2025 EDITION

Water Meter Application Guide

Created by Cory Adcock-Camp, Site Manager of McAllister Park, this is a guide to going through the water meter application process for Baltimore City. Specific examples given are from a 2021 project in Greenmount West. Support for this project came from Central Baltimore Partnership and Baltimore Green Space.

CENTRAL BALTIMORE *partnership*

baltimore greenspace

2025
EDITION

Table of Contents

2025
Edition

Table of Contents

PLANNING - PART A

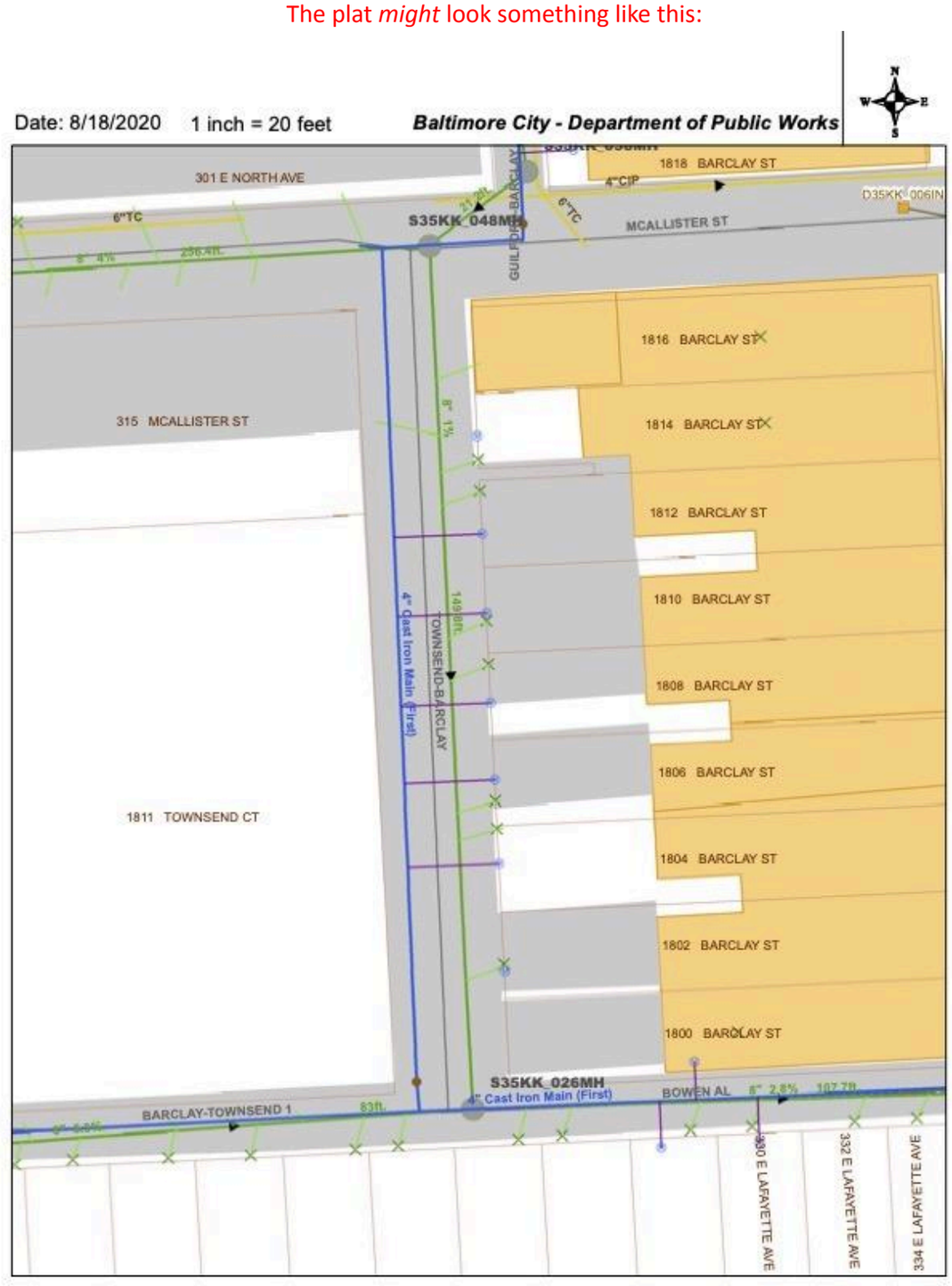
OBTAIN A PLAT MAP OF YOUR GREEN SPACE

Knowing the locations of the existing water lines is crucial to formulating your site's water-access plan. For instance, if water lines only exist on one side of your green space, that would determine how much work / money is needed to place your water-use fixtures where you want them, or whether it's even possible to place them where you want them.

You'll need to obtain a plat from the city that shows your property and surrounding areas; it needs to show addresses and existing city water lines. *Make sure it shows the entirety of your property and any surrounding roadways.*

Baltimore City Planning Department contact information to request a plat is:
(410) 396-7526 PlanningGIS.Request@baltimorecity.gov

The plat *might* look something like this:



PLANNING - PART B
DEFINE YOUR GOALS FOR WATER USE & FUNDING

What is your ultimate plan for the use of water on your site? Do you want to install an in-ground sprinkler system? Do you want a spigot(s) for a hose hookup? Will your water service be irrigation-only, or will you also be installing fixtures that require a sewer hookup?*
** PLEASE NOTE: This guide does not contain information about sewer hookups.*

Once you know your end goals, you should obtain proposals / quotes from all appropriate types of contractors. For our sample project, we required the services of 4 separate contractors (items 2-6 in the table below).

