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December 2017

## Guidelines for Individual Metering of Certain Low-Rise Condos

### Background

Since 1991 DEP regulations<sup>i</sup> have required that newly-constructed condominiums of three or fewer stories be individually metered in most cases. In 2014 that rule was expanded to provide the option for condominiums as tall as six stories to individually meter under certain circumstances. This document provides guidelines and a procedure for such optional individual meter installations by those condominiums, as required by the rule.

### Abbreviations and Acronyms

AMR	- Automated Meter Reading
BCS	- Bureau of Customer Services (DEP)
EP	- Entire Premises
MTU	- Meter Transmission Unit (AMR box)

### Requirements

1. The building must be a legally established condominium with each individual condominium unit having a domestic hot water heater and space heating unit within the dwelling unit and only one water connection into the condominium unit. DEP must confirm the presence of individual domestic hot water and space heating systems before the process begins.
2. The condominium Board of Directors must pass and provide to DEP a resolution or bylaw amendment that commits the condominium to the issues listed below under “Required Contents of Condominium Resolution or Bylaw Amendment.”
3. DEP Customer Registration Forms (CRF) for each individual condominium unit must be submitted listing the owner’s name, condominium lot and block number, service address including apartment or unit number, mailing address (if different), email address and phone number. All owners of all individual condominium units must agree to individual DEP metering before AMR boxes will be installed and individual meter billing can begin. The CRF form is available on the DEP website.
4. All accounts must be registered with “My DEP Account” for leak alert notifications and consumption monitoring. If the owner does not have

an email address, the email address of a managing agent or someone else in the employ of the owner or the condominium may be substituted.

5. The condominium must be current with its existing bill and/or current with a payment agreement. Any payment agreement will remain with the Entire Premises meter's account. The EP meter will be placed back into Active status and the individual meters placed into "monitor only" status if the payment agreement is in arrears.
6. An Entire Premises meter must be installed if it is not already present. The EP meter will be placed on "monitor only" status once the individual meters are activated.
7. Once the previous steps are completed Meter Permit Applications may be submitted for each account's individual water meter. Individual water meters that are on the current DEP List of Approved Water Meters must be installed under permit at or very near the point of entry of the main water service for the building after the EP meter.

The meters must be installed according to DEP specifications including inlet and outlet isolation valves, test port, outward facing register face, electrical continuity (or setter) and other requirements set forth in RCNY Title 15 Chapter 20-05 and associated sketches. If the individual meters are not yet installed, or if existing meters must be replaced, they may qualify for the Water Board's Reimbursable Metering Program.

Existing 5/8" – 1" meters more than twelve years old or larger meters more than seven years old shall be replaced by the condo with new approved meters meeting DEP's current meter sizing and other criteria. Pre-existing submeters must meet current DEP requirements. DEP will not install or replace meters itself for this purpose.

8. If there is a separate irrigation connection or other branch, it shall have its own 3/4" meter(s) associated with the condominium's common account.

#### Required Contents of Condominium Board Resolution or Bylaws Amendment

1. The condominium acknowledges and agrees that each individual condominium unit will be separately charged and billed for water and sewer services for that individual condominium unit under the terms and conditions of the metered charges of the Water and Wastewater Rate Schedule of the New York City Water Board. Unpaid charges are a lien against the individual condominium unit and could be sold in a

tax lien sale which could ultimately result in the owner losing their property if they do not pay what they owe.

2. The condominium acknowledges and agrees to the “Requirements” section listed above of the “Guidelines for Individual Metering of Certain Low-Rise Condominiums”.
3. The condominium understands and agrees with the proposed permanent mounting location for the AMR boxes.
4. The condominium will require any purchaser of a condominium unit to complete and submit to DEP a Customer Registration Form at or within one week of closing on that unit.

Note on MTU Mounting

The Meter Transmission Unit (“MTU”) must be located above ground level and on the exterior of the building. A minimum of six inches of space must be available between adjacent MTU’s. There may be several different possible mounting locations or arrangements and the DEP will provide an inspector to survey and discuss alternatives. The final location(s) are dependent on DEP receiving transmissions from the MTU’s.

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<sup>i</sup> Rules of the City of New York, Title 15 §20-05 (l)