

VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF PUBLIC WORKS
2026 Fundraiser Hydrant Meter Permit Application

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE SIGNING:

CURRENT FEES AS OF JANUARY 1, 2026 (rates are subject to change):

FUNDRAISER WATER RATE 1/1 - 4/30: \$15.44/1000 gallons
FUNDRAISER WATER RATE effective 5/1: \$16.37/1000 gallons
PERMIT FEE: \$25.00 (Waived)
5/8" HYDRANT METER: \$200.00 (Waived)
HYDRANT WRENCH: \$60.00 (Waived)

FOR OFFICE USE ONLY:

App. Approved By: _____
Signature: _____
Permit # _____
Permit Exp. Date: _____
Meter Serial # _____
Begin Meter Read: _____
Pick-up Date: _____
Deposit Received: _____

- A signed application must be received by VoHE Public Works at least one (1) business day prior to meter/permit pick-up with fundraiser approval letter.
- A meter reading is required at the start and finish of hydrant use. Meter readings may be phoned in or emailed.
- Permit must be posted and visible from the street and must remain on site until the fundraiser is complete.
- Only a hydrant wrench may be used to operate the hydrant.
- The hydrant meter should be installed in an upright position.
- The hydrant must be turned on slowly all the way when in use and shut down slowly when finished.
- The meter should be stored in a safe place when not in use.

The Fundraiser Coordinator is responsible for all costs for repair damages. Any misuse of the meter, hydrant, or non-compliance with these instructions will result in the immediate cancellation of the permit.

The hydrant meter must be returned to the Public Works Department within three (3) business days following the permit expiration date. A penalty of \$25 per day will be imposed for meters not returned on time or brought in for inspection. Any water usage beyond the permit expiration date will be considered theft and reported to the Police Department.

FUNDRAISER COORDINATOR'S SIGNATURE: _____ Date: _____

Name/Organization: _____

Address: _____

Primary Contact: _____ Phone: _____

Email: _____

Hydrant Purpose: _____

Hydrant Location: _____

Hydrant Brand: _____

Are you working for VoHE? YES NO Date Meter/Permit Needed By: _____

Internal VoHE Contact Person: _____

Village of Hoffman Estates, Department of Public Works

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