Here's a breakdown of our sample project's needs,
as well as **COST GUIDELINES** (ca. Nov. 2021):

	WORK DESCRIPTION	WHO CAN DO IT?	COST RANGE
1.	DPW fee: $50 meter cost + 9% of installation cost	n/a	$590 - $680
2.	Installation of new water meter vault and water line *	City-approved, bonded drain layer *[see list in Step 1]*	$6,000 - $7,000
3.	Installation of backflow prevention device for sprinkler system **	Any licensed plumber, provided they're willing to take on the excavation work	$5,800 - $6,500
4.	Installation of yard hydrant for hose hookup, with vacuum breaker to prevent backflow		
5.	Resurfacing road / alley / sidewalk *(cost depends on square-footage of area that needs repaving)*	DOT-approved paving company *[see Step 5]*	$1,500 - $3,000
6.	Installation of in-ground sprinkler system for ⅓-acre parcel	Licensed irrigation specialist	$5,000 - $6,000
		TOTAL COST:	$18,890 - $23,180

*** For item 2 in the table above:**
Item 2 is explained individually in Step 1, on the next page. When getting proposals for this item, you'll need to share your plat with the contractors to help them give accurate estimates. Make sure their proposals contain tech specs for the proposed meter and water line; those specs will be needed for Step 2.

**** For item 3 in the table above:**
If your site is vulnerable to theft or vandalism, you may also need to budget for security equipment to protect this backflow prevention device. See page 9.

STEP 1
CHOOSING A METER INSTALLATION CONTRACTOR

Choose your contractor to install your new water service and meter. *Contractors **must** be chosen from the city's list of bonded utility contractors; see list below [ca. 2021], but also contact DPW.Billing@BaltimoreCity.gov for possible updates.)*

