



# City of Palo Alto Utilities

## Gas Meter Removal Application (Non-Demo)

Rev 1-08

1. Please Select One:  Residential  Multifamily  Commercial

Service Address: \_\_\_\_\_ Palo Alto, CA 9430\_\_  
Account #: \_\_\_\_\_ Number of Units: \_\_\_\_\_

### 2. Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
*If not same as above*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

### 3. Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
*If not same as above*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby declare that I am the owner, or agent of the service address listed above and authorize the removal of GAS Meter, # \_\_\_\_\_. I understand that I will be responsible for any and all future financial responsibilities and meeting the Utilities application requirements for new gas service including Utilities fees, load sheets, the installation fee, application fees, building permit fees and inspection fees. My signature is notarized below.

I certify under penalty of perjury that the foregoing is true and correct:

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Notary Block

State of California, County of: \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_ personally  
(Property Owner/Agent)

appeared \_\_\_\_\_  
personally known to me (or proved to me on the basis of satisfactory evidence) to the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary: \_\_\_\_\_

### To be completed by the CITY:

ROUTE FORM TO: **Utilities Customer Support Services**: 2nd floor City Hall, 250 Hamilton Ave., Zip 94303 | Phone (650) 329-2161

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

### WORK PERFORMED BY UTILITIES OPERATIONS

Water • Gas • Wastewater Operations

Gas Meter Removed:  Yes  No Final Read: \_\_\_\_\_

Meter Removed by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Gas Meter Removal (Non-Demolition) Policy and Procedures

Purpose: Allow gas meter removal by single/multi-family residential or single/multi-tenant commercial customers with written permission from property owner/agent and or property management company.

Prior to meter removal, a Utilities Meter Removal Request Form (Non-Demolition) is completed which:

- Identifies the requesting party (Utility customer).
- Provides written permission from the property owner/agent and or property management company (if the Utilities customer is not the owner) to remove the gas meter.
- Identifies the financially responsible party for future reinstatement of natural gas service (landlord, property management company, or new occupant/tenant). Including responsibility for meeting all the Utilities and Building Department application requirements (Utilities fees, load sheets, applications, leak/pressure tests, permits and building inspection) for new gas service.
- Utilities will maintain file copy of the Meter Removal Request Form in case of dispute.

### Gas Meter Removal (Non-Demolition) Procedures

The meter gas removal process formally begins with the applicant submitting the Gas Meter Removal Form (Non-Demolition) to the Utilities Customer Service Center.

Step One.

#### *Customer Service Center:*

- a) Receive signed and completed application from applicant.
- b) Create work orders requesting that the gas meter be pulled and the lines capped.
- c) Work Order is sent to Water-Gas-Wastewater Operations (WGW)

Step Two.

#### *Water Gas Wastewater Operations:*

- a) Gas Service Technician (GST) will conduct site audit to verify information in the application is correct.
- b) Once GST has verified gas removal conditions are met, gas meters are removed and capped. If gas removal requirements are not met, GST notes any discrepancies in the application and returns the form to Customer Service Center.
  - A minimum of 5 business days will be allowed to remove gas meter from applicant service address once the work order is received from Customer Service Center.
  - GST will remove gas meter and place a plug in the raiser and the tee.
  - City of Palo Alto Utilities is not responsible for removing any connections on the customer's side of the gas meter being removed.

Gas Meter Removal (Non-Demolition)  
Policy and Procedures

- A Notice will be placed on the customer's front door by the GST indicating that the gas meter has been removed.
- Work Order will be returned to the Customer Service Center by next business day to complete and close the work order.

**Gas Meter Re-installation**

Gas meter reinstallation is subject to all Building Department and Utilities requirements before service is reinstated and will be treated as a new gas meter installation.