

**CITY OF PORT CLINTON  
WATER REGULATIONS**

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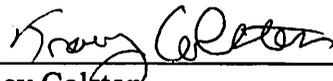
## City of Port Clinton - Department of Safety and Service

1868 E Perry St, Port Clinton, OH 43452  
Phone: 419-734-5522 Fax 419-734-1043

The by-Laws and Regulations of the Water Department of the City of Port Clinton, as adopted and implemented on March 1, 2012, are hereby amended as of January 15, 2013, to read as set forth herein, with all Appendices. Sections amended as of January 15, 2013 are as follows:

1. Page 9, Section 102.01
2. Page 11, Section 102.04
3. Page 12, Section 103.01
4. Page 30-31, Section 201.03
5. Page 49, Section 204.03
6. Page 60, Section 205.03
7. Page 62, Section 206.01

Approved this 15 day of January, 2013.

  
\_\_\_\_\_  
Tracy Colston  
Safety Service Director

Tracy Colston  
Safety Service Director  
[pcdirector@portclinton-oh.gov](mailto:pcdirector@portclinton-oh.gov)



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1. Page 1, Definitions
2. Page 6, Section 101.02
3. Page 8, Section 101.03
4. Page 9, Section 101.05
5. Page 9-10, Section 102.01
6. Page 11, Section 102.04
7. Page 15-16, Section 104.01
8. Page 16, Section 104.02
9. Page 17, Section 104.03
10. Page 22, Section 107.03
11. Page 23, Section 108.01

Approved this 15 day of March, 2013.

  
\_\_\_\_\_  
Tracy Colston  
Safety Service Director

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Safety Service Director  
[pcdirector@portclinton-oh.gov](mailto:pcdirector@portclinton-oh.gov)*

## **APPLICABILITY**

Pursuant to R.C. 735.02 and 743.02, the Director of Safety and Service has the authority to adopt rules and regulations which are necessary for the safe, economical, and efficient management of the public utility systems, including, without limitation, distribution, metering, billing, collecting, turn-on and turn-off procedures and such other measures required for fiscal integrity. These Rules and Regulations are assembled for customer and employee convenience and service. As provided in Section 743.02 of the O. R. C., these rules and regulations have the same validity as ordinances when not repugnant thereto.

Invalidity of any section, clause, sentence, or provision in these Rules and Regulations shall not affect the validity of any other section, clause, sentence, or provision of these Rules and Regulations which can be given effect without such invalid part(s). Any references to specific laws, ordinances, statutes, codes, regulations and similar documents shall be as same is amended or modified from time to time. The Director reserves the right to amend and/or revoke these Rules and Regulations in part or whole whenever he deems necessary or prudent. Not every situation can be listed or defined in these Rules and Regulations, and the inclusion or absence herein of any particular situation shall not be construed to limit the Director's authority to institute other practices or procedures as deemed necessary or prudent for the operation of the Water Department.

Every person, company or corporation who uses water supplied to a premises shall, by taking such water, be considered as having expressed his or their consent to be governed by the Bylaws and Regulations. Any violation of these rules shall be reason for discontinuance of water service until such time as the matter in question shall be corrected to the satisfaction of the City

## **DEFINITIONS**

The following non-exhaustive list contains terms used in these Rules and Regulations:

"Air Gap Separation" shall have the meaning set forth in OAC ' 3745-95-01(A).

"Approved" shall have the meaning set forth in OAC ' 3745-95-01(B).

"Auxiliary Water System" shall have the meaning set forth in OAC ' 3745-95-018).

"AWWA" shall mean the American Water Works Association.

"Backflow" shall have the meaning set forth in OAC ' 3745-95-01(D).

"Bill" shall have the same meaning as Water Bill, Water and Sewer Bill, Utility Bill.  
(Amended 3-1-2013)

"Backflow Prevention Device" shall have the meaning set forth in OAC ' 3745-95-01(E).

"CFR" shall mean the Code of Federal Regulations as same shall be amended or modified from time to time.

"City" shall mean the City of Port Clinton, a municipality of the State of Ohio and, where consistent with the context, its agencies, departments, divisions, boards, bureaus, officers and employees.

"City Code" shall mean the Port Clinton Ordinances as same shall be amended or modified from time to time.

"Consumer" shall mean the Person, Persons, firm or corporation having the use or benefits of Utility Services, see ' 101.01(A).

"Consumer Water System" shall have the meaning set forth in OAC ' 3745-95-01(H).

"Contamination" shall mean an impairment of the quality of the water by sewage, process fluid or waste to a degree which could create an actual hazard to the public health through poisoning or through spread of disease by exposure.

"Cross-Connection" shall have the meaning set forth in OAC ' 3745-95-01(I).

"Customer" shall have the same meaning as "Consumer."

"Degree of Hazard" shall have the meaning set forth in OAC ' 3745-95-01(J).

"Water Department" or "Department" shall mean the Water Department of the City.

"Director" shall be the City Director of Safety and Service or his/her designee.

"Director of OEPA" shall mean the director of the Ohio Environmental Protection Agency or his/her duly authorized representative.

"Double Check Valve Assembly" shall have the meaning set forth in OAC ' 3745-95-01(L).

"Double Check-Detector Check Valve Assembly" shall have the same meaning as set forth in OAC ' 3745-95-01(M).

AEasement@ shall mean a grant by the owner of land for a specified use of land for the installation and maintenance of water lines and appurtenances for an indefinite period of time.

"Benefitted Unit Equivalency Factor" shall have the same meaning set forth in Code Section 911.03

A Fire Protection Service Connection@ any connection to the water distribution system used for the purpose of fire fighting or fire protection.

"Health Hazard" shall have the meaning set forth in OAC ' 3745-95-01(N).

"Interchangeable Connection" shall have the meaning set forth in OAC ' 3745-95-01(P).

"Isolation Backflow Prevention Device" shall have the meaning set forth in ORC ' 3703.21(F)(1).

"Kill" shall mean the physical termination of Utility Services.

"Meter" shall mean any device that measures the flow or volume or consumption of Utility Services.

"NFPA" shall mean the National Fire Protection Association.