*** You will need an official proposal and a signed contract. ***

DEPARTMENT OF PUBLIC WORKS

DIVISION OF WASTE WATER ENGINEERING

BONDED DRAIN LAYERS

A & A Plumbing Inc. bstephens@accusite.com	8515A McDonogh Rd Pikesville, MD. 21218	410-664-5024 Elliot
AFRAM INC. mike@aframinc.com	5450 Reisterstown Rd Baltimore, MD. 2121	443-253-9657 Mike
Allied Contractors, Inc. allied.contractors@alliedcontractor.com	204 E. Preston St. Baltimore, MD. 21202	410-539-6727
Bensky Construction, Inc. sherrybensky@gmail.com	1015 Leslie Ave. Baltimore, MD. 21228	410-788-7400
Bosley Construction, Inc. bosleyls@verizon.net	12910 Hanover, Rd. Reisterstown, MD 21136	410-833-2433
Carter Site Services dennis@carter-site.com	6419 Cleveland Ave Baltimore, MD. 21222	410-624-7839 Tyrone
Construction Trades Services debbie.cts@verizon.net	603 E. Church St.	301-682-7494
Cotten Construction sureamoss@cottenconstruction.com	231 S. Kresson St. Baltimore, MD. 21224	410-522-7136 Butch
CJ Miller	3514 Blaser Rd. Hampstead MD, 21074	410- 239-8006 Josh
CTG, Inc. ctgincorperated@comcast.net	3922 Washington Blvd. Baltimore, MD. 21227	410-525-1173 Cindy
Daco Construction Corporation dal@dacoconstruction.com	PO Box 425 Hanover, MD. 21076	410-760-9363 Helen
Dixie Construction Co. Inc. julie@dixieconst.com	260 Hopewell Rd. Churchville, MD. 21028	410-879-8055
Donald Excavating reneecustis@comcast.net	7831 Philadelphia Rd. Baltimore, MD. 21237	410-866-3701 George
EICCI EICCI0@hotmail.com	720 S. Caton Ave. Baltimore, MD. 21229	410-327-9105 Norman
Flanigan, P. & Sons, Inc. jkeifer@pflanigan.com	2444 Loch Raven Rd.	410-467-5900
Gaines & Company, Inc. betsy@gainesandco.com	112 Westminister Road Reisterstown, MD. 21236	410 833 9833
General Paving & Contracting, Inc. ellen@generalpavinginc.com	P.O. Box 18202	410-247-7428 Ellen
Gray Sons, Inc. pplacke@graynson.com	430 W. Padonia Road Timonium, MD. 21093	410-771-4311
HTI Contractors jbmcnichol@hticontractors.net	4539 Sykesville Rd. Finksburg, MD. 21048	410-781-0155
Iacoboni Site Specialist, Inc. pcarter@iacoboni.com	P.O. Box72550 Baltimore MD. 21237	410-686-2100 Thomas
K&K Adams Inc. info@kkadamsinc.com	2901 Druid Lake Park Drive Baltimore, MD. 21215	410-523-0857 Keith
Kinsley Construction, Inc mroyer@kinsley.com	1922 Greenspring Dr. Suite 5, Timonium, MD. 21093	410-453-4292 Mike
Ligon & Ligon, Inc. ligoninc@aol.com	3310 Ridgewood Ave. Baltimore, MD. 21215	410-542-7181 Peter
Marocco Construction Co. jpmorocco@aol.com	1526 E. Joppa Rd.	410-828-9033 Ray
Monumental Paving & Excavating Co., Inc. staff@monumentalpaving.com	1815 Edison Hwy. Baltimore, MD. 21213	410-675-0555 Paul
Murphy Enterprises murphyjesse@aol.com	2539 St. Paul St. Baltimore,MD. 21211	410-499-8025 Jesse
PATAPSCO PIPELINE LLC patapscopipeline@comcast.net	31 Victoria Falls Ct. Sparks, MD. 21152	443-250-4416 Clyde
P&J Contracting Inc. pless.jones@pandjcontracting.com	3010 Ridgewood Ave. Baltimore, MD 21215	410 367-7465 Pless
Pipe Way Energy Construction Inc. bstinson@pipewayenergy.com	1534 Fleet St Baltimore, MD. 21231	443-992-6239 Billy
Poole & Kent Co.	4530 Hollins Ferry Rd.	410-247-2200
Potts & Callahan, Inc. timc@pottscallahan.com	500 W. 29th St. Baltimore, MD. 21211	410-235-9400 Chris
R.E. Harrington reharrington@reharrington.com	300 W. 23rd St. Baltimore,MD. 21211	410-466-4800 Rob
S.E.H. Excavating, Inc melody@sehexec.com	2949 Dede Rd Finksburg, MD. 21048	410-833-3710
Stewart & Tate, Inc tgingerich@stewartandtate.com	950 Smile Way	717-854-9581
T&D Plumbing & Heating Co.Inc. tohler@tdplumbing.com	1628 Sulphur Spring Rd. Halethorpe, MD. 21227	410-242-8850 Mario
T.E. Jefferson tejeffinc@aol.com	2767 Wilken Ave. Baltimore, MD. 21223	443 806-8043 Todd

