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ADMINISTRATION OFFICE
21 BAY HAVEN ROAD
(207) 363-4232
TREATMENT PLANT
106 MAIN STREET

YORK SEWER DISTRICT
PO. BOX 1039
YORK BEACH, MAINE 03910

This letter is intended to help simplify the private meter reporting process. We have many reporting errors each year, which could result in no credit on your sewer bill. Please read the information below in its entirety and call the Sewer District's office with questions:

Private Meter Reading Submission:

- We are now requiring a **photo** of your meter reading rather than completing a form. There are so many different types of meters available now that a photo is the only way we can ensure that we know where the decimal point is on your meter. Please provide us with your address, account number and ensure that we can read the serial number along with the meter reading in your photo. Please call (207) 363-4232 should you have any questions.
- **IMPORTANT:** If you do not use your meter for a season, you still need to turn in a current reading (even though it will be the same reading as the prior year). If a reading is not turned in you will be removed from our list of irrigation meters and will no longer get a reminder to submit your reading. The next meter reading we receive will be used as a start reading. You will not get credit for prior years' readings not turned in. If your meter stops or breaks mid-season and is not replaced, you will not receive any credit. **Check your meter periodically.** If you replace a meter, you must contact us at the time of replacement.
- Be sure to take a picture of the correct meter. Many people are turning in their York Water District water meter readings.
- Call the Sewer District to verify the serial number of the meter to read if you are not sure.

Type of Meter: Our billing system works in **Cubic Feet** and all meters must read in cubic feet. If you provide a reading in gallons, we will not accept it.

No Longer Using Meter: If you are no longer using your meter, please let us know.

Submitting Your Completed Private Meter Form:

The following are the *only* acceptable options for submission of your reading:

1. Email at munis@yorksewerdistrict.org
2. Mail
3. Fax (207) 363-6701
4. Hand delivery

Called in readings, late submissions or photos without the required information will not be accepted.

THE DEADLINE FOR REPORTING METER READINGS IS NOVEMBER 30th EACH YEAR FOR OUTDOOR WATER METERS.

We **cannot** provide credits or abatements for:

- un-metered outdoor water usage
- meter readings turned in late or not turned in at all
- incorrect meter readings or readings with consumption greater than your annual water usage
- any other situation where an accurate reading is not received on time.

Thank you!