



City of Baltimore  
 Department of Public Works  
 Office of Compliance and Laboratories  
 Rm. 227 Ashburton Water Treatment Plant  
 3001 Druid Park Drive  
 Baltimore, MD 21215  
 Office: 410-396-0732 Fax: 410-523-9047



## Water Meter Downsize Request Form for Meters Larger than 2-Inches

### Property Information

Service Address (number and street name):				
Property Type <small>(Please mark all that is applicable)</small>	Residential <input type="checkbox"/>	Apartment <input type="checkbox"/>	Single House <input type="checkbox"/>	Zip Code:
		Duplex <input type="checkbox"/>	Town/Row House <input type="checkbox"/>	
	Commercial <input type="checkbox"/>	Describe the type of building <small>(For example, restaurant, office, medical facility, etc.)</small>		
Please answer <b>Yes</b> or <b>No</b> :				
Does building have sprinkler system?  Yes / No		Is the Building a City Land Mark?  Yes / No	Is the Building in Historical District?  Yes / No	
Lot Number:	Block:	Ward:	Section:	

### Owner Information

Name:		Daytime Telephone:	
Street Address:			
City:	State:	Zip Code:	

**Water Supply System Information**

What size is existing water service connection?	
What size is existing water main in the street?	
What is the name of street existing water main is in?	
Is there an existing pressure-reducing valve on site?	Yes / No
Is there an existing booster pump on site?	Yes / No
Is there an existing check valve on site?	Yes / No
Existing water meter size:	
<b>New water meter size:</b>	

**Required Physical Documents**

A Professional Engineer, licensed in the State of Maryland, must generate a brief certifying letter. The document must state what size meter reduction will be adequate for consumer’s needs, that it will be adequate for fire flow requirements, what kind of fire protection system is installed on the property, *if any*, and certifying that the reduced meter size meets all applicable City, State and Federal codes. The certifying letter must also state what was physically done, at the property, to make the determination. Any permits under the City Building, Fire and Related Codes, or approval to proceed under the City Commission for Historical and Architectural Preservation must be obtained, *if necessary*.

**Note:**

In some cases, a General Services permit may be required from the City’s Department of General Services before doing any utility work in the meter vault. If unsure, please call 410-396-4508.

**For office use only**

Date received:	
Water main street & size:	
Water plat number & water zone:	
Approval by:	Signature: _____ Print: _____
Approval date:	
Date sent to Customer Care Application Section:	
New meter size & meter reduction fee:	_____ meter = \$ _____
Total paid to City:	Total = \$ _____

\_\_\_\_\_  
Signature of the Applicant/Property Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date