

AUTHORIZATION FORM • WATER METER SET REQUESTS



Prior to setting any new residential or commercial water meter within the city limits, the City of Loveland Utilities Department must have on file a signed authorization form from the Contractor requesting the water meter set. Please contact Water Metering for questions or concerns regarding this form at 970-962-3721.

COMPANY INFORMATION	COMPANY CONTACT INFORMATION
Company Name: _____	Contact Name: _____
Mailing Address: _____	Contact Phone: _____
City, State Zip: _____	Contact Email: _____

AUTHORIZED REPRESENTATIVES OF CONTRACTOR TO SCHEDULE WATER METER SETS

The undersigned are representatives of the Contractor and are authorized to act on behalf of the Contractor to call in water meter set requests at billing addresses for which the undersigned Contractor is responsible.

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

INDEMNIFICATION OF CITY OF LOVELAND BY CONTRACTOR

I hereby release and indemnify the City of Loveland, its officials, employees, and agents from any and all liability claims, costs, and expenses for personal or bodily injury or damage to property resulting from the turn on of water at any premises authorized by me or any employee listed above. I understand that I am solely responsible for myself and my employees listed above.

Printed Name

Signature of Authorized Party

Title of Authorized Party

(Owner, President, Managing Member, etc.)

Date Signed

EFFECTIVE MARCH 1, 2021

City of Loveland Utilities - Water Metering will begin assessing return trip fees as follows:

- Scheduled water meter sets that **do not** result in a meter "set" due to Contractor's failure to adhere to requirements.
- Scheduled final water meter inspections that **do not** result in an approved status AFTER the second failed inspection.

Return trip fees will be assessed on all active permits regardless of issuance date. Once assessed, these fees are required to be paid before any other inspection may be called on the building permit.

The 2026 return trip fee is \$110. This fee is subject to change. For current fees, please reference the City of Loveland Utilities Department Schedule of Rates, Charges, and Fees, available on-line.

Important Note: The City of Loveland Water Metering Group will not set a water meter unless water to the building may be activated. When requesting a water meter set, the caller must state that the valve inside the building is off and the system is ready for water to be turned on. (Please be aware of weather conditions when scheduling a water meter set; for instance, is there heat in the building to avoid freezing pipes?) Water Metering employees are not authorized to inspect or otherwise check plumbing on the inside of a building. Jumpers are not allowed to be installed in pits.

Email Completed Form:

WaterMeteringSched@cityofloveland.org

Mail/Drop Off Completed Form:

City of Loveland
Attn: Water Metering Admin
200 North Wilson Avenue
Loveland, CO 80537