



City of Glendora | Public Works
116 E. Foothill Blvd.
Glendora, CA 91741

WATER METER UPSIDE & DOWNSIZE PROCEDURE

PLEASE NOTE: THIS PROCEDURE ONLY APPLIES TO GLENDORA WATER CUSTOMERS. IF YOU ARE NOT A GLENDORA WATER CUSTOMER, PLEASE CONTACT YOUR WATER PROVIDER.

1. WATER DIVISION INSPECTION

- a. If requesting a water meter upsizing or downsizing, Glendora Water Division will need to inspect the water meter and need reasoning for the change. In some cases, Water Division may request water demand calculations. Please contact the Water Division at (626) 852-4838.

If water demand calculations are required, please download, and complete the [Fixture Count Chart WW 174 Form](#).

2. WATER METER UPSIZING OR DOWNSIZING

- a. If Water Division approves of the upsize or downsize, please complete the Basic Engineering Sheet, and complete the yellow highlighted sections. Provide the requested/proposed size of the water meter.
- b. Once form is complete, email form to the Engineering Division at engineeringdiv@cityofglendora.org
- c. Once received, Engineering Division will process the form, generate an invoice, and will email the applicant the invoice along with detailed payment instructions.
- d. Once paid, Engineering Division will send the work order to Water Division. Water Division will schedule the work and change out the water meter.
- e. Once work is completed, Water Division will send back the completed work order to Engineering Division and Water Billing to finalize the paperwork.



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BASIC ENGINEERING SHEET FOR SERVICE CONNECTION

NAME: _____

DATE: _____

PROPERTY ADDRESS: _____

BILLING ADDRESS: _____

INSIDE CITY RESIDENTIAL COMMERCIAL PHONE _____
 OUTSIDE

METER INSTALLATION: (Acct #: 501-70600-36760)

STANDARD (THROUGH 2")

METER SIZE: _____ # OF METERS: _____
 BOX SIZE: _____ # OF BOXES: _____ AT \$ _____ = \$ _____

SPECIAL (OVER 2")

METER SIZE: _____ # OF METERS: _____
 BOX SIZE: _____ # OF BOXES: _____ AT \$ _____ = \$ _____

Front Footage Charge _____ LINEAR FEET AT \$8.00/L. F = \$ _____
 (Acct #: 501-70600-36761)

Water Acreage Charge _____ ACRES AT \$4,658.50/ACRE = \$ _____
 (Acct #: 501-70600-36762)

Water Service Installation _____ FEET AT \$ _____ /FEET = \$ _____
 (Acct #: 501-70600-36760)

Water Service Deposit (Applied against closing bill) TOTAL \$ _____
 (Acct #: 501-00000-22750)

Installation of Pressure Regulator Recommended: YES: NO: (Over 80 lbs. psi)

Installation of Approved Backflow Preventer Required: YES: NO:

CHECK ONE: Replacing Existing Meter: Adding Additional Meter: New Meter:

BY: _____
 FOR CITY ENGINEER

CUSTOMER / RESIDENT: _____

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