PLEASE NOTE: Most drain layers will NOT restore the pavement of the roadway/alley where they've installed the new water service. You will need to also hire a repaving contractor experienced with the DOT's requirements for roadway restoration; see Step 5

STEP 2
DEPARTMENT OF PUBLIC WORKS (DPW) APPLICATION FOR NEW WATER METER

DPW contact information to request a new water meter is:
410-396-5398 dpw.billing@baltimorecity.gov

Once DPW replies to your request, there are 3 things they will ask you to submit to begin the application process:

DPW's "Preliminary Water Service Information Sheet," which they informally call a "Pencil Sheet." *This form is not available online; they'll email it to you. Example below:*

PRELIMINARY WATER SERVICE INFORMATION SHEET

TITLE 1811 TOWNSEND COURT

TAX ADDRESS 1811 TOWNSEND COURT BALTIMORE MD 21203

OWNER BALTIMORE GREEN SPACE McALLISTER PARK

MAILING ADDRESS 1212 N WOLFE ST BALTIMORE MD

USE OF PROPERTY PUBLIC GARDEN

SERVICE REQUESTED 3/4" SVC AND 5/8" METER

STREET WATER MAIN ALLEY BARCLAY-TOWNSEND 1

SIZE 4"

PLAT NUMBER _____

WATER ZONE _____

WARD _____

SECTION 11

BLOCK 1095

LOT 63

ABANDONMENTS SIZE & SERVICE _____

METER ACCOUNT NUMBER NEW IRRIGATION ACCOUNT

NEW METERS, TYPE & SIZE _____

TOTAL METER COST _____

9% FEE _____

TOTAL COST _____

REMARKS IRRIGATION ONLY

APPROVED-OFFICE OF COMPLIANCE AND LABORATORIES _____

CC: Ms. Pauleen Cole

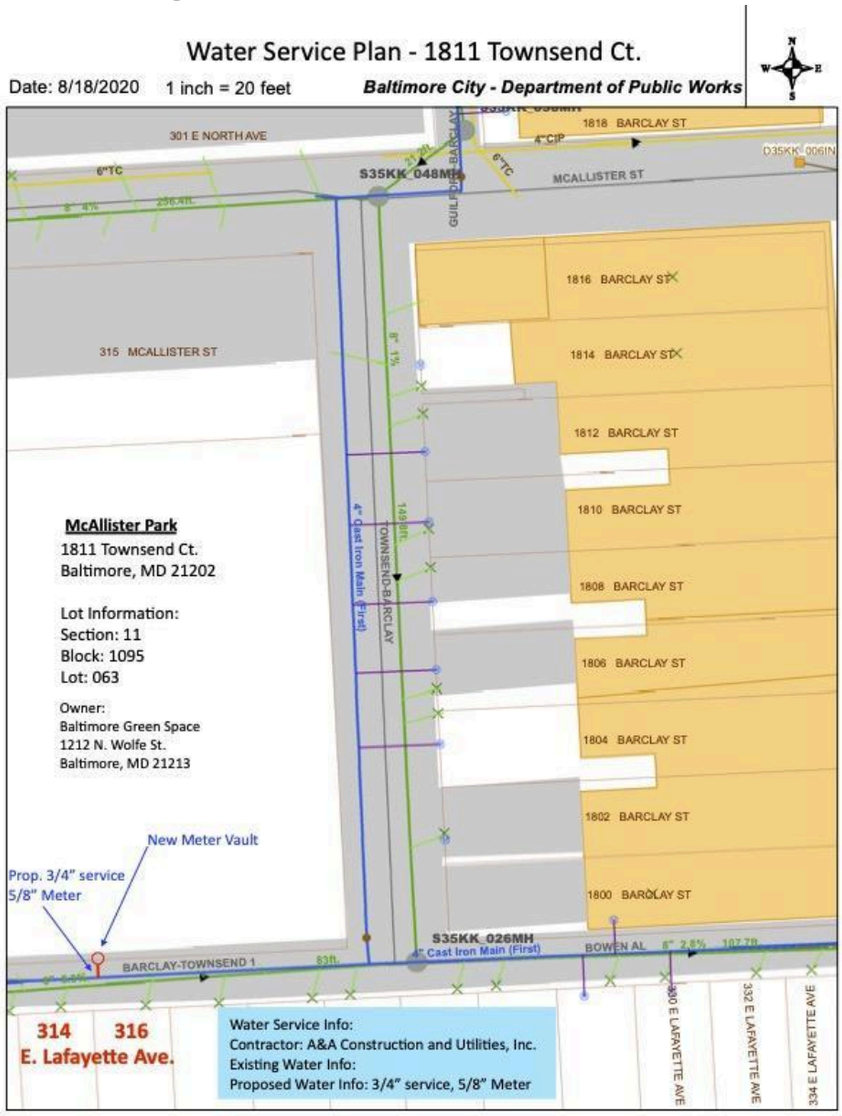
Prepared by _____

Note that in our sample project, this Pencil Sheet was filled out and submitted by the green space's owner, Baltimore Green Space (not by the site leadership). If you're a BGS site, talk to the BGS Preservation Manager about this step.

LIST OF DPW SUBMISSION MATERIALS CONTINUES ON NEXT PAGE

A service plan, which is essentially a marked-up plat showing the location of the proposed new water service in relation to the existing water mains in your area. *(You can mark up your plat from PLANNING - PART A .)* Your finished, marked-up plat should contain a drawing that shows the location of your proposed water meter and water line; it should also contain the following written information *(see example below):*

a. Property address