"Non-Potable Water" shall mean water not safe for drinking, personal, or culinary use.

"OAC" shall mean the Ohio Administrative Code, as same may be amended or modified from time to time.

"OEPA" shall mean the Ohio Environmental Protection Agency or his/her duly authorized representative.

"ORC" shall mean the Ohio Revised Code, as same may be amended or modified from time to time.

"Owner" shall be defined as the person who holds actual, not merely equitable, title to property. Executors, administrators of estates, and persons who hold property in trust shall be considered owners.

"Person" any individual, firm, company, association, society, corporation, or group.

"Potable Water" shall mean water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the OEPA.

"Power of Attorney" shall mean a legally valid and binding instrument by which the Customer confers to another the power to perform specified acts that include Utility Service matters.

"Premises" shall mean the real property that is the service address receiving Utility Services.

"Process Fluids" shall have the meaning set forth in OAC 3745-95-01(U).

"Public Water System" shall have the same meaning as ascribed to such term in ORC ' ' 6109.01(A) and 6109.02.

"Reduced Pressure Principle Backflow Prevention Assembly " shall have the same meaning as set forth in OAC ' 3745-95-01(W), as same shall be amended or modified from time to time.

"Reduced Pressure Principle-Detector Assembly" shall have the same meaning as set forth in OAC ' 3745-95-01(X).

"Resale of Utility Services" shall mean the authorized and metered sale of Utilities Services by a Customer to someone else, such as a tenant or resident, including, without limitation, private sub-metering.

AService (Line)@ the pipe or conduit by which water is conveyed or drawn from the water main to the premises (structure) to be served. The service line consists of a service connection and a service lateral. Some service lines are connected to private water mains and therefore are not maintained by the Department.

"Service Connection" shall have the meaning set forth in OAC ' 3745-95-01(Y).

AService Lateral@ shall mean that part of the service line situated between the curb stop/box or any meter pits located within three (3) feet of the property line and the premises (structure) to be served.

"Service Line" shall mean the pipe or conduit by which water is conveyed or drawn from the water main to the Customer's property. Large Service Lines are considered to be over 2" in size.

"Severe Health Hazard" shall have the meaning set forth in OAC ' 3745-95-01(Z).

"Split" shall mean a water service divided ahead of the meter to serve additional Customers. All customers shall have their own curb boxes to terminate individual service to a premises.

"System Hazard" shall have the meaning set forth in OAC ' 3745-95-01(BB).

ATap/Water Tap@ the physical connection (corporation stop) into the water main.

"Utility Services" shall generally mean any combination of services, or water that a given Premises receives.

AWater Main (Distribution Water Main)@ shall mean the principle piping or conduit owned and maintained by the City through which water is conveyed or drawn to private water mains and/or service lines. Note: Not all water mains are owned or maintained by the City. Some are privately owned and maintained.

AWater Service@ Shall mean the readiness to supply or actual supplying or water for drinking,

sanitation, or fire protection to a premises on which as water service connection has been installed.

AWater Purveyor@ shall have the same meaning as the ADirector@.

**CHAPTER 100  
GENERAL ADMINISTRATION**

**100.01 Contact Information**

The City Water Department's Customer Service office available by phone Monday through Friday, except for holidays, from 8:30 a.m. to 4:30 p.m., as same may change from time to time. Walk-in office hours are 8:30 a.m. to 4:30 p.m., as same may change from time to time. The Department's address is 1868 E Perry Street, Port Clinton, Ohio 43452; phone number is (419) 734-5522.

**100.02 No guarantee**

The Department does not guarantee any fixed pressure or a continuous supply of water due to the varying conditions which may arise in the operation and maintenance of the water supply. The Department disclaims any responsibility for damages arising from the shutting off of a water main or for the shutting off of a supply of water to any Premises for any reason. The Department disclaims any responsibility for damage by water to any personal or real property caused by leaks of broken or open pipes, meters or fixtures.

**100.03 Tampering And Unauthorized Use And Theft of Utility Services**

A. The Department enforces, without limitation, ORC Chapter 4933 as each may be amended from time to time. Actions which constitute a theft offense and/or violations of the above-mentioned statutes include, without limitation: unauthorized connection, reconnection or disconnection of Utility Services; receiving Utility Services without receiving a bill and/or without paying for same; removing or reversing a meter; tampering with or unauthorized bypass of a meter; tampering with locks and locking valves and seals; illegal water taps and sewer connections; disconnections of the remote register or radio transmitter; unmetered hydrant usage; or tampering with public or private valves, stop cocks, apparatus or facilities or the breaking of seals that result in obtaining Utility Service without authorization from the Department.

B. Violation may result in prosecution, criminal sanctions, the termination of Utility Service without notice, assessment of investigation and other costs related to the termination of Utility Service, penalties, automatic forfeiture of any deposits, restitution, backbilling for metered and/or unmetered Utility Service, and/or criminal prosecution. Each violation may incur separate, cumulative remedies.

**CHAPTER 101  
CONTRACT FOR UTILITY SERVICES**

**101.01 Agreement To All Applicable Laws, Rules And Regulations**

A. The Department provides its Utility Services to qualifying Owners of a Premises that hold a valid contract in good standing with the Department. No Owner or occupant of a Premises is entitled to receive Utility Services at the Premises. For purposes of these Rules and

Regulations, a contract for service may also be referred to as an agreement or an accepted application. The Department may intermittently in these Rules and Regulations and in practice refer to the valid recipient of such Utility Services as a Consumer, Customer, contract holder, Owner or business partner. Tenants, lessees or similar non-contracting parties with the Department are neither Customers nor third-party beneficiaries of a Customer.

B. Acceptance and/or receipt of Utility Services shall constitute a knowing and voluntary agreement by the recipient to be bound by all applicable laws, rules and regulations, as may currently exist or as may be changed from time to time, contained herein, in the ORC, City Code or elsewhere.

C. No oral modification to the agreement is permitted nor shall any such modification be binding on the City. No written modification to the agreement shall be permitted unless it is on a form proscribed by counsel for the City and signed by the Director.

