City with a one-year warranty on labor, starting on the date DEP inspects and approves an installation. DEP will not assume maintenance responsibility for an RMP meter until one year after successful inspection of the meter installation. An owner should not sign any contract or agree to

any cost proposal from a Licensed Master Plumber unless the plumber has surveyed the property, provided a detailed cost proposal, and indicated any costs above the reimbursement amount. If it is a one to three-family property, the customer must read and sign the Customer Certification.

2. The Owner completes the Property Owner's Certification and Application for Reimbursement, and the Licensed Master Plumber submits that form and a permit application at one of the BCS Borough offices where the permit will be issued. Meter permits are required for original and replacement meter installations and repairs. For replacement of the meter register only, a "break seal" permit is required, which may be obtained by checking the "break seal" box on the meter permit application. The plumber should make sure that the clerk at the borough office stamps the permit "Reimbursable Metering" or "Window of Opportunity", but a failure by DEP staff to do this shall not disqualify an application. In the case of outdoor pit meter installations, DEP must pre-inspect the site to confirm that an outdoor pit meter installation is appropriate, or the owner risks the possibility that DEP will only approve reimbursement for an indoor installation.
3. The Licensed Master Plumber installs the meter and the associated equipment, valves, fittings, and instrumentation and then submits the documents listed below to the BCS borough office **and** to the Reimbursable Metering Unit at DEP's Lefrak office.

Documents to be submitted to the DEP BCS borough office within 30 calendar days of the meter work, except for the completed permit (borough office addresses on page 9):

- Completed Permit (original) – **MUST BE SUBMITTED WITHIN TEN BUSINESS DAYS OF METER INSTALLATION/REPLACEMENT**
- Itemized Bill for Reimbursement (copy)
- Property Owner's Affidavit of Work Completed (copy)
- Customer Certification (one to three-family properties only - copy)

Documents to be submitted to the Reimbursable Metering Unit within 30 calendar days of the meter work attn: James Gallagher, DEP BCS Metering/Conservation Unit, 96-05 Horace Harding Expressway, 1st Floor, Corona, NY 11368-4100:

- Completed Permit (copy)
- Property Owner's Certification and Application for Reimbursement (copy)
- Itemized Bill for Reimbursement (original)
- Property Owner's Affidavit of Work Completed (original)
- Customer Certification (one to three-family properties only - original)
- Refund & Transfer of Credit Application (original) – This must be submitted if the property owner wishes to receive a refund check instead of leaving the credit on his/her water/sewer account. The application is available on DEP's website at http://www.nyc.gov/html/dep/pdf/refund.pdf?onlineform_prd

As long as one office receives the originals, mixing up which office receives copies and which receives originals shall not be a basis for rejection.

4. DEP reserves the right to inspect all or a sample of completed installations. As soon as the meter work is completed and permit returned, the property owner must contact the DEP Borough Office to schedule an inspection to occur within 45 days of completion of the meter work. Failure to schedule and keep this appointment will disqualify the work from RMP reimbursement. The Licensed Master Plumber is responsible for the installation's compliance with all codes and regulations. DEP will not be responsible for any additional costs resulting from errors in the original work. Upon the submission of a completed permit, the DEP Borough office will establish a meter on the building's water/sewer account or place the new meter on the account.
5. Once the meter has been established for the property's account and the work has passed inspection, DEP's Reimbursable Metering Unit will apply a credit to the property's water/sewer account to reimburse the owner for the meter installation costs. At this point, if the owner has submitted a Refund & Transfer of Credit Application to DEP and the credit will not be consumed by bills within a year, DEP's Refund Unit will process a refund check for the net reimbursement credit on the water/sewer account. **The refund check will be payable to the party listed on the water/sewer account for the property. The check will not be made out to anyone else. Any monies owed to the Water Board for unpaid water/sewer charges will automatically be deducted from the credit before a check is issued.**

Common Problems with RMP Projects

The following problems are the common sources of delay for reimbursements and approvals:

1. The Licensed Master Plumber fails to return the completed **sealed** permit to the BCS borough office from which it was issued or fails to write the meter number, the final reading for the old meter, or the set date on the permit. The meter cannot be established on the water/sewer account and an inspection cannot be scheduled until the sealed permit is properly returned. **The permit must be returned within ten business days of completion of the work, or the Licensed Master Plumber will be issued a Violation.**
2. The Licensed Master Plumber fails to properly install wires from the meter register to the exterior of the building. DEP will install the AMR MTU.
3. Owner or Licensed Master Plumber fails to send documents to **both** the borough office and Reimbursable Metering Unit (James Gallagher).
4. Documents are mailed to a general address (i.e., "DEP") instead of the specific person or his/her title.
5. The Licensed Master Plumber charges the customer sales tax. Meter installations are **not** subject to sales tax on the customer.

