Town of Elon - Fire Flow Test Application Procedure and Fee

1. Performance and Location of Fire Flow Test

a. A fire flow test is performed on a pair of hydrants – one hydrant acts as the residual hydrant and one act's as the flow hydrant.
b. Unless specified in the fire flow request, the Town will designate the hydrant closest to the site as the residual hydrant.

2. Requests for Fire Flow Tests may be made by:

a. Engineering firms that design water systems for new development.
b. Firms that design fire protection systems for buildings.
c. Firms that design landscape irrigation systems.
d. Individual property owners or entities.

3. Applications for Fire Flow Tests are to be made as follows:

a. Four weeks before you need the results.
b. Complete the request form and send it via e-mail to Sean Tencer, Elon Town Planner at stencer@ci.elon.nc.us.
c. A separate request should be submitted for each location.

4. Public Fire Flow Tests and Private Fire Flow Tests

a. Public tests: Public tests are tests which are conducted using hydrants located within the public right-of-way. Only the Town of Elon (hereafter "Town") or its representative may conduct fire flow tests on the town's public water system.
b. Private tests: Private tests are conducted using hydrants that are on a private water system. The property owner or authorized agent is responsible for conducting the test. However, a Fire Flow Application is required so that the Town or its representative can arrange to witness the test. Any private fire flow test conducted without being witnessed by the Town or its representative is a violation of this Town procedure.

5. Fire Flow Test Fee

    a. Private fire flow tests will be witnessed by the Town of Elon.
    b. If a new public fire flow test is requested, the Fire Flow Test Fee is $1,200.
    c. If multiple hydrant numbers, direction of flow, or locations are requested, a Fire Flow Test Fee will apply to each test.

6. Payment of Fee (Prior to Test)

    a. Send a check to: or   Deliver check to:

Town of Elon	Town of Elon Municipal Building
PO Box 1179	104 S. Williamson Avenue
Elon, NC 27244	Elon, NC 2724

    b. Check should be made payable to the "Town of Elon" and include "fire flow test fee" in the memo section.

7. Fire Flow Test Results

If the Town has data from a recent test that was performed in the vicinity of your site, we will provide you with those results within 10 business days.

    a. Upon request, the Town will provide copies of existing recent fire flow tests (conducted within the past three years and within 2000 LF of the project site).
    b. If a new private test is requested, it will be scheduled after a Hold Harmless Form has been received by the Public Works Department. The test will be conducted and the results will be provided within two weeks.
    c. If a new public test is required, it will be scheduled after the Town has received the Fire Flow Test Fee. The test will be conducted and the results will be provided within two weeks.

8. Fire Flow Retests

    a. The Town will rerun a test, free of charge, if there is an internal issue within the Town on the day your fire flow test was performed (including but not limited to closed valves and equipment failures).
    b. The Fire Flow Test Fee will be assessed for any other repeat fire flow requests.

9. Fire Flow Retest Results

    a. Results will be sent via email within 10 business days of a fire flow request or within 10 business days of a new fire flow test being performed.
    b. The results provided represents flows and pressures at one specific time. These parameters constantly fluctuate. Designers should use appropriate factors of safety when using this information for design purposes.

If you have additional questions, please contact Donnie Wood, Public Works Director, at (336) 584-9600 or Sean Tencer, Town Planner, at (336) 584-2859.

Fire Flow Test Application

Date:

Applicant Name: E-mail address:

Company Name:

Street Address: Contact Phone #:

Project name:

Address of Project (if applicable):

Owner's name (if not applicant):

Parcel ID#:   GPIN#:

Project Location Description (including names of adjoining and cross streets):

Private Fire Flow Test? _____ (yes/no)

Print: _____
        (Owner or owner's representative)

Signature: _____
        (Owner or owner's representative)

Hold Harmless Form

Date:

Town of Elon Municipal Building
104 South Williamson Avenue
P.O. Box 595
Elon, N.C. 27244

To Whom It May Concern:

On behalf of _____ *(owner),* I grant permission to
_____ *(company/applicant)* to perform a fire hydrant flow test
on private fire hydrants at _____ *(location)* for fire flow case
number _____as assigned by Town of Elon on
_____ *(date).*

Furthermore, _____ *(owner)* indemnifies and holds harmless the
Town of Elon from any damages to persons or property resulting from said test.

I acknowledge that the results provided represents flows and pressures at one
specific time. These parameters constantly fluctuate. Designers should use
appropriate factors of safety when using this information for design purposes.

Sincerely,

Print and Sign: _____
                               (Owner or owner's representative)