D. In exchange for obtaining Utility Services from the City, a Customer agrees and acknowledges that the receipt of Utility Services at the Premises is for the Owner's occupation or the Owner's authorized representative's occupation and that for the purposes of ORC ' 743.04 is the Owner who occupies the Premises served.

### **101.02 Application**

A. Prior to any access to Utility Services, including, without limitation, taps and tees to utility lines, the Owner must apply for said Utility Services. An application for Utility Service shall be completed by the Owner and shall be made in the manner specified by the Department from time to time. Some requirements include, without limitation: providing valid identification; providing proof of ownership; and satisfaction of any and all outstanding charges related to the Premises that is the subject of the application and/or other properties owned by the applicant or other applicant accounts. The application must be signed by the Owner or by the Owner's legally authorized agent. In the event that more than one Person or entity owns the Premises, for example, a husband and wife, all Owners will be jointly and severally liable for the charges on the account or attributable to the Premises served. By submitting an application for Utility Services or accepting Utility Services, the applicant/recipient represents and warrants to the Department that the applicant is the lawful Owner of the Premises to receive Utility Services.

B. Information regarding an application or account is confidential, except where disclosure is required: under applicable public record laws; federal, state or local laws; for authorized law enforcement or postal authorities; for collection purposes; or when authorized by the Customer.

C. An Owner may be denied for reasons determined by the Department, including, without limitation: if the Department is aware that the prospective property contains delinquent charges or unpaid fees for repairs or other work performed by the Department, or if the Owner and/or entities under Owner's control has delinquencies or owes fees for other properties, or if the Owner and/or entities under Owner's control has delinquencies or owes fees, etc., to the City for

any matter. (Amended 3-15-2013)

D. Deposits.

1. The Department may require a Customer to furnish a deposit as a condition of application approval for any reason deemed to be in the best interests of the Department, including, without limitation: payment history, bankruptcy filings, foreclosure filings, or receiverships.

2. For the purposes of these Rules and Regulations, the Director has determined that additional amounts are necessary to secure payments for Utility Services. Therefore, the amount of deposit required may vary, but will generally be equal to two (2) billing cycles' worth of charges. The Director may raise or lower the deposit at its discretion.

3. The Department may require an established Customer to furnish a deposit or an additional deposit, at its discretion, based on factors such as payment history and/or court filings.

4. The Department may apply a deposit as a credit to the account after a period of time as determined by the Department based on payment history and other relevant factors.

E. Trusts. When an application is made in the name of a title-holding trust or any similar Owner, the trustee shall provide the Department with a complete copy of the valid trust agreement applicable to the Premises that is the subject of the application. No Utility Service shall be provided to the Premises until a complete copy of the valid trust agreement is furnished and said trust agreement clearly authorizes the trustee or trustees to contract for and handle utility matters. In the event there is more than one trustee, only one need sign the contract for Utility Services unless the trust agreement indicates otherwise. If the trust expires, terminates or relinquishes its rights in the property to another, the new Owner must contract for Utility Service.

F. Condominium or Homeowner Associations. When an application is made in the name of a condominium ("condo") or homeowner association or any similar Owner, the condo or homeowner association shall provide the Department with a complete copy of the valid and recorded association documents applicable to the Premises that is the subject of the application. No Utility Service shall be provided to the Premises until a complete copy of the valid and recorded association documents are furnished and that said documents clearly authorize the person making application to contract for and handle utility matters. If the association documents expire or terminate, the new Owner must contract for Utility Service.

G. Land Contract (see also Chapter 103). Land contract vendors, as the Owners of the Premises, are required to contract for Utility Services for any properties being sold via land installment contract.

### **101.03 Contract Required**

A. Applicants for Utility Services must sign a contract document that, if it does not spell out in full all of the laws, rules, regulations, policies and obligations that apply to Customers, it shall be deemed to incorporate same by reference. Notwithstanding the foregoing, the absence of a signature to a contract and/or the acceptance and/or receipt of Utility Services shall constitute a knowing and voluntary agreement by the recipient to be bound by all applicable laws, rules and regulations contained herein, in the ORC, City Code, or elsewhere, as may currently exist or as may be changed from time to time, including, without limitation, the cost of Utility Services. For the entire duration of accepting and/or receiving Utility Services, the applicant represents and warrants to the City and Department that the applicant is the lawful Owner of the Premises to receive Utility Services.

B. For all utility service provided by the City, the Property Owner of record of the real estate to which the water and/or sewer service is furnished shall be responsible for the payment of all water bills for such service, irrespective of who incurred such unpaid bills or when such bills were incurred, or who occupied the property at the time the bills were incurred. All unpaid water bills may be assessed as a tax lien against the property served, collectable according to law. A flat rate lien charge will be added to the account when certified to the County Auditor.  
(Amended 3-15-2013)

C. The Department reserves the right to require existing Customers to sign or re-sign a contract for Utility Services in the event the original contract cannot be located or as required by the Department.

D. Landlord/Tenant Contract. At one time the Department handled some landlord-tenant accounts under a so-called Landlord/Tenant Contract. This practice is no longer offered for new accounts. Existing Landlord/Tenant Contracts may continue until the Department so notifies the Customer, or the service to the premises is changed. If the tenant is contractually obligated to pay the water and sewer bills under a preexisting Landlord/Tenant Contract, both the tenant and the owner of the service address will receive delinquent bills and mailing regarding the service address. If the owner is contractually obligated to pay the water and sewer bill, only the owner will receive a bill.

### **101.04 Red Flags Rule Compliance Statement**

The Director has developed an identity theft prevention program pursuant to the Federal Trade Commission's Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003 and tailored to the Department's size, complexity and the nature of its operations. The program contains reasonable policies and procedures to: (1) identify relevant Red Flags for new and existing covered accounts (as defined in the Red Flags Rule) and incorporate those Red Flags into the program; (2) detect Red Flags that have been incorporated

into the program; (3) respond appropriately to any Red Flags that are detected to mitigate or prevent identity theft; and (4) ensure the program is updated periodically.