6. The Licensed Master Plumber fails to drill holes in flanges for seal wire.
7. The Refund & Transfer of Credit Application is not signed or dated.
8. For meter replacements, the Licensed Master Plumber failed to write the final reading from the old meter on the completed permit.
9. The customer submits a refund application form for refunds other than the meter installation or replacement. Doing this will slow all of the refund checks. For all refunds other than the meter installation/replacement, the refund application should be sent directly to: BCS Refund Unit, New York City Department of Environmental Protection, 59-17 Junction Blvd., 7th Floor, Flushing, NY 11373-5108.
10. Reimbursements are not provided for meters that were illegally removed or for meters being replaced only because the owner has increased the size of the water service. If the water service is being replaced with a larger service *and the original meter was not operating properly*, a meter replacement reimbursement for the original meter size can be issued.

Important Notifications to Licensed Master Plumbers

DEP will report Licensed Master Plumbers, who are found to have been responsible for any of the following more than once per year, to the Department of Buildings. DEP will also maintain a log of inspection failures or other repeated problems and will make a list of plumbers with chronic work problems available to the public on request. The following problems will be logged:

- Installing a pit meter when an indoor meter installation was appropriate, or telling a customer that an indoor installation will lead to a reimbursement for an outdoor pit meter.
- Poor work quality or workmanship.
- Installation work that violates Codes or DEP specifications.
- Failure to return permits to a borough office or furnishing incorrect information on permits.
- Failure to submit reimbursement forms in a timely manner, resulting in a delay in the customer receiving their bill credit.
- Misleading or false advertising, including anyone other than a plumbing company advertising plumbing services, unsecured guarantees of savings, or other claims that are not consistent with program rules or procedures.
- Failure by the Licensed Master Plumber to provide a labor warranty of at least one year from the date of DEP acceptance.

Sources of Additional Information

Licensed master plumbers may obtain the List of Approved Water Meters and Related Equipment, which includes current meter installation drawings, from DEP's website at http://www.nyc.gov/html/dep/html/water_and_sewer_bills/propmgmt.shtml or from DEP's Reimbursable Metering Unit.

Please contact the following DEP personnel if you have questions:

Meter Technical Issues (meter or installation specifications):

William Calbert, Manager, Meter Test Facility: (718) 330-3153
James Pena, Chief Inspector, Manhattan Office: (212) 643-2205
Jerry Archibald, Chief Inspector, Bronx Office: (718) 466-8441
John Bil, Chief Inspector, Brooklyn Office: (718) 923-2603
Winston Shirley, Chief Inspector, Queens Office: (718) 595-4592
Barry Parks, Chief Inspector, Staten Island: (718) 876-6807

Reimbursable Metering Reimbursement Processing and general non-technical questions:

James Gallagher: (718) 595-4701
DEP BCS Metering/Conservation Unit
96-05 Horace Harding Expressway, 1st Floor
Corona, NY 11368-4100

Permit Issues:

Ivy Cornish, Manhattan Chief Clerk: (718) 643-2203
Tasha Parker, Bronx Acting Chief Clerk: (718) 466-8460
Helen S. Jarrett, Brooklyn Chief Clerk: (718) 923-2607
Antoinette Newell, Queens Chief Clerk: (718) 595-4604
Isabella Burns, Staten Island Chief Clerk: (718) 876-6809

Bureau of Customer Services Borough Offices:

Manhattan: 1250 Broadway - 8th Floor (at 32nd Street), 10001-3718
Bronx: 1932 Arthur Avenue - 6th Floor, 10457-6374
Brooklyn: 250 Livingston Street - 8th Floor 11201-5808
Queens: 96-05 Horace Harding Expressway – 1st Floor, 11368-4100
Staten Island: 60 Bay Street - 6th Floor, 10301-2514

Refund Unit:

