



Board of Supervisors of Willistown Township
Chester County
688 Sugartown Road, Malvern, PA 19355
Phone: 610.647.5300 Fax: 610.647.8156

Well Meters for Sewer Customers with Potable Well Water Acquisition, Installation, and Inspection Guidelines

The installation of a well meter for sewer users with potable well water is required per §105-17.A(2) of the Township Code. In order to be charged the metered usage rate, **all current sewer users with potable well water must have a meter installed and inspected by June 30, 2024.**

METERS: The Township has purchased a supply of meters at a discounted wholesale rate from the local authorized supplier. You can purchase a Township-approved well meter directly from the Township at the administration building during business hours. The cost of each meter is \$328.60. Payments can be made by cash or check. Check payment is preferred.

PERMITS: A plumbing permit will be required for meter installation. The application fee is \$54.50 for residential users or \$104.50 for non-residential users. For applications submitted by June 30, 2024, all other permit fees will be waived by the Township. Application fees must be paid at the time of application submittal. We strongly encourage you to have your plumber – or other contractor with a proper HIC number – perform a site visit and assist with the permit application completion.

INSTALLATION: After you have acquired your meter and an approved plumbing permit has been issued, your plumber – or other contractor with a proper HIC number – may install your meter within your home/business where your potable well meter piping penetrates your exterior wall. Your meter should be installed beyond your water softener, if applicable, to help prevent meter clogging which can lead to increased maintenance and premature meter failure. Your meter must also be installed in a position to accurately calculate all flow that will be discharged into the Township sewer system. It is highly encouraged that you use a registered journeyman plumber for the installation of your meter.

INSPECTION: A representative of the Township will inspect your meter installation to ensure proper function. One inspection is included with your permit application. If re-inspections are needed, you will be responsible for the cost of any subsequent inspections at a rate of \$100.00 per re-inspection. Per §105-17.A(2) of the Township Code, “the installation of the water meter shall be inspected by the Township, and the property owners are solely responsible for maintenance, repairs, and replacement of the water meter.”

The proper installation and satisfactory inspection of your well meter **is required** for the quarterly fixed sewer rate of \$140.12 and usage rate of \$8.80 per 1,000 gallons of water used. Failure to have your meter properly installed and inspected by June 30, 2024 will result in a quarterly fixed sewer rate of \$349.67, per Resolution 23 of 2023 beginning with Quarter 3 of 2024. If there is a delay in inspection resulting from Township scheduling, the usage fee will be waived until the Township schedules your inspection.



Administrative Use Only	
UPI No.: 54-	_____ - _____
Meter Serial No.:	_____
Permit No.:	_____

**WELL METER PERMIT APPLICATION
FOR SEWER USERS ON WELL WATER**

**Fee: \$54.50 + 1.75% of Project Cost – Residential,
\$104.50 + \$1.75% of Project Cost – Non-Residential
(Due Upon Permit Submittal)**

688 Sugartown Road, Malvern, PA 19355

Phone: 610-647.5300 Email: permits@willistown.pa.us

A SIGNED COPY OF THE CONTRACT MUST BE SUBMITTED WITH APPLICATION

Well Meter Application Instructions:

Willistown Township requires that a Township-approved and supplied well meter be installed to calculate usage for sewer customers with potable well water per §105-17.A(2) of the Township Code.

1. Property Owner/ Site Location Information:

Address _____ City _____ State _____ Zip _____

Print Name(s) _____

Email Address _____ Home Phone _____ Cell Phone _____

I hereby authorize the licensed contractor named below to make this application and complete installation of the Well Meter as proposed on this application and outlined in the attached contract which conforms to all applicable laws of this jurisdiction.

Property Owner(s) Signature(s) _____ Date _____

2. Contractor Information:

Name of Company _____ PA HIC No. _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Phone _____

Certificate of Insurance Attached **AND** Copy of PA Home Improvement License Attached

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction.

Contractor's Signature _____ Date _____

3. Attach documentation of proposed work. RISER DIAGRAM MUST BE ATTACHED. (P3005.4) All hose bibs must be identified. Water distribution calculations may be required. (P2903; 2018 IRC; 2018 IPC)

4. Cost of Project _____ (labor and materials)

Current Sewer Connection Type (check one)

Low-Pressure Gravity

Please do NOT write below this line

Permit # _____ Date Received _____ Date Issued _____ Amount Paid \$ _____

Code Administration Officer _____ Date _____

Approved _____ Reason for Disapproval _____



Administrative Use Only	
UPI No.: 54-	_____ - _____
Meter Serial No.:	_____
Permit No.:	_____

**WELL METER PURCHASE FORM
FOR SEWER USERS ON WELL WATER**

Meter Cost: \$328.60

Well Meters will be available for purchase at the Willistown Administration office located at 688 Sugartown Road, Malvern PA 19355. Please complete the below information form required for the purchase of a well meter.

Property Information:

Address: _____

Owner Name (Print): _____

Email Address: _____ Phone Number: _____

Property Owner Acknowledgement:

I acknowledge that the Willistown Township Approved Meter purchased is required to be installed by a PA HIC license contractor registered as a Willistown Township Contractor. To ensure the quarterly billing is calculated based on your property's specific usage rate per Township Code §105-17, the installation and inspection must be completed by prior to June 30th, 2024. Failure to meet the requirements set forth will result in the consumption rate calculated at a quarterly fixed sewer rate of \$347.67 per Resolution 23 of 2023 until proof of meter installation and inspection has been provided to the Township.

Property Owner(s) Signature(s): _____ Date: _____

✂ _____ Do not write below this line

Receipt

Willistown Township has received payment in the amount of \$328.60 for the cost of one well water meter including sales tax in the form of: Check _____ / Cash _____ .

Stamp

Initials

Date