**101.05 Meter Access Prior to Turning on Water**

A. New Customers and all Customers who are having service restored after a voluntary or involuntary turn off shall provide access for the Department to read all meters. Service will not be turned on or restored unless and until access is provided to all meters and applicable charges and any delinquencies are paid. Failure to provide timely access may result in the addition of service charges, termination of Utility Services or both. (Amended 3-15-2013)

B. The Department requires physical access to the inside of the Premises to be served prior to turning on water services.

C. The Department reserves the right in cold weather months to require proof that a Premises has the heat on and in working order before turning on the water services.

**CHAPTER 102  
CUSTOMER OBLIGATIONS**

**102.01 At The Premises**

A. Customers shall be liable for any and all Utility Services, repairs, and damages which, in accordance with these Rules and Regulations, City Code, the ORC and applicable laws are the responsibility of the property Owner and/or Customer.

B. Customers must provide access for the Department to read all meters. Failure to provide such access may result in notification that a remote register or radio transmitter must be installed by the Department. Failure to comply will result in billing of an additional charge of not less than fifty dollars (\$50.00) for each successive estimated meter read and/or termination of Utility Service. After a remote register or radio transmitter is installed, the Department will still require periodic access to inspect the meter. (Amended 1/15/2013)

C. Customers with remote registers or radio transmitters are responsible for ensuring that the reading on the remote or transmitter matches the meter. Any discrepancy must be reported to the Department for alignment. Furthermore, in the event of any discrepancy between the meter and the remote register or radio transmitter, the meter will prevail.

D. The Department must receive payment-in-full for all Utility Services by the due date.

E. Closing an account. Customers needing to terminate or turn off Utility Services due to change of ownership may do so by contacting Customer Service. After final reading of the meter a final bill will be prepared showing all charges owed. (Amended 3-15-2013)

1. The Customer must arrange access to the Premises so that all meters can be finally read by the Department for calculation of the final bill. Failure to do so may result in a penalty fee of no less than fifty dollars (\$50.00) for forcing an estimated final bill to be produced. A correction of an estimated final bill will be made when an appropriate actual meter reading is obtained.

2. If a minimum amount of water has been used, the charge will be prorated for the proportionate part of the billing period which it covers, applied to the minimum rate or the unit price applied to the quantity of water used, whichever is greater.

3. Final bills are issued to Customers who need to change an account due to Landlord/Tenant Contract, change of ownership or a service disconnection. A Kill Permit is required for a service disconnect. (Amended 3-15-2013)

F. All Customers who are seeking to initiate or restore water services must comply with these Rules and Regulations, including, without limitation, ' 101.05, above.

### **102.02 General Prohibitions**

A. Failing to provide access or failing to show up for a Customer-requested or Department-ordered appointment will result in service charges being levied to the account.

B. Writing "payment in full" on a check that is less than the amount rightfully owed to the Department is prohibited and shall not constitute an accord and satisfaction of the Customer's obligations. Rather, "payment in full" checks accepted and cashed by the Department shall be without prejudice, and shall completely reserve any and all rights that the Department has in order to collect any unpaid balance.

### **102.03 Property Transfers**

Sellers of property receiving Utility Services must contact the Department to discontinue Utility Services, request a final meter read and arrange for payment of the final bill(s). If the seller and buyer of a Premises intend to pro-rate the Department's charges at the closing of the property transfer, it is the seller's responsibility to contact the Department with sufficient advance notice to schedule the final meter read, provide access to the meter, and have the Department calculate the final charges due, subject to unbilled consumption contemporaneous with the property transfer date. Buyers of property must contact the Department to apply for Utility Services. The Department reserves the right to refuse Utility Services until all unpaid charges owed on the purchased property are paid in full. Failure to perform these actions may result in the termination of Services and/or the Department taking any and all available collection activities.

#### **102.04 Utility Service is Continuous**

On every account, Utility Service shall be continuous until such time as a final read is obtained by the Department or until the Department discontinues Utility Service due to problems such as delinquencies or violations of any law, rule or regulation. All charges, including minimum charges that accrue without any actual usage, shall be attributed to the Owner of record, and the Owner's successors and assigns, until payment-in full is received by the Department. A final read can only occur by physical inspection of all meters by the Department.

Water service and water billing may be discontinued to a property, at the property owner's written request, by completing a special form in the office of the Department. When the property owner makes a request in the future to have the water turned back on, a turn on fee (and any delinquent charges) shall be paid-in-full prior to restoring water service to the property.

If a property owner does not use any water (zero consumption registered through the water meter) for a minimum of twelve (12) consecutive months, the water billing and service for the structure may be discontinued upon the receipt of "Discontinuation of Service and Billing" form from the property owner.

In the event of a catastrophic occurrence (i.e. fire, flood, tornado...) that severely damages or destroys a structure utilizing the City Water supply, the City will, upon receipt of a Kill Permit from the property owner, shut off the public water supply and discontinue water billing until such time that a new structure is constructed.

Upon the property owner's repair of the water service, a water repair permit will be required.

The standard repair permit fee shall be waived for catastrophic events that severely damage or destroy a structure to the point of being inhabitable. (Amended 3-15-2013)

### **CHAPTER 103**

#### **SERVICE DISCONNECTIONS**

##### **103.01 Nonpayment**

A. Utility Service charges not paid by the billing due date are considered delinquent and may result in turn off of Utility Services. Where a Customer is delinquent on one account but current on another, Utility Services may be turned off at either or both locations. The Department will endeavor to provide notice to the lawful occupant of a structure that Utility Services will be terminated for nonpayment if the Department has actual notice and verification of such lawful occupancy within a reasonable time prior to service disconnection. The notice may include a summary of the procedures available to the occupant to avoid termination of Utility Services.

B. Tenants, lessees or similar non-contracting parties with the Department are not Customers, third-party beneficiaries of a Customer or the Department, contract holders or account holders. When an account becomes delinquent in tenant occupied service address of which the City has notice, the City will endeavor to notify the Tenant(s), at individual residence structures by service notice post cards, and by door hangers at the entrance ways or entrance doors to apartments or units (where said doors are publicly accessible) to all known premises served by the account, that their water and sewer bill has not been paid and that they are facing termination of service within 10 days. The notification will state that the tenant must enforce his/her/ their civil and contractual rights through the court system in order for the City to stop termination of service proceedings. They will be advised that if they are unable to afford legal assistance to apply for free legal advice from ABLE. If the Port Clinton City Water and Sewer Department is notified by the Ottawa County Municipal Court or by a valid court order that the owner is contractually obligated to pay the water and sewer bill, the City will allow sixty (60) days from the date of such notification, for the landlord/owner to pay, or for the tenant to take all available actions necessary to enforce the court=s order. In the event payment is still delinquent on the expiration of sixty (60) days, the City may terminate service at the service address.