Janet Wildrick: (718) 595-7321

Reimbursement Schedules

REIMBURSEMENT SCHEDULE <u>New Residential Meters for Unmetered Properties Only</u> Effective for Permits Returned after November 1, 2010	
Type and Size of Meter	Scheduled Reimbursement
Displacement Meters	
5/8" or 3/4"	\$1,000
1"	\$1,100
1.5"	\$1,500
2"	Use Single-jet or Electromagnetic meter
Turbine Meters	
1.5"	\$1,800
2"	\$2,500
3"	\$4,000
4"	\$5,500
6"	\$8,000
8"	\$15,000
10"	\$20,000 (also for Electromagnetic)
12"	\$23,000 (also for Electromagnetic)
Compound or Electromagnetic Meters	
2"	\$3,000
3"	\$4,000
4"	\$5,000
6"	\$7,500
8"	\$13,000
Single-Jet Meters	
3/4"	\$1,000
1"	\$1,300

1½"	\$1,800
2"	\$2,600
3"	\$3,500
4"	\$5,500
6"	\$9,000

REIMBURSEMENT SCHEDULE <u>New Residential Outdoor Pit Meters for Unmetered Properties Only</u> Effective for Permits Returned after November 1, 2010	
Displacement Meters Installed in Outside Pits (See Note 2)	
¾"	\$3,000
1"	\$3,500
1-1/2"	\$4,000
2"	\$4,500
Turbine or Electromagnetic Meters Installed in Pits (See Note 2)	
2"	\$11,800
3"	\$12,575
4"	\$13,575
6"	\$20,100
Compound, Single-Jet or Electromagnetic Meters Installed in Pits (See Note 2)	
2"	\$12,370
3"	\$13,600
4"	\$15,130
6"	\$21,975
All Other Meters Installed in Pits or in Above-Ground Enclosures (See Note 2)	
Over 6" in Outdoor Vault, Any Size in Above-Ground Enclosure	Individually negotiated

REIMBURSEMENT SCHEDULE
Replacement Meters Only
Effective for Permits Returned after November 1, 2010

Replacement of Displacement Meters	
5/8"	\$700
3/4"	\$820
1"	\$850
1.5" with 1.5" Single-Jet or Electronic	\$1,500
2" with 2" Single-Jet or Electronic	\$1,700
Replacement of Small Single-Jet Meters	
3/4"	\$820
1"	\$850
1.5"	\$1,500
Replacement of Turbine Meters with Turbine or Electromagnetic Meters	
Replacement of 1.5" - 3"	\$2,000
4"	\$2,900
6"	\$4,000
8"	\$6,000
10"/12"	\$10,000
16"	\$13,000
Repair/Rebuild of Turbine Meters (See Note 11)	
1.5" – 3"	\$700
4"	\$1,000
6" – 8"	\$1,500
10" – 12"	\$3,000
Replacement of Compound, Single-Jet or Electromagnetic Meters with Single-Jet or Electromagnetic Meters	
2"/3"	\$2,600
4"	\$3,500

6"	\$7,000
8"	\$8,000
Repair/Rebuild of Compound Meters (See Note 11)	
2" – 4"	\$3,000
6" – 8"	\$5,000
Replacement of Fire Service Meter with new Fire Service Meter (combined services only where one Fire Service Meter covers the entire service)	
3"	\$8,000
4"	\$8,500
6"	\$10,000
8"	\$12,000
10"	\$15,000
12"	\$20,000
Replacement of Hot Water Meters (See Note 8)	
¾"	\$800
1"	\$850
1½"	\$1,500
2"	\$1,700
Furnishing and Installing Strainers (only where existing meter lacks a strainer)	
3"	\$520
4"	\$660
6"	\$890
8"	\$1,290
10"	\$1,660
12"	\$1,870
Replacement of Meter Register Head(s) Only	
Displacement Meters, Turbine Meters, Single-Register Compound Meters	\$150
Double-Register Compound Meters	\$300

Notes, Terms and Conditions:

