



HARFORD COUNTY, MARYLAND
DEPARTMENT OF PUBLIC WORKS
DIVISION OF WATER AND SEWER
(410) 638-3300

APPLICATION FOR COMMERCIAL WATER METER LICENSE AGREEMENT

COMMERCIAL APPLICATION NUMBER _____

Since you are requesting an inside water meter, this Application and a Commercial Water Meter License Agreement are required. This Application must first be completed by you and returned to the County and then the County will prepare the License Agreement. Once the License Agreement is fully executed by the Property Owner, Tenant and/or Purchaser and returned to the County it will be signed by the County and then recorded among the Land Records of Harford County.

This Application and the License Agreement are necessary for the appropriate County personnel to enter the premises where the equipment (water meters, back flow preventers, drain valves, etc.) is located, for the purpose of installing, reading, testing and repairing or replacing water meters, back flow preventers, drain valves, etc. This Application provides the County with a twenty-four (24) hour, seven (7) days a week contact person for access to the areas where the equipment is located in case of a water pipe break or a major leak etc. requiring County personnel to shut off the water supply and repair, maintain and test the equipment.

It is important that this information be submitted as soon as possible so the Commercial Water Meter License Agreement can be prepared by the County and returned to you for signature. Until the License Agreement is completed and signed by the Property Owner, Tenant and/or Purchaser the approval of your Commercial Application cannot be completed and any pending building permits cannot be approved by the Division of Water and Sewer.

If you have any questions concerning this Application and/or the License Agreement, please contact:

Water and Sewer Permitting staff
410-638-3300
wspermits@harfordcountymd.gov

PLEASE PRINT OR TYPE ALL INFORMATION ON PAGES 2 AND 3 UNLESS A SIGNATURE IS REQUIRED. IF SOMETHING DOES NOT APPLY WRITE "N/A". PLEASE DO NOT LEAVE ANY LINES BLANK.

**APPLICATION FOR
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**LOCATION OF COMMERCIAL WATER METER:
(PROPERTY TO BE SERVICED BY THE WATER METER)**

Address: _____

Tax Map: _____ Parcel: _____ Lot #: _____

Deed Reference: Liber _____ folio _____ (please provide a copy)

Plat Reference: Liber _____ folio _____ (please provide a copy)

**EMERGENCY CONTACT PERSON
FOR ACCESS TO THE WATER METER AND EQUIPMENT:**

Name: _____

Title: _____

Address: _____

Daytime Phone # _____ - _____ - _____ Evening Phone # _____ - _____ - _____

**PROPERTY OWNER INFORMATION,
PLEASE COMPLETE THE FOLLOWING:**

Property Owner's Name: _____

Property Owner's Trading As Name: _____

Address: _____

Authorized Person's Name: _____

Authorized Person's Signature: _____ (signature required)

Title of Authorized Person: _____

Daytime Phone # _____ - _____ - _____ Evening Phone # _____ - _____ - _____

**APPLICATION FOR
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**IF PROPERTY IS OR WILL BE SUBJECT TO A LEASE,
PLEASE COMPLETE THE FOLLOWING:**

Tenant's Name: _____

Tenant's Trading As Name: _____

Address: _____

Authorized Person's Name: _____

Authorized Person's Signature: _____ (signature required)

Title of Authorized Person: _____

Daytime Phone #: _____ - _____ - _____ Evening Phone #: _____ - _____ - _____

Will the water meter and equipment be located within the Tenant's leased space? _____

**IF THE PROPERTY IS FOR SALE AND IS OR WILL BE SUBJECT TO A SALES
AGREEMENT, PLEASE COMPLETE THE FOLLOWING:**

Name of Purchaser: _____

Address of Purchaser: _____

Contact Person and their Title: _____

Represents whom: Buyer or Seller: _____

Daytime Phone #: _____ - _____ - _____ Evening Phone #: _____ - _____ - _____

Settlement Date: _____

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IMPORTANT!

If the Property Owner, Tenant and/or Purchaser set forth above is a legal entity, please use the chart below to determine the documents that you MUST provide to the County along with the completed Application form. This information is required in order to establish who has the legal authority to sign License Agreement.

<u>Type of Legal Entity</u>	<u>Documents that must be provided with the application*</u>
Corporation	1. Articles of Incorporation 2. By Laws
General Partnership	1. Partnership Agreement
Limited Liability Company	1. Articles of Organization 2. Operating Agreement
Limited Liability Partnership	1. Certificate of Limited Liability Partnership 2. Partnership Agreement
Limited Liability Limited Partnership	1. Certificate of Limited Liability Limited Partnership 2. Partnership Agreement
Limited Partnership	1. Certificate of Limited Partnership 2. Partnership Agreement

* Please note that depending on what is set forth in the Application form and documents provided, the County may require additional information or documentation from you. If your particular entity does not have any or all of the documents specified above please let us know.

**PLEASE RETURN THE COMPLETED APPLICATION FORM ALONG WITH COPIES
OF ALL APPLICABLE DOCUMENTS SPECIFIED ABOVE TO:**

Water and Sewer Permitting staff
Division of Water and Sewer
3334 Abingdon Road
Abingdon, Maryland 21009