Tenants, lessees or similar non-contracting parties who have had the water turned off at the structure where they reside may choose to seek legal advice regarding landlord-tenant, bankruptcy, estate, receivership and/or foreclosure laws that might impact the property Owner.

C. Land contract vendors, as the Owners of the Premises, are required to contract for Utility Services for any properties being sold via land installment contract. The vendee is not the Owner for purposes of water service. Land contract vendees may only apply for Utility Services in the vendee's name if the following conditions are met: 1) vendor refuses to contract for Utility Services or defaults on the Utility Services, 2) vendee provides the Department a complete copy of the valid and recorded land installment contract highlighting the portion that specifically states that the vendee shall be responsible for paying the bills for Utility Services, and 3) the vendee deposits at least two (2) months usage, as determined by the Department, to ensure payment of Utility Services.

D. In the case of older existing private water systems where more than one party is supplied with water from the same service pipes, and one of the parties so supplied fails to pay the bills when due, or fails to comply with the "Rules and Regulations" the water shall be shut off from such service laterals without City liability in damages to any of the other parties serviced by such service laterals. (Amended 1/15/2013)

### **103.02 Notification of Water Turn off in Mains**

Before the water in a main line is turned off, for reasons of repairs or alterations, all customers affected will be notified, if possible. Notice shall be considered to have been given when and if some person at each address had been told, either in person or in writing, of such action.

### **103.03 Stoppage of Water Service Because of Leaks, Etc.**

In case of leaks or breaks, and/or failure in water mains, services, pumping and auxiliary machinery, the supply of water may be shut off without prior notice.

### **103.04 Additional Reasons**

A. The Department may terminate Utility Services after notification by mail, service notice door hanger, electronic mail, telephone or in person for the following reasons:

1. Failure to comply with these Rules and Regulations;
2. Failure to provide access to all meters or for the presence of any animals deemed hostile;
3. Delinquencies on any properties receiving Utility Services;
4. Cross connection or interconnection with any other supply of water when not approved by the Department. This includes installation of pipe and fixtures allowing the possibility of back- siphonage or Backflow, in the opinion of the Director or his designated representative;
5. Failure to promptly repair leaking service line within forty-eight (48) hours after being notified of the problem;
6. Use of Utility Services on any Premises other than that recorded in the application, except as may otherwise be provided for;
7. Tampering with any service pipe, meter, curb stop, corporation stop, or any other appurtenance, or the seal on any appurtenance; or
8. As authorized by the Director.

B. Turn Off Without Notice. The Department may turn off Utility Services without notification for any of the following reasons:

1. Willful waste of water;
2. Making any additions or alterations in or about the Customer's service line without written Department permission;
3. Failure to complete all the application steps or to execute a proper contract for the

supply of water.

4. Where property vacancy or abandonment is determined by the Department, or if, in the opinion of the Department, damage may be caused to building or to contents.
5. Notification that the Customer no longer owns the Premises;
6. Any situation deemed hazardous by the Department to the public health or safety;
7. Theft of Utility Services;
8. Failure to notify the Department of address or other changes that result in the Department's bills being returned;
10. Unpaid liened or lienable charges;
11. Repeated charge backs or insufficient funds or other bad payment; or
12. As authorized by the Director.

C. The Department is not liable if a turn off is not performed at a specific date, time or manner.

### **103.05 Utility Services Turn On**

Utility Services that have been turned off pursuant to these rules and regulations will not be turned on again until the cause of the turn off has been removed and all applicable charges and any delinquencies have been paid. Utility Services to a Premises shall be turned on only by employees of the Department. Turn on shall be performed only during normal working hours, unless authorized by the Director, or his/her authorized representative.

Property owners delinquent in payment for charges for water supplies, for meter or service reconnect will not be given water service to other properties owned or rented by them until all bills owed by the applicant shall have been paid in full. Neither will water service be given to his agent for any property owned by the property owner who is delinquent.

### **103.06 No Charge for Water to Municipal Departments or Buildings**

The Director is hereby authorized to direct the Department to provide water free of charge to municipal departments when used for municipal purposes and the furnishing of water free of charge to such departments in the past is hereby approved. This Section is in compliance with O.R.C., Section 743.27.

## **CHAPTER 104**

## **BILLING**

### **104.01 General**

A. Utility Services are billed monthly on a schedule determined by the Department. Payment due dates are indicated on every bill statement. Payments are applied to delinquent balances first and then via a posting sequence determined by the Department. If a charge is not paid in full by the due date, a late payment charge will be added.

Minimum billing is established based upon the current rate per meter size for monthly billing. In case two or more units are served by one meter, a charge shall be made for each unit as if a separate meter was installed with a separate minimum charge for each unit. No allowance will be made for periodic discontinuance of billing when the shut off is made by the owner, a customer or the city. (Amended 3-15-2013)

B. Delinquencies on one or more accounts may be transferred to one or more accounts held by the Customer or an entity under the control of said Customer.

C. Delinquencies on one or more accounts may be transferred to another account at the same address.

D. The first bill for a new water service account will be prorated on a daily rate provided the account has not been initiated on the date of immediate billing cycle, or actual consumption, whichever is more.

E. Billing based on metered use of Utility Services will ultimately be charged according to the meter reading, which is presumed to be accurate unless proven otherwise by Customer.