1. Reimbursement amounts shown are for the cost of the meter, fittings and pipe work necessary for its installation/replacement *only*. Except for the installation of a strainer in meter replacement projects, the cost of any other work that may be necessary to correct deficiencies or improve a building's piping is not included in the scheduled amounts and will not be reimbursed. The reimbursement will be equal to the scheduled amount for each size and type of meter installed or the actual amount paid to a plumber, whichever is less. The Licensed Master Plumber shall provide the owner with a one-year warranty on labor.
2. Meters installed in outdoor pits are only allowed for locations when an inside-the-building meter location is not possible as determined and approved in writing by DEP. Failure to have DEP pre-inspect possible outdoor pit meter locations exposes the owner to the possibility that DEP will determine that an indoor installation could have been performed and that only reimbursement for an indoor installation shall be provided. These are generally limited to a) homes with finished basements where the water service enters the home, b) confined locations where neither a positive displacement nor single-jet meter can be installed indoors. The reimbursement amounts indicated above include the cost of the meter, all required appurtenances, and the meter pit itself, which must conform to DEP's regulations/specification for meter pit installations contained in the List of Approved Water Meters and Related Equipment. The pit meter reimbursement amounts apply only to pits dug outside. They do not apply to expansion of concrete pits inside a basement, garage or home.
3. All work must comply with the RCNY Title 15 Chapter 20 and DEP's List of Approved Water Meters and Related Equipment.
4. New construction, meters required to comply with Local Law 53/1985 (substantial renovations or new construction), fire meters on dedicated fire services, submeters of any kind, or meters for an end use which may qualify for a wastewater allowance or billing program under the New York City Water Board's Water and Wastewater Rate Schedule do not qualify for reimbursement under the Reimbursable Metering Program.
5. The Licensed Master Plumber and applicant shall follow the specific application procedures described in this DEP booklet, Reimbursable Metering Program.
6. The reimbursement for strainers applies only if the old meter lacks a strainer.
7. Existing compound meters must be replaced with single-jet type meters and must be calibrated in place when the existing compound meter lacks the required straight pipe lengths.
8. Please refer to the List of Approved Water Meters and Related Equipment for circumstances under which hot water meters will be replaced with reimbursement. Only large consumers of hot water within flat-rate accounts will be considered.

9. This reimbursement schedule shall supersede all previous reimbursement schedules for permit applications submitted after the effective date.
10. DEP reserves the right to photograph installations.
11. Reimbursement for repair of compound or turbine meters shall be limited to those manufacturers that offer complete rebuild parts kits for their products. A “repair” shall include replacement of the register head(s), measuring element(s), seals, gaskets, strainer basket, changeover valves and any other additional parts included in the manufacturer’s kit. The completed work order must include a final reading from the old meter. “Repair” does not include conversion of a meter with mechanical or other non-magnetic couplings to modern functionality. Meters of such age must be replaced. DEP may end its approval of compound-type meters. Please refer to the most recent version of the List of Approved Water Meters and Related Equipment for the current status of that meter technology.

Temporary Enhanced Meter Reimbursement Amounts for Replacement of Pre-1995 Domestic Meters 3” and Larger

In support of DEP’s efforts to replace the oldest and largest meters in the system and have the replacements connected to the new AMR system, DEP is increasing reimbursement amounts for replacement of 3” and larger domestic meters installed before 1995. The reimbursement amounts in the following table will only apply to domestic meters installed before 1995 and will remain in effect for such replacements performed no later than October 31, 2012. These reimbursement maximum amounts can be used for the direct and indirect cost, such as pipe and valve repair.

Temporary Enhanced Meter Reimbursement Amounts Applies Only to Meters Installed before 1995	
Replacement of Turbine Meters with Turbine or Electromagnetic Meters	
3”	\$3,000
4”	\$4,000
6”	\$6,800
8”	\$9,600
10”/12”	\$13,000
16”	\$15,000
Replacement of Compound Meters with Electromagnetic or Single-Jet Meters	
3” (Includes 3” Positive Displacement)	\$3,500
4” (Includes 4” Positive Displacement)	\$5,000
6”	\$8,000
8”	\$10,000
Replacement of Existing Fire Service Meters with new Fire Service Meters (Existing Meter Must be Fire-Service Type)	
3”	\$8,000
4”	\$8,500
6”	\$10,000
8”	\$14,000
10”	\$19,000
12”	\$27,000



**PROPERTY OWNER'S CERTIFICATION AND APPLICATION FOR
REIMBURSEMENT**

REIMBURSABLE METERING PROGRAM

I certify that I am the property owner or the HPD-registered managing agent of a multiple dwelling, that I have obtained a current copy of DEP's Reimbursable Metering Program booklet and that I understand the requirements and my obligations for obtaining a reimbursement for the metering work.