b. Section / Block / Lot numbers (from your property tax bill info)
c. Property owner name and address
d. Contractor name
e. Proposed water service size info (service line diameter & meter size)
f. Date drawing was created



A copy of your signed contract with the utility contractor / bonded drain layer, which needs to contain technical specifications for the work to be performed.

For our sample project in 2021, it took 12 days for DPW to approve our application.

When DPW approves your request, they'll email you the "Pencil Sheet" with an "APPROVED" stamp on it. **It will also have its cost section filled out; this is the amount you have to pay to DPW (see item #1 in the COST GUIDELINES table on page 1 of this document**); *payment instructions should be in the body of the email.*

STEP 3
DEPARTMENT OF TRANSPORTATION (DOT) APPLICATION

Contact information for the Right of Way Service Division at DOT is:
410-396-4508 row.permit.documents@baltimorecity.gov

Once you have the approved DPW pencil sheet, you need to fill out the Application for Temporary Use of a Right of Way. This is a Department of Transportation (DOT) form that gives you permission to disrupt the street or alley where your new meter will be installed.

Work with your chosen utility contractor to determine how to properly complete the application *(i.e. what specifically they will be doing to the roadways and whether any closures will be required; your contractor may opt to complete and submit the form themselves)*. Your contractor should also help you schedule a rough timeline for the work, which you can enter into the application's fields for "Requested Start" and "Requested End" dates/times. The DOT approval process takes up to 15 business days, so your "Requested Start Date/Time" field in the application can list a date *as early as* 15 days after the date of your application submission.

You will need to include the following materials with your DOT application (they can all be together one PDF, to help keep things simple):

1. The same marked-up plat that you sent to DPW in Step 2
2. DPW's "Pencil Sheet" with "APPROVED" stamp

Once DOT approves your application and issues a permit, work can begin immediately.