F. The Department may always go back and bill for unbilled consumption without regard to the age of the consumption.

G. There is no time limit for the Department to discover and act on an advancing meter where the billing software shows the utility service was turned off. (Amended 3-15-2013)

H. While invoicing should occur regularly, if this does not occur, it is not a defense to a Customer's responsibility for payment for Utility Services rendered to a Premises. Customers are not relieved of the obligation to pay for Utility Services because, for example, a bill is returned to the Department, the bill was not delivered or the bill was not otherwise received by the Customer. (Amended 3-15-2013)

I. Payments on Account by Tenant, or Someone other than Owner on Behalf of Owner. Payments on an account for water and/or sewer may be accepted by the City on behalf of the owner who owns the premises pursuant to the Rules and Regulations promulgated by the Director, under which the owner is responsible for the payment of water and/or sewer service for the specific premises, whether the premises are occupied by such owner, land contract vendee, lessee, tenant or occupant, or unoccupied.

J. Water service and water billing may be discontinued to a property, at the property owner's written request, by completing a special form in the office of the Water Department. When the property owner makes a written request in the future to have the water turned back on, applicable charges and any delinquencies shall be paid-in-full prior to restoring water service to the property. (See Appendix C Forms) (Amended 3-15-2013)

K. Requests for discontinuance of service, in occupied premises in which the customer of record is not the property owner, will not be honored or accepted for such purposes as eviction, enforcing collection of rents, or as a result of differences between the property owner and the occupant.

**104.02 Reading of Meters, Billing and Collection Procedures of the Port Clinton Water and Sewer Departments.**

A. All accounts shall be read and billed monthly, or every other month (bimonthly), or as otherwise directed by the Safety-Service Director.

- (a) Meters shall be read monthly or bimonthly.
- (b) Whenever customers are located in an area which is annexed to the City, the immediate billing following annexation shall be charged at the rate applicable to the major part of the billing period.
- (c) Monthly, or Bimonthly billings of accounts shall be performed as follows:
  - (1) During the month of billing all affected customers will have their meters read or estimated by Water Department personnel. If a read cannot be obtained, bills will be estimated and the property owner shall be required to have a remote type meter installed to insure proper meter readings for future periods.
  - (2) The Office Personnel then, using the reads obtained, figure these bills during the same month and bill the first of the next month. In the case of no reading, an estimated amount shall be billed based on recent trends and/or similar periods in previous years and in no case shall it be less than current minimum use, as per the existing schedule of rates. All bills not paid in full shall be increased by 10% and the amount of the bill as so increased shall constitute the gross bill. If the bill remains unpaid 18 days after billing, the service covered thereby will be mailed a final notice extending service for approximately ten (10) more days before discontinuance of service affected by a turn off. (Amended 3-15-2013)
  - (3) Before service will be restored to the customer whose water service has been turned-off, the account balance must be paid in full, in addition to turn-off turn-on

charges and damages as prescribed by the Safety-Service Director. A security deposit may also be required by the Safety-Service Director. The turn-on of the service will be accomplished during normal working hours only unless authorized by the Safety-Service Director. The Department will not guarantee same day turn-on for delinquent accounts nor authorize overtime payment for same. (Amended 3-15-2013)

- (4) If, at any time, a delinquent account is found to be turned on after it has been discontinued for nonpayment, the service line may be excavated at the main water line and disconnected and all costs incurred by the City of Port Clinton will be charged to the property owner and paid before the reconnect order is issued. Any and all water used shall be paid for prior to reconnect. (Amended 3-15-2013)

### **104.03 Estimated bills**

A. When it is not possible for any reason to read a meter, the amount of water used for that period is estimated using historical or comparable data.

B. Call backs to read meters, when missed because of inability to gain entrance to the Premises, will not be made unless specially authorized by the Director and may be subject to administrative charges.

C. A correction of estimated bills will not be made until an actual meter reading is obtained. An adjustment will be made to the account to charge for unbilled consumption. There is no time limit for the Department to discover unbilled consumption and to back bill for same. Refund of a verified overpayment will be credited to the Customer's account. If the Customer terminates the Utility Service account, any refund due will be credited on the final bill. At the discretion of the Department, credits on one account may be transferred to another held by the contract holder or added to the current account for the Premises. (Amended 3-15-2013)

D. The Customer is solely responsible for reading every bill and being aware of the Customer's consumption patterns. If Customer observes more than two (2) consecutive estimated bills, it is incumbent on the Customer to contact the Customer Service to discuss the matter.

E. The Department may terminate Utility Services and pursue all applicable collection actions if a Customer repeatedly fails to provide access to read all meters.

### **104.04 Adjustment of Bills**

All Utility Service that passes through a meter shall be charged regardless of whether it was used, wasted, or lost by leakage. The Customer is solely responsible for reading every bill and being aware of the Customer's consumption patterns. In some circumstances, charges may be

adjusted as determined by the Director, such as:

- A. An inaccurate meter in accordance with AWWA standards;
- B. An unwarranted billing of the account;
- C. Sewer charges for water that is shown not to have returned to the sewer, for instance for a proven leak;
- D. An adjustment as authorized by the Department.

#### **104.05 Meter Failure**

- A. If a Customer asserts a good faith claim that a meter is inaccurate, the Customer may have the meter tested as provided in these Rules and Regulations. If the meter is found to be accurate in accordance with AWWA standards, no adjustment will be made to the bill, and the Customer will be charged for the meter test. If the meter is found to be inaccurate according to AWWA standards, the bill will be adjusted as deemed appropriate in light of the evidence.
- B. If a meter fails to register or is found to be out of order, a Customer shall be charged based on an estimate of the average consumption using historical and comparable data.
- C. If a remote register or radio transmitter fails slowly or ceases working altogether, a Customer will be charged according to the consumption registered by the meter.
- D. Tampering with the meter, remote register, radio transmitter, or any related appurtenant equipment or systems, so as to reduce the amount of Utility Service that is registered on such equipment, is strictly prohibited. If a meter is found to have been tampered with the water service to the premises shall be shut off, and the owner shall be assessed a fee for meter tampering. Repeat violation of meter tampering will result in prosecutions to the extent provided by law.

### **CHAPTER 105**

#### **APPEAL PROCESS**

##### **105.01 Customer Service**

Customers who question or dispute any charges on the Department's utility bill should contact the Water Department Customer Service office for clarification or correction of disputed charges.

