

# Water Meter Install Application: Residential

The personal information on this form is being collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used for the administration of the Town of Comox [Water Rates and Regulation Bylaw 529](#). Should you have any questions regarding the collection or use of your personal information, please contact the Town of Comox at [town@comox.ca](mailto:town@comox.ca) or 250-339-2202.

In 2010, Town Council implemented a water metering project to help identify water leaks and reduce the cost of water for all Town of Comox residents. The metering project also makes it possible to meter and invoice properties for actual use.

- This form must be completed by the property owner.
- A residential property can have only one water meter installed regardless of whether it has a secondary suite, is a duplex, triplex or 4-plex.
- The Town’s timeline to fulfill this install request will depend on available inventory, Town resources and project priorities.

Upon install:

- Water Meters are generally installed within a meter box at the property line where the Town’s water service system connects with the private property.
- The property will continue to be billed by the flat rate. The owner can later apply, through the Finance department, to switch to metered billing (or later back to flat rate) with the [Enroll & Withdraw form](#).
- The Public Works department will read the *metered water usage* and will mail a one-time letter to the owner with instructions on how to monitor these usage readings online at [comox.ca/watermeter](http://comox.ca/watermeter).
- An unusually high usage reading can be an indication of a water leak – it is the owner’s responsibility to monitor their usage online, have leaks identified and repaired – the Town does not notify owners of a high usage reading.
- Properties (billed by flat or metered rate) that use above the annual billing threshold (which is approx. twice the average use of a metered home in Comox) will be subject to an *Excessive Use Charge*.

Learn more at [comox.ca/watermeter](http://comox.ca/watermeter) and [comox.ca/waterrates](http://comox.ca/waterrates).

I am the property owner, have read and understand the above, and request that a water meter be installed at:

Civic House # \_\_\_\_\_ Street Name \_\_\_\_\_

My contact details are:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Date:	Property Owner Signature:
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Submit completed form by mail or delivery to: Town of Comox, Municipal Works Yard (Attention: Public Works)  
1390 Guthrie Road, Comox BC V9M 0A5  
Or send by email to: [publicworks@comox.ca](mailto:publicworks@comox.ca)