EXAMPLE timeline for city approvals, as they happened in real life for our sample project	
07/02/2021	DPW Application submitted
07/14/2021	DPW application approved
07/15/2021	DOT Right-of-Way Application Submitted
07/19/2021	DOT officially acknowledged submission of application
08/04/2021	DOT permit issued

There **is** a fee associated with the DOT permit, but the property owner will be billed for this via snail mail; it does **NOT** need to be paid before the permit is approved. That means that you can move forward with your work as soon as the DOT permit is approved, regardless of whether you've received or paid the bill for its permit fee.

SEE EXAMPLE OF COMPLETED DOT APPLICATION ON NEXT PAGE

— EXAMPLE of a completed DOT application —
Please note that your job details will differ from this sample;
work with your contractor to ensure your form has been completed correctly:

APPLICATION FOR TEMPORARY USE OF A RIGHT OF WAY
Department of Transportation Right of Way Permits Section
401 E. Fayette St, 1st Floor Lobby Baltimore, MD 21202
410-396-4508 • row.permit.documents@baltimorecity.gov

PLEASE PRINT OR TYPE INFORMATION

SECTION A (Contact Information)	DATE SUBMITTED:
Applicant* Baltimore Green Space	Contractor A&A Construction and Utilities, Inc.
Applicant Point of Contact Name Cory Adcock-Camp	Contractor Point of Contact Name Elliot Friedman
Applicant Point of Contact Phone 410-236-1450	Contractor Point of Contact Phone 443-833-6554
Applicant Email Address McAlllisterParkBaltimore@gmail.com	Contractor Email Address elliot@aacusite.com
Applicant Address, City, State, Zip 1212 N Wolfe St. Baltimore, MD 21213	Contractor Address, City, State, Zip 8315A McDonogh Rd. Pikesville, MD 21208

*Note that DOT will hold the Applicant listed in this top left box responsible for any and all work performed under this permit. Any violations found by our inspection team will be sent to this individual or organization.
Payment must be received and 'NO PARKING' signs must be posted prior to 72 hours of the permit start work date.

TYPE OF PERMIT

- ☐ Alley Closure
- ☐ Curb Lane
- ☐ Curb Repair
- ☐ Dumpster
- ☐ Fence
- ☐ Film Equipment
- ☐ Footway
- ☐ Scaffolding
- ☐ Street Closure
- ☐ Test Pit
- ☑ Utility/Street Cut (see Section B)
  - ☐ Electric
  - ☐ Fiber Optics/ Telephone
  - ☐ Gas
  - ☐ Sewer/Water
  - ☐ Other:_____
- ☐ Wire Pull Access
- ☐ Emergency App under Blanket Permit
- ☐ New Pole/Pole Attachment Permit (see Section B)
- ☐ Other: _____

Proposed Work Location/Address			Applicant Internal Job/WO#
In Bowen Alley behind 314 & 316 E. Lafayette Ave.			
Street Name Bowen Alley			
From Street Townsend Ct.	To Street Barclay St.		Councilmanic District Number 12
Description of Proposed Work Install 5/8" meter			
Requested Start Date/Time 07/29/2021	Requested End Date/Time 8/05/2021	Drawing Attached? Yes ◉ No ○	

Parking Meter Id's/No. of Spaces (EZ Park Only)			Related Approvals	
			Developer's Agreement	Right of Entry
			City Contract#	H.C.D. Permit#
			Other	

*For EZ Park meters only, if you are requesting fewer than 10 spaces, the meter will not be bagged. 'NO PARKING' signs will need to be obtained and posted at the location 72 hrs. in advance to reserve spaces.

CONTINUED ON PAGE 2.