##### **105.02 Adjustment Committee**

- A. If the dispute was not resolved by Customer Service the Customer may write a letter to the Department's Adjustment Committee. The letter should clearly set forth the issue or issues in dispute, the basis for seeking an adjustment, along with any proof, such as copies of bills,

necessary to help the Committee understand the basis for and support for the Customer's claim.

B. The Adjustment Committee reviews Customer letter and supporting documents and renders a decision. A letter or other written communication such as a corrected bill is then sent to the Customer explaining the approval, partial approval/denial or denial of the claim.

C. The Adjustment Committee is generally made up of representatives from the City's Departments of Utilities, including a representative of the Water Billing Department, a representative of Water Distribution, and the Chief Operator of the Waste Water Treatment Department.

### **105.03 Management Review**

A. If a Customer who receives an Adjustment Committee denial believes in good faith the denial was in error, that Customer may write a letter of appeal to the Director explaining how the Adjustment Committee failed to follow the Department's Rules and Regulations or applicable law or how the denial ignored evidence that demonstrates an adjustment is warranted. The letter must be received by the Director no later than thirty (30) days after the denial was issued.

B. The Director will review such appeal letters and render a decision.

### **105.04 Administrative Hearing**

A. Customers who receive a letter from the Director that upholds the Adjustment Committee denial who still in good faith believe the previous denials are in error may request an administrative hearing. In order for the hearing to be granted the Customer must demonstrate that the Adjustment Committee and director failed to follow the Department's Rules and Regulations or applicable law or that the denials ignored evidence that demonstrates an adjustment is warranted. Hearings will generally not be granted if a Customer merely does not like the previous rulings and no justification exists to provide an adjustment.

B. At an administrative hearing, the Customer will bear the burden of proof. The Customer will present his or her case at the administrative hearing and provide all proof or documentation to justify the claim for relief. The Department will also present a case that responds to the Customer's case. The administrative hearing will be presided over by an Administrative Hearing Officer.

C. Decisions of the Administrative Hearing Officer are final appealable orders.

## **CHAPTER 106 COLLECTIONS 106.01 General**

The Department reserves the right to pursue collection of all outstanding charges until full and complete satisfaction of all charges occurs, using any and all methods available to it. The Department need not elect any particular remedy and may concurrently pursue all collection methods available to it. These methods may involve actions taken against the account, the Premises and/or the account holder, including, without limitation: adding late charges, termination of Utility Services at the Premises or other address held by the Customer, transfers to other accounts, perfecting liens, adding lien charges, referrals to a collection agency, adding collection agency costs and fees, legal action and any other actions deemed necessary or appropriate. All costs incurred to implement these methods will be charged to the Customer, including, without limitation: administrative charges, court filing fees, attorneys fees and collection agency fees. Where the names of Customers may appear different, but common control is exercised among such Customers, the Department may treat such Customers similarly for the purposes of these Rules and Regulations.

### **106.02 Statutory Liens**

One method of collection of delinquent charges used by the Department is an in rem lien process that can involve open or closed accounts. Such delinquent charges are inchoate and/or choate statutory lien(s) that attach to the Premises served at the time of rendering the relevant Utility Service, and such liens shall run-with-the-land and may be assessed against subsequent Owners. Perfection of these liens is prescribed by applicable law, and the Director certifies the charges to the appropriate County Auditor's office for processing, unless the lien is self-perfecting. The Director may also choose to certify self-perfecting liens to the appropriate County Auditor's office. Once a lien is certified to the County Auditor, payments for such lien must be made to the County unless the Department specifies otherwise. In no event shall payments made to the Department avoid any related lien charges or penalties. Liened accounts may still be subject to turn-off or any other remedy until the delinquencies are paid-in-full as determined by the Department.

### **106.03 Collection Agents**

The Department may use in-house staff or one or more outside agencies to handle collection agency work. An outside collection agency will be permitted to add its fees to the Customer's delinquency. Once a Customer's account is turned over to such an agency a Customer must pay to the agency the entire delinquency and all agency fees and charges. Attempts to avoid the agency's fees by submitting payment only for the utility charges to the Department will not be permitted and may result in the outstanding agency fees and any related interest or penalties being added to the Customer's account or another account consistent with these Rules and Regulations.

### **106.04 Court Actions**

A. Foreclosure. Whenever a Customer is the principal in a foreclosure that results in a judicial sale of the Premises, the Customer must contact the Department to terminate Utility Services and arrange for an actual reading of the meter. In order for Utility Services to the Premises to continue after the judicial sale, the new Owner must enter into a new contract with the Department. Failure of either the Customer or the new Owner to comply with these Rules and Regulations may result in the ongoing accrual of charges that will be subject to termination of Utility Services without further notice and collection activity by the City.

B. Bankruptcy. Whenever a bankruptcy petition is filed and names the Department and impacts an interest of the Department, an actual reading of the meter must be obtained at or near the file date so that the Department can file an accurate claim for Utility Services. It is the Owner's responsibility to properly include the Department as a creditor in the Owner's bankruptcy filing. For the continuation of Utility Services after the bankruptcy file date, the Owner is treated like any new Customer and must apply for a contract for Utility Services and pay a deposit, i.e., the adequate assurances per Section 366 of the Bankruptcy Code. The deposit shall be determined by the Department. The Owner's failure to furnish access for an actual meter reading, or pay the required deposit when due, or to otherwise comply with these Rules and Regulations, may result in termination or refusal of Utility Services without further notice.

C. Receivership. Whenever a Customer is the principal in a receivership proceeding, an actual reading shall be obtained on the meter. The receiver shall furnish the Utilities Department with a copy of his/her valid appointment papers from the court, highlighting the section that specifically states that the receiver is duly authorized to handle utility matters, in order to contract for service after the receiver's appointment date. Unless the Department was a named party to the receivership action with a resulting court order that validly binds the Department, for the continuation of Utility Services after the receivership appointment date, the receiver must contract for Utility Service in accordance with these Rules and Regulations and applicable law. The receiver may be required to sign an acknowledgment as to the exact amount of the Customer's arrearage and to make arrangements to pay the Customer's bill in full before any further Utility Service is granted. The receiver shall furnish a deposit to ensure payment for future Utility Services. The deposit shall be determined by the Department. The receiver's failure to furnish access for an actual reading or to pay the required deposit when due, or to otherwise comply with these Rules and Regulations may result in termination or refusal of service without further notice. The Department will only provide Utility Services to a Premises post-receivership once the receiver satisfies the Department's receivership requirements.

