**CITY OF ABERDEEN**
**DEPARTMENT OF PUBLIC WORKS**
**60 NORTH PARKE STREET**
**ABERDEEN MD 21001**

# REQUEST FOR HYDRANT SECURITY DEVICE

Applicant: (Company or Property Owner) _____

Mailing Address: _____

Contact Name: _____

Phone: _____ Email: _____

Location of Device Installation: _____

Total Number of Devices Requested: _____ Fee: ($150 ea) _____

***APPLICANT HAS READ AND UNDERSTANDS THE ENCLOSED HYDRANT SECURITY DEVICE POLICY & PROCEDURES:***

**Signature: _____ Date: _____**

## POLICY & PROCEDURES

1. The applicant shall submit a Hydrant Security Device request to the City Engineers office via email. The applicant shall submit a plan or sketch of the referenced location and hydrant(s) therein. If the request is for an EXISTING building, please include an aerial image or map of the property. If the request is for a NEW building, please include a site plan indicating the private hydrant locations. Information will be submitted either by signed PDF emailed to dpw@aberdeenmd.gov The City Engineer's office may be reached at 410-272-1600 x 214.

2. The City Engineer shall provide a response within two (2) business days of receipt of the request. Once the request is reviewed and approved by the City Engineer, the applicant shall submit payment for the security devices to the City Finance Department. Payment can be made in person at City Hall 60 N. Parke St. Aberdeen, MD 21001 or online at: https://www.aberdeenmd.gov/other-payments

3. Upon receipt of payment, the applicant will be directed to a point of contact at the City Maintenance Shop to coordinate the procurement and installation of the security devices. Installation times may vary due to item availability, supply lead times, and maintenance staff schedules. City Maintenance personnel will provide an anticipated timeline for delivery and installation of security devices. When installation is complete, maintenance personnel will provide confirmation to the property owner, the City Engineer and Aberdeen Fire Department.

**FOR OFFICIAL USE ONLY**

CITY ENGINEER APPROVAL: _____ Date: _____

FINANCE DEPARTMENT:

Amount Collected: _____ Date Collected: _____ Initials: _____

MAINTENANCE:

Date Ordered: _____ Date Installed: _____ Initials: _____

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**CITY CODE CHAPTER 269: FIRE PROTECTION 269.8 – 269.11**

**Private fire hydrant security devices:**

To protect the integrity of the public water system, each private fire hydrant shall be secured with a lockable security device approved by Public Works. **A.** A property owner shall obtain a security device by submitting the applicable fee to the City. Security devices shall be sold only to authorized water providers. The City shall charge the owner the cost of the device and shipping. Public Works shall install the device on the private fire hydrant on the property upon receipt of payment of the applicable installation fee. **B.** A property owner shall inform Public Works if a security device breaks or is tampered with. The property owner shall be responsible for replacement. If Public Works or the Fire Department identifies an issue with the security device during normal use, Public Works shall provide guidance to the owner regarding repairs or replacement of the security device. **C.** A property owner shall coordinate with Public Works to temporarily remove security device during periods of routine maintenance. **D.** If a property owner fails to comply with this section, after notice to the property owner Public Works may procure and install a security device on each private fire hydrant. The City shall levy upon the responsible owner the charge for the performance of said work and the costs of necessary security devices plus an administrative fee of 15%, not to exceed $250.

**Maintenance**:

Each private fire hydrant shall be maintained in operable condition by the property owner. The owner shall promptly repair, and report immediately to the Fire Department and the Department of Public Works, any leaks or malfunctions.

**Testing:**

Every private fire hydrant shall be exercised, tested, and inspected to ensure that the device is in good, safe and operable condition. **A.** The testing shall be performed by a licensed water utility contractor in accordance with the National Fire Protection Association 25; Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection System (current edition). **B.** The property owner shall contact Public Works in advance for any testing. Barring any emergencies or operational issues with the public water system, flushing of private hydrants may only occur during the months of April to October with a seventy-two-hour prior notice to Public Works. The City shall have the authority to cease and/or suspend testing in the event of an emergency to the public water system. **C.** A certificate indicating compliance with § 268-9 of this article, signed by the agent of the testing organization, shall be provided to Public Works by December 31 of each calendar year. **D.** In the event that a property owner fails to comply with § 268-9 of this article, Public Works, after notice to the owner, may hire a third-party contractor to enter onto owner's property and test the private fire hydrant. The City shall levy upon the responsible party the charge for the performance of said work and the costs of necessary repairs plus an administrative fee of 15%, not to exceed $250.

**Emergency actions:**

Public Works shall have the authority to perform emergency actions necessary to secure and/or isolate a private water system due to an uncontrolled loss of water caused by a break. The responsible party shall provide Public Works with plans regarding the location of private water lines, valves, and private fire hydrants. Upon the completion of emergency actions, repair of lines and hydrants shall be the responsibility of the property owner.