SECTION B (For Street Cut Work *Only*)

Lane or Sidewalk Closures?	○ Yes	◉ No
Will steel plates be used?	○ Yes	◉ No
Weekend Work?	○ Yes	◉ No
Night Work?	○ Yes	◉ No

Estimated Number of Street Cuts 1
(Please list size of each Street Cuts in *Additional Comments*)
Attach drawing (re-submit drawing to streetcuts@baltimorecity.gov when job is complete if design is different from original; reference the permit number.)

Additional Comments
Bowen Alley is non-navigable at the proposed location and will not require a traffic management strategy (because there is no traffic). One 4x4 intermittent cut.

STEP 4
COMPLETION OF METER INSTALLATION

Now that DOT has issued your permit, you can move forward with installation of your new water meter!

Schedule the work date(s) with your contractor, and be sure to notify neighbors and other affected parties of any disruptions to parking / roadway access, and/or safety hazards.

STEP 5
REPAVING

It's likely that your water utility contractor won't restore any concrete / asphalt that was removed during installation of your new water service. You may need to hire a repaving contractor experienced in restoring roadways up to DOT's specs. For our sample project, the DOT did not supply a list of pre-approved contractors—we had to do our own research, specifically asking each firm if they had knowledge of and experience with Baltimore's repaving requirements. Our sample project ended up using Dailys Paving.

The Street Cuts division at DOT can advise you on what materials are required for your specific site, but generally it needs to match what's already there—a concrete patch for a concrete roadway, and asphalt for asphalt. **Be sure to get estimates and budget for this *prior to* the start of your project, as it can be costly.** You have 30 days after the completion of the water service installation to restore the pavement, but you should confirm that timeline with Street Cuts.

Contact information for the Street Cuts Division at DOT is:
Keirron Ferguson* 410-396-1624 Keirron.Ferguson@baltimorecity.gov Stanley.Jacobs@baltimorecity.gov ** these contacts are from 2021; city employees and assignments are subject to change*

Something to consider is that you may end up needing a larger area repaved than just the piece of pavement that your utility contractor cut out. For instance—on our sample project, the utility contractor made a 4x4-foot cut in the concrete alley to install the new water service, but the paving contractor had to remove a much larger portion of the alley and re-pour the whole section in order for it to be up to DOT's standards. This was not a cost issue for *our* project because the paving contractor was donating their services. But if you *are* paying for this service, **be prepared for a cost overrun here**; lack of funding could be very problematic due to the 30-day time limit to perform the work.

STEP 6
INSTALLATION OF BACK-FLOW PREVENTER AND POINT-OF-USE FIXTURES

Your water meter now exists (congratulations!), but you still have no way to physically access your water. Now you need to hire additional contractors to install whatever fixtures are part of your water use plan (from "PLANNING - PART B": sprinkler system, yard hydrant, etc.). Make sure that whomever you choose is licensed and will pull the necessary permits to keep your green space above boards with the city.

Discuss any potential for cost overruns with your contractor(s) *before* work begins to ensure you have enough money in contingency—something unexpected might happen during the work that could put you over budget (i.e., unexpected tree roots impeding installation of a sprinkler system and requiring additional equipment and/or labor hours).

If the work will present a hazard to green space visitors (i.e. holes in the ground, heavy equipment usage, etc.), be sure to take appropriate safety precautions such as blocking off the immediate area or closing the whole site until safe conditions are restored.

Once your fixtures are installed, be sure to talk with the contractor(s) about any seasonal requirements your new fixtures might have—i.e. annual winterization of an in-ground sprinkler system, without which your new system could be damaged or ruined. That particular example is something that should be performed by professionals, so take services like that into account when calculating your green space's annual operating budget.

Also consider how susceptible your site is to vandalism or theft. You may need to purchase / install additional materials to safeguard your new equipment. For instance, the above-ground backflow prevention device for the sprinkler system at our sample project is largely copper piping (see example photo below), and it's also in an exposed area where it could be vandalized or accidentally damaged. It was necessary to purchase a steel cage to enclose the device, and to pour a small concrete slab for the cage to lock onto. The cage cost $600, and the concrete and labor was donated.

Enjoy your newly irrigated green space!