

## Getting Started

### *What is the City of Buckeye's Payment and Installation Process?*

Applications for permit need to be completed and received by the Development Services Department prior to any water meter installation request are scheduled. Applications for permits may be obtained and paid for on the second floor at City Hall which is located at:

530 East Monroe  
Buckeye, Arizona 85326  
7:00 a.m. to 5:30 p.m.  
Monday thru Thursday  
Phone: (623) 349-6200  
Fax: (623) 349-6221

Or by visiting our website at  
[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

Once the application/permit process has been completed please allow ten (10) business days for the Development Services/Utility Billing Divisions to input all pertinent information. This information is important in order to establish an account for the start of new services, etc. Once completed, the Utility Billing Division will create a service order requesting the installation by the Water Resources Department Meter Services Division.

The Meter Services Division will schedule and complete the installation within seven (7) business days of receiving the completed work order from the Utility Billing Division.

***NOTE: Water meters will not be installed prior to a service order being issued and received by the Meter Services Division.***

## Installation Requirements

### *Water Meters will be installed when:*

- Lot number and address are posted and clearly visible in front of the meter box identifying proper location of installation
- Debris of any kind must be removed and discarded in and around the meter box, meter lid assembly, or within the meter box itself
- Meter boxes have been installed in accordance with the City of Buckeye's Water Resources design standards and meet all the necessary requirements related to its approve materials list.
- The meter box assembly is the correct size for the meter being requested for installation

***If for any reason a meter is unable to be installed either by the items listed above or other issues beyond the control of the Metering Services Division, you will be notified by one of our representatives either via phone, fax, or email detailing the issue(s) and any corrective action(s) needed.***

***It is the responsibility of the contractor to make any necessary corrections and contact the Metering Services Division in order to reschedule an installation***

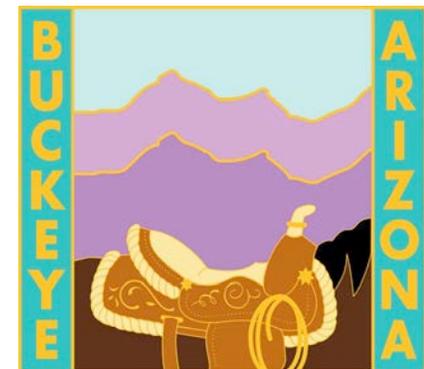
## Questions/Information

### *What do I do if the water meter is damaged after installation?*

After a water meter is installed, any damaged that occurs for any reason (construction damage, vandalism) the contractor will be responsible for all repair(s) necessary to return service(s) to originally constructed. If the Water Resources Department is required to make or devote any resources necessary to return services to originally constructed, the contractor or responsible party will be liable for all related cost associated with the repair(s). A backcharge invoice will be sent to the contractor or responsible party detailing all costs related to the repair: labor, time, materials, etc.

### *Can my water meter/boxes be located in my driveway?*

Water meters/boxes are not permitted within driveways as per the City of Buckeye's design guidelines.



Questions/Information  
Continued

*What happens when a water meter is reported missing or stolen?*

If you discover a missing or stolen meter, you should complete the following steps detailed below:

- The contractor or responsible party needs to report the meter stolen to the City of Buckeye's Water Resources Department at (623) 349-6800.
- The address and lot number must be included in the report, in addition to the contractors or responsible parties current mailing address and a point of contact for billing purposes.
- The Water Resources Department will then generate a service order for the replacement and repairs related to the installation of the missing or stolen water meter.
- A backcharge invoice will be sent to the contractor or responsible party for reimbursement related to the cost of the installation of the replacement meter. This includes but not limited to: Labor, time, materials, etc.

How to Contact Us

City of Buckeye's Water Resources Department

Phone: (623) 349-6800

Fax: (623) 349-6850

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

City of Buckeye's Development Services Department

Phone: (623) 349-6200

Fax: (623) 349-6221

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

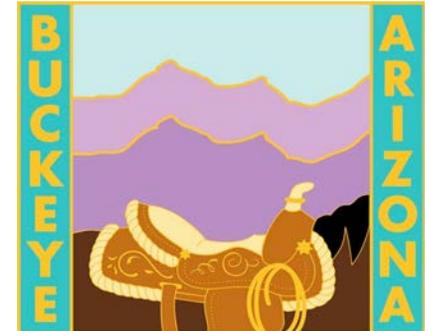
City of Buckeye's Utility Billing Department

Phone: (623) 349-6100

Fax: (623) 344-6042

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

City of Buckeye's Water Meter Installation Process



Helpful information for  
Builders, Contractors,  
Developers and Home Owner  
Associations

Presented by the Water  
Resources Department

423 Arizona Eastern Avenue  
Buckeye, Arizona 85326  
Phone: (623) 349-6800  
Fax: (623) 349-6850  
[www.buckeyeaz.gov](http://www.buckeyeaz.gov)