Print Name: _____

Property Address: _____

Borough: _____ **Block:** _____ **Lot:** _____

Signature: _____ **Date:** _____

Notary:

ITEMIZED BILL FOR REIMBURSEMENT

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CUSTOMER SERVICES**

Billed to: _____

Address: _____

Meter Location: _____

Borough: _____ Block: _____ Lot: _____

Meter Set Date: _____ Meter Serial No. _____

Size: _____ Meter Type (circle): Displacement Compound Turbine
 Single-Jet Electromagnetic

Old Meter No. _____ Final Reading : _____
(For replacements/repairs)

Reimbursable Material Used:

List of Items Used	Quantity	Cost
TOTAL MATERIAL COST	\$	
TOTAL LABOR COST	\$	
TOTAL INSTALLED COST	\$	

NOTE: METER INSTALLATIONS ARE SALES TAX EXEMPT

Plumber Information:

Name (Print): _____ Signature: _____

License No. _____ Permit No. _____

PROPERTY OWNER'S AFFIDAVIT OF WORK COMPLETED

**REIMBURSABLE METERING PROGRAM
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CUSTOMER SERVICES**

I, _____ do hereby certify that the attached Itemized Bill for Reimbursement accurately reflects the cost of and amount paid for the meter installation/replacement at the property designated on the City Tax Map as

Borough _____ Block _____, Lot _____,

(Property Address _____)

Owner's Signature

Date: _____

Sworn to before this _____ day
of _____, 20____.

Notary Public

CUSTOMER CERTIFICATION

REIMBURSABLE METERING PROGRAM DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF CUSTOMER SERVICES

(Required for all one to three-family installations, except multifamily homeowner associations or condominiums)

PLEASE TYPE OR PRINT

Owner's Name:		
Installation Address:		
City:	State:	Zip Code:
Mailing Address (if different):		
City:	State:	Zip Code:
Account Number (from Water/Sewer Bill):		
Borough:	Block:	Lot:
Home Phone:()	Business Phone:()	

Customer Certification

1. I certify that I am the owner of the above-referenced property and have the legal authority to enter into a contract with a New York City-Licensed Master Plumber to install or replace a water meter at this property. I certify that I have read DEP's Reimbursable Metering Program Booklet.
2. I recognize that the Licensed Master Plumber that I hire to conduct this work is **my contractor**. I recognize that the Licensed Master Plumber is **not** a contractor of the New York City Department of Environmental Protection (DEP) or the New York City Water Board (NYCWB), and that DEP and the NYCWB do not approve, endorse, or certify the licensed plumbing contractor. I recognize that any and all disputes or complaints between the contractor and me must be resolved as a contractual matter between the contractor and me and that DEP has no role in mediating or arbitrating these disputes. Professional complaints concerning the licensed plumbing contractor may be referred to the New York City Department of Buildings. Claims for any alleged damages are a matter for the Licensed Master Plumber's insurance carrier.

3. I recognize that DEP will provide me with a credit on my water/sewer account that shall be equal to the amount listed in the Reimbursable Metering Reimbursement Schedule or Reimbursable Metering Pit Installation Reimbursement, as applicable, or the plumber's actual installation price, whichever is less. I am responsible for any costs above the listed reimbursement amount.
4. The credit shall be applied to my water/sewer account after the installation has been inspected and approved and the meter has been established on my account by a DEP borough office. Through his license responsibilities, the Licensed Master Plumber certifies that the installation has been performed under the applicable Codes and Regulations. Once the credit has been posted to my water/sewer account I may receive a refund check if I have submitted a Refund & Transfer of Credit Application. The check will be issued in the name on the water/sewer account for any net amount of the credit. I recognize that if I owe any money in water/sewer bills at the time the credit is posted, that amount will be subtracted from the refund check. The refund check will only be made out to the person named on the water/sewer account and can not be made out to the Licensed Master Plumber contractor or anyone else.
5. Before making any final payment to the Licensed Master Plumber, I have confirmed that the Licensed Master Plumber has returned the permit to DEP, completed the Itemized Bill for Reimbursement, and provided me with the original of that document or submitted the original to DEP, while providing me with a copy.
6. If this is an original meter installation, I recognize that I will be placed on metered billing within several weeks after the meter installation is inspected and approved.
7. If this is an original meter installation, I also recognize that DEP will place a credit on my water/sewer account for the unused portion of this year's frontage (flat-rate) water/sewer bill. That credit shall be applied against future metered water/sewer bills.

Print Name Legibly or Type

Signature

Date: _____

Notary: