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# Recycled Water Hydrant Use Program

September 2015

Program Guidelines  
Terms and Conditions  
Fill Station Location Map  
Rules and Inspection Checklist

City of Mountain View  
Public Services Division  
Recycled Water Program  
231 North Whisman Road  
Mountain View, CA 94043  
(650) 903-6234  
M-F 8:00 a.m. to 4:00 p.m.

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## PROGRAM GUIDELINES

The City of Mountain View (City) distributes recycled water to permitted commercial haulers through the Recycled Water Hydrant Use Program (Program). The Program operates concurrently with the City's recycled water distribution system to maximize the use of recycled water and to conserve potable water for domestic uses. The allowable uses of recycled water and the permitting process for this Program are described in the following Program Guidelines. These Program Guidelines shall be distributed and/or explained to all individuals who will be working with recycled water.

### I. REUSE OF DISINFECTED TERTIARY RECYCLED WATER

The City of Mountain View receives Title 22 disinfected tertiary recycled water from the Palo Alto Regional Water Quality Control Plant. The City will provide recycled water to permitted commercial haulers for the following uses:

- Landscape Irrigation
- Water Features\*
- Dust Control
- Backfill Consolidation
- Soil Compaction
- Mixing Concrete
- Sewer Flushing
- Street Sweeping

\* Recycled water use subject to City inspection and approval of permanent disconnection from potable water source and storm drain system. Call (650) 903-6234 to schedule an inspection appointment with the Water Supervisor.

Water obtained from recycled water hydrants shall not be transferred to on-site tanks and shall not be mixed with or come into contact with potable water systems.

### II. PROGRAM PROCEDURE

The Public Services Division, located at 231 North Whisman Road, issues Recycled Water Hydrant Use Permits and meters, and conducts water feature and tanker truck inspections. A \$1,500 deposit is required for each meter. Monthly service charges and water usage fees apply. **Any violation of this Program Procedure is grounds for suspension of the Recycled Water Hydrant Use Permit (Mountain View City Code, Section 35.20).**

The following are steps to obtain a recycled water meter:

- A. Applicants shall review these Program Guidelines and Terms and Conditions, and complete a Recycled Water Hydrant Use Permit application. The application is available from the Public Services Division located at 231 North Whisman Road.
- B. Schedule an inspection appointment with the Water Supervisor at (650) 903-6234. During the appointment, City staff will:
  - 1. Review the “Rules and Inspection Checklist” (see Page 10) with the recycled water user.
  - 2. Inspect the tanker truck or other approved vehicle for proper signage and appropriate air gap (see Table 1 on Page 4).
  - 3. Verify the permit applicant’s general liability, automobile liability, and workers’ compensation meet the minimum coverage standards (see “Insurance” on Pages 5 and 6).
- C. The recycled water meter will be issued after the permit has been approved. A \$1,500 deposit is required for each meter. The permit is valid for 90 calendar days from the effective date.
- D. If a meter is still needed upon expiration of the permit, a renewal permit and new meter will be issued. The original deposit will be credited to the new permit and outstanding costs (water, monthly charges, and repairs) will be invoiced by the Finance and Administrative Services Department.

For questions related to recycled water, contact the Public Services Division at (650) 903-6234.

### III. RECYCLED WATER USE AND METER FEES

Recycled water use will be billed according to the current rate schedule, which can be found at <http://www.mountainview.gov/depts/fasd/revenue/utilities/water.asp>. Magnetic tank signs identifying the transport of recycled water are available for purchase from the Public Services Division.

A recycled water meter can be picked up through the Public Services Division with a \$1,500 deposit once the Recycled Water Hydrant Use Permit has been approved.

All meters are inspected, repaired, and tested every 90 days to ensure accuracy. If the meter is not returned within 14 calendar days of permit expiration, service charges will be prorated to the most current meter read date on file with the Public Services Division, and continue to be billed to the permittee until the meter is returned. In addition, the deposit will be forfeited at a graduated rate of 10 percent per week, starting the day after permit expiration (e.g., a 10 percent charge for up to one week late, 20 percent for up to two weeks late, etc.). Upon return of the meter to the City, the original deposit, less any outstanding costs and forfeitures, will be refunded to the permittee.

#### IV. HYDRANT FILL STATION LOCATIONS

A map of the fill station locations is shown on Page 9. Recycled water hydrants are purple in color. **Other hydrants in the City are not part of the Recycled Water Hydrant Use Program and may not be used.** Do not use potable meters on recycled water hydrants. The permit holder shall be solely responsible for and take full ownership of the recycled water once extracted from the hydrant.

#### V. DAMAGED, LOST, OR STOLEN METERS

Meters that are damaged or not working properly should be returned immediately. Costs for repairing meters damaged by abusive handling will be charged to the permittee. The permittee shall be responsible for any lost or stolen meter and the full deposit will be forfeited.

In addition to the forfeited deposit, if a meter is lost or stolen, monthly service charges will continue and be billed to permittee until a signed and dated letter of explanation and a Police Report from the city where the hydrant was lost or stolen is received from the owner of the permittee's company.

The letter of explanation and Police Report for a lost or stolen meter should be delivered or mailed to:

City of Mountain View – Public Services Division  
Recycled Water Program – c/o Administrative Staff  
231 North Whisman Road  
Mountain View, CA 94043

**TABLE 1. RECYCLED WATER AND TANKER TRUCK USE RULES**

<b>TANKER TRUCKS</b>	
<b>Signage</b>	Tanker truck shall indicate it contains recycled water. Adhesive or magnetic advisory signs must be affixed to both sides of tanks carrying recycled water.
<b>Air Gap</b>	Hose or pipe connected to meters to fill tanker trucks must terminate no less than 6" above the rim of the tank to ensure an air gap.
<b>Watertight</b>	Tanker truck must have watertight valves and fittings to ensure no leakage will occur.
<b>Drain Piping and Hoses</b>	All piping and hoses used with tanker trucks must be fully drained before transport and prior to every connection.
<b>Hydrant Wrench</b>	Approved pentagonal hydrant wrench must be used to open or close hydrants. Use of an improper wrench is considered tampering. Hydrants must be opened and closed slowly to prevent damage to the water system from pressure surges (water hammer).
<b>Contaminants</b>	Tanker truck must be cleared of contaminants prior to use. A tanker that has transported material from a septic tank or cesspool shall not be used to convey recycled water.
<b>Non-potable</b>	After transporting recycled water, tanker trucks shall not transport potable water until cleaned and disinfected.
<b>WATER FEATURES</b>	
<b>Permanent Disconnection</b>	City must inspect and approve permanent disconnection from potable water source and storm drain systems. Call (650) 903-6234 to schedule an inspection appointment with the Water Supervisor.
<b>Advisory Signs</b>	Advisory signs shall be installed to notify that the water in the water feature is recycled water and unsafe to drink.
<b>RECYCLED WATER USE RULES</b>	
1.	<b>Do not use recycled water for food preparation.</b>
2.	<b>Do not apply recycled water where it could contact or enter passing vehicles, buildings, areas where food is handled or eaten, or storm drains.</b>
3.	<b>Do not use recycled water as a domestic or animal water supply.</b>
4.	<b>Do not cross-connect between recycled water and potable water supplies.</b>
5.	<b>Do not overspray, pond, or run off recycled water onto areas not approved for recycled water use.</b>
6.	<b>Do not connect recycled water meters to any potable (silver) hydrant.</b>
7.	<b>Do not plumb recycled water into potable landscape systems or any on-site plumbing.</b>
8.	<b>Do not lay hoses and pipes used in supplying recycled water to work sites across public roads or sidewalks. An underground water service source approved by the Public Works Director or his/her designee must be used for this purpose.</b>
9.	<b>Do not use recycled water within 50' of any domestic water well.</b>
10.	<b>Do not apply recycled water in groundwater recharge or wellhead protection areas.</b>
11.	<b>Protect drinking water fountains against contact with recycled water spray, mist, or runoff.</b>
12.	<b>Construction sites must post signs at all site entrances stating: "CAUTION: RECYCLED WATER – DO NOT DRINK" or similar wording. Signs must be a minimum of 4" x 8".</b>
13.	<b>Clearly identify aboveground equipment with warning signs. The public shall be informed that recycled water is being used and is unfit for human consumption.</b>

**TABLE 2. RECYCLED WATER WORKER PROTECTION**

<b>WORKER PROTECTION</b>	
1.	Workers should be informed that although recycled water has been treated to lower health risks, bacterial and viral contamination may be present and potentially may cause illness or infection. Contact with recycled water by ingestion, inhalation of mist, or on cuts or abrasions should be avoided, and the precautionary measures listed below should be carefully reviewed and followed.
2.	Precautionary measures should be taken to minimize worker contact with constituents of recycled water. <ul style="list-style-type: none"> <li>a. Workers should not be subjected to recycled water sprays, mists, or aerosols.</li> <li>b. Workers should use protective clothing when there will be more than casual contact with the recycled water.</li> </ul>
3.	Safe drinking water should be supplied for workers. Where bottled water is provided, the water should be in contamination-proof containers and protected from recycled water and dust.
4.	Handwashing facilities should be provided consisting of a potable water supply, handwashing soap, and single-use sanitary paper towels. The importance of handwashing should be stressed when working with recycled water, especially before eating or smoking.
5.	Workers should not apply recycled water by handheld nozzles or other handheld devices that can produce fine mists, sprays, or aerosols.
6.	Precautions should be taken to avoid contamination of food taken into recycled water use areas. Food should not be taken into areas still wet with recycled water.
7.	Workers should be notified that recycled water is in use. Notification should include the posting of conspicuous warning signs with proper wording of sufficient size to be clearly read. <ul style="list-style-type: none"> <li>a. In those locations where English is not the primary language of the workers, the signs should be in the appropriate language as well as English.</li> </ul>
8.	An adequate first-aid kit should be available on location. Cuts and abrasions should be promptly washed, disinfected, and bandaged.

**VI. INSURANCE**

Permit applicant must provide City staff with proof of insurance certificates before obtaining a recycled water meter. The following insurance requirements apply to Recycled Water Hydrant Use Permits issued by the Public Services Division of the Public Works Department. Applicants who have entered into a City contract or obtained an excavation permit do not need to comply with the following requirements but must comply with the contract or excavation permit requirements. A copy of the City contract or excavation permit must be submitted with the Recycled Water Hydrant Use Permit.

**A. Workers' Compensation Insurance**

Applicant shall obtain statutory Workers' Compensation insurance and Employer's Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per accident.

B. Commercial General Liability/Automobile Liability Insurance

Applicant shall obtain Commercial General Liability insurance, including operations, products, and completed operations, and Automobile Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this permit or the general aggregate limit shall be twice the required occurrence limit. Applicant's insurance coverage shall be written on an occurrence basis.

C. Acceptability of Insurers

Insurance is to be placed with insurers with a current *Best Rating* of A:VII unless otherwise acceptable to the City.

D. Verifications of Coverage

Insurance, deductibles, or self-insurance retentions shall be subject to the City's approval. Before permit approval, Certificates of Insurance shall be received and approved by the City, and insurance must be in effect for the duration of this permit. The absence of insurance or a reduction of stated limits shall result in permit suspension.

E. Other Insurance Provisions

1. For any claims related to these Program Guidelines, applicant's insurance coverage shall be primary.
2. Each insurance policy required shall be endorsed that a notice will be delivered to the City in the event of cancellation or modification to the stipulated insurance coverage.
3. It shall be the responsibility of the applicant to ensure that all subcontractors comply with the same insurance requirements that are stated in these Program Guidelines.



# INSURANCE CERTIFICATE EXAMPLE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Name of Producer ( Insurance Agent) Address Telephone No.	<b>CONTACT NAME:</b> PHONE (A/C No. Ext.): _____ FAX (A/C No.): _____ E-MAIL ADDRESS: _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Name of Insurer (Insurance Companies must have a minimum Best's Rating</td> <td></td> </tr> <tr> <td>INSURER B: Name of Insurer of A and a Financial</td> <td></td> </tr> <tr> <td>INSURER C: Name of insurer Performance Rating of VII.)</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Name of Insurer (Insurance Companies must have a minimum Best's Rating		INSURER B: Name of Insurer of A and a Financial		INSURER C: Name of insurer Performance Rating of VII.)		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> Name of insured (Permittee, Contr., Developer*) Address *As required by permit, agreement, etc.															

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WORD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		GL00000000 (Gen. Liability Policy No.)	Begin Date	Expiration Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (See Commercial) \$ 1,000,000 MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP ADG \$ _____
	<i>Large projects may require higher coverages.</i>					
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		AL00000000 (Auto Liability Policy No.)	Begin Date	Expiration Date	COMBINED SINGLE LIMIT (See General) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
	\$1,000,000 general aggregate limit is required if the limit is applied separately to the permit, agreement, etc. \$2,000,000 general aggregate limit is required for insurance written on an occurrence basis.					
C	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		WC00000000 (Workers' Comp. Policy No.)	Begin Date	Expiration Date	<input checked="" type="checkbox"/> WC STATUS - 1 <input type="checkbox"/> OTHER <input type="checkbox"/> POLICY LIMITS <input type="checkbox"/> ER
	Y/N <input type="checkbox"/> N/A					E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Job: City of Mountain View; All California Operations.

<b>CERTIFICATE HOLDER</b> City of Mountain View 231 North Whisman Road Mountain View, CA 94043 Attn: Public Services Division - Recycled Water	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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For office use only	
<b>Insurance Check</b>	
<input type="checkbox"/> Excavation Permit	<input type="checkbox"/> City Contract
<input type="checkbox"/> General Liability	<input type="checkbox"/> Automobile Liability
<input type="checkbox"/> Workers' Compensation	Checked by: _____

## TERMS AND CONDITIONS

**THE RECYCLED WATER HYDRANT USE PROGRAM AND RECYCLED WATER HYDRANT USE PERMIT ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

1. The Recycled Water Hydrant Use Program Guidelines are incorporated; permittee shall comply with all requirements.
2. Applicant shall review Table 1: Recycled Water Hydrant Use Rules and Table 2: Recycled Water Worker Protection with all company employees who may work with recycled water.
3. Use of recycled water shall cease immediately if the Program Guidelines are violated (by either the producer, user, or distributor), and shall not resume until violations have been corrected. The City may revoke the Recycled Water Hydrant Use Permit for any violation of the Program Guidelines or these Terms and Conditions.
4. The Recycled Water Hydrant Use Permit may be terminated by the City of Mountain View at any time when deemed necessary.
5. A signed copy of the Terms and Conditions and the Recycled Water Hydrant Use Program Guidelines must be attached to the Recycled Water Hydrant Use Permit.

