



MERIDIAN SERVICE METROPOLITAN DISTRICT
Water, Wastewater, Parks and Recreation
11886 Stapleton Dr, Falcon, CO 80831
719-495-6567, Fax 719-495-3349

METER SET REQUEST

MANDATORY 48 HOURS NOTICE REQUIRED PRIOR TO BOTH THE CLOSING & METER SET

Email Completed Form to AR@meridianservice.org

Date _____ TAP RECEIPT # _____

Owner Name (if different than Builder) _____

Builder Name _____

Builder Contact Information:

(Mailing Address) _____

(Primary Phone) _____

(Email – Administrative Contact) _____

Contact for Meter Install (i.e., Superintendent, Foreperson):

(Name) _____ (Phone) _____

(Email) _____

Tap Location (Address) _____

Subdivision/Filing/Lot # _____

Closing Date (if Closing has been scheduled) _____

Notes for MSMD Staff _____

Important Information:

1. Property must be ready to have the meter set upon submission of this Request to MSMD.
2. A minimum of 48 hours-notice is required prior to closing for scheduling of all meter installs.
3. If MSMD's Technician finds the meter cannot be installed at first attempt and the meter set must be rescheduled, a Meter Set Revisit Fee of \$250.00 will apply for the first and any subsequent rescheduling's, if applicable.

FOR OFFICE USE ONLY:

1. Meter Set Request received: _____ (date/time)
2. Meter Set Request sent to Billing: _____ (date/time)
3. Meter Set Work Order dispatched: _____ (date)
4. Meter Set on: _____ (date)
5. Revisit Fee(s), if applicable: \$ _____ LOCATION #: _____