*Recycled water is water which has been recycled from sanitary sewage. I have read, understand, and agree to abide by the Recycled Water Hydrant Use Program Guidelines, and Terms and Conditions, attached and incorporated herein. Recycled water is being provided by the City of Mountain View to the undersigned at the request of, and for the benefit of, the undersigned. The undersigned agrees that upon taking possession of the recycled water from the hydrant, the undersigned is solely responsible and full owner of the recycled water. In consideration of its receipt, the undersigned hereby agrees to indemnify, defend, and hold harmless the City of Mountain View, its officers, agents, and employees from any and all claims, demands, or liability associated with or arising out of the possession, use, or examination of said material by or for the undersigned.*

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Name of Owner of Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

# RECYCLED WATER HYDRANT FILL STATIONS LOCATION MAP

Updated: 7/15/2015



## Recycled Water Hydrant Fill Station Locations

Station No. 1 – End of Crittenden Lane (East of North Shoreline Boulevard)

Station No. 2 – Marine Way near Coast Avenue

**Other hydrants in the City are not part of the Recycled Water Hydrant Use Program and may not be used.**



## RULES AND INSPECTION CHECKLIST

CHECK	RECYCLED WATER HANDLING AND SITE REQUIREMENTS			
<input type="checkbox"/>	Do not drink or eat food prepared with recycled water.			
<input type="checkbox"/>	Do not cross connect recycled water and any potable water supply.			
<input type="checkbox"/>	Do not mist, overspray, pond, or run off recycled water.			
<input type="checkbox"/>	Do not use recycled water within 50' of any domestic (drinking water) well.			
<input type="checkbox"/>	After handling recycled water, clean hands with hand sanitizer or wash hands with soap and potable water.			
<input type="checkbox"/>	Construction sites must post signs at all site entrances stating: "CAUTION: RECYCLED WATER – DO NOT DRINK" or similar wording. The sign must be a minimum of 4" x 8".			
RECYCLED WATER METER RULES				
<input type="checkbox"/>	Recycled water meter permit is valid for 90 days. If a meter is still needed upon expiration, the permit may be renewed and a new meter will be issued.			
<input type="checkbox"/>	Recycled water meters are prohibited from connecting to any potable (silver) hydrant. The \$1,500 deposit will be forfeited if found connected to a potable hydrant.			
TANKER TRUCK INSPECTION AND RULES				
<input type="checkbox"/>	Tanker truck must have an approved air gap. Any hose or pipe connected to meters to fill tanker trucks must terminate no less than 6" above the rim of the tank.			
<input type="checkbox"/>	Tanker truck must have adhesive or magnetic advisory signs stating: "Recycled water/Do not drink/No beber" or similar wording on both sides of the tank.			
<input type="checkbox"/>	Tanker truck must be equipped with an approved pentagonal hydrant wrench which must be used to open and close hydrants. Hydrants must be opened and closed slowly to prevent damage to the water system from pressure surges (water hammer).			
<input type="checkbox"/>	Tanker truck must have watertight fittings to ensure no leakage will occur.			
<input type="checkbox"/>	All piping and hoses used with tanker truck must be fully drained before transport and prior to every connection.			
<input type="checkbox"/>	After transporting recycled water, tanker truck shall not transport potable water until an approved cleaning and disinfection process has been completed.			
<p>I HAVE READ, UNDERSTOOD, AND AGREE TO THE RULES AND INSPECTION ITEMS ABOVE.</p> <p>Recycled Water User:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 40px; vertical-align: top;">Signature</td> <td style="width: 30%; height: 40px; vertical-align: top;">Printed Name</td> <td style="width: 30%; height: 40px; vertical-align: top;">Date</td> </tr> </table>		Signature	Printed Name	Date
Signature	Printed Name	Date		
<p>THIS HAS BEEN REVIEWED WITH THE USER AND APPROVED BY CITY STAFF.</p> <p>City Staff:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; height: 40px; vertical-align: top;">Signature</td> <td style="width: 30%; height: 40px; vertical-align: top;">Printed Name</td> <td style="width: 30%; height: 40px; vertical-align: top;">Date</td> </tr> </table>		Signature	Printed Name	Date
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