#### **106.05 Additional Remedies**

A. To the extent authorized by law, where a Customer has an unpaid delinquency, the Department may elect to intercept and apply to the delinquency any other payments that Customer may be eligible to receive from any other City source, including, without limitation, payroll.

B. Water loss, water theft, equipment tampering, equipment theft and similar investigations regarding Utility Services may be handled by any method determined by the Department and may include, without limitation, back billing for unbilled consumption or unauthorized use, the addition of charges to one or more accounts, the automatic forfeiture of any deposits, the filing of criminal charges and any other civil remedies permitted by law.

## **CHAPTER 107**

### **DEPARTMENT ACTIONS**

#### **107.01 Notification of Water Main Shut Off**

Before the water main is shut off for reason of repairs or alterations, all Customers affected will be notified whenever possible. Notice may be given orally, in person or in writing.

#### **107.02 Water Main Leaks**

In case of leaks or breaks, or a failure in a water main, the Department may need to use various services, pumping and auxiliary machinery, reservoirs or other waterworks equipment. In the case of an emergency, as determined by the Department, the supply of water may be shut off without notice.

#### **107.03 Demolishing Buildings**

A. A Permit to demolish a building must be issued by the Ottawa County Building Inspection Department prior to demolishing or moving a structure. Once a copy is received by the City, proper provisions must be made to Kill all water connections. A Kill Permit must be obtained from the Department and the following must be adhered to: (Amended 3-15-2013)

1. For services larger than one and a half inches (1.5") in diameter, Kill will be performed by the Contractor. (Amended 3-15-2013)
2. For services one and a half inches (1.5") in diameter or less where water main shutdowns are not involved, Customers must receive a water Kill permit from the Water Distribution Department.
3. The Water Distribution Department may elect to perform Kills two inches (2") or less in diameter if circumstances so dictate. In this event, the Owner or contractor shall pay the standard fee to cover the cost of this work. No inspection fee is required if the Water Distribution Department performs this work.

B. When it is contemplated that Utility Service will again be needed on the property where buildings are being demolished, a reasonable delay in the Kill may be granted; but, in no instance longer than one (1) year. However, Utility Service will not be granted if the service is of

obsolete size, condition or material, or in poor condition as determined by the Department. An applicable deposit to cover the cost of the Kill must in all cases be made, regardless of whether or not a delay in Killing the service is granted.

#### **107.04 Abandonment**

An abandoned service, as determined by the Department, either on vacant or improved property that is connected to a water main may be Killed by the Department. The costs of removing any taps and infrastructure will be charged to the Owner of the property.

#### **107.05 Right of Entry onto Private Property**

The Director reserves the right, through authorized representatives, to enter onto the Premises at a reasonable hour of the day for the purpose of designing, repairing, installing, re-installing, removing, maintaining and inspecting the Premises' connection to or impact on the Sanitary Sewer System, water system or Storm Water System within the City's service territory.

### **CHAPTER 108**

#### **TYPES OF ACCOUNTS**

##### **108.01 Regular Accounts**

Regular accounts generally provide water and sanitary sewer services. They are continuous. Generally, all accounts (residential and commercial) are considered monthly. Any designation other than this shall be determined by the Department. (Amended 3-15-2013)

##### **108.02 Sewer-Only Accounts**

Customers who do not use water provided by the Department but are connected to the sewage treatment system are sanitary sewer only accounts. Metering is by water meters or sewer meters.

A. The meters used for this service shall be purchased, maintained and tested by the Customer. The Department shall furnish and set the meter in a location determined by the Department at the Customers' expense. These meters must include a remote reading register or radio transmitter.

B. Sewer-only accounts are billed monthly.

C. Until such time as a meter is actually installed to measure water from the supplying structure, the Customer will be charged an estimated amount, determined by the size of the building, number of dwelling units and occupants.

D. Failure to comply with the requirement to install a meter within one (1) month after being duly notified of this requirement will result in billing at a rate no less than three (3) times the estimated average.

### **108.03 Hydrant Meter Accounts**

These accounts provide temporary use of water from fire hydrants for construction, demolition, agricultural, and similar purposes. Customers are required to pay deposits on meters and wrenches, to return them as required and to comply with all applicable laws and these Rules and Regulations.

### **108.04 Water-Only Accounts**

A. Customers who are not required to be connected to the sewage system are water-only accounts and are billed regularly for water consumption. Water-only accounts shall also include second accounts established for sprinkling purposes by Customers already served by a water/sewer account for domestic purposes. Such accounts may still be billed for other services.

B. Water-only accounts have replaced so-called "seasonal accounts." Customers shall be charged a minimum bill each billing period plus the volume charge for water consumed. When a water-only account is the second service for a structure, its meter shall be privately owned and must be connected in parallel with the first meter and located adjacent to it. The cost of the second meter, including any testing and/or repair charges, shall be paid by the Customer. Both meters must have remote-reading registers or radio transmitters. If the water-only service is used seasonally, winterizing it in the off-season shall be the responsibility of the Customer.

### **108.05 Special Water Accounts. (Reserved)**

## **CHAPTER 200**

### **WATER SERVICES (TAPS AND SERVICE CONNECTION)**

#### **200.01 Payment For Tap And Tap Branch**

A. Advance payment of the charge for tap and tap branches one inch (1") and smaller shall be made by the property Owner. The schedule of tap and tap branch charges may be revised from time to time on the basis of the average costs, including overhead. Special conditions such as more than two-lane residential street crossings, downtown district, or conditions causing long or deep services may be performed on the basis of an estimate with a deposit of such estimated charge.

B. Missed appointments for tap inspections may result in service charges being levied against the Customer's account. Further, tap inspections that can not be completed due to failure of Customer to provide access, no address on building, etc., or where conditions are not conducive to approval of the tap, such as services lacking locking ball valves, improperly stubbed lines, etc., may also result in service charges being accrued against Customer's account.

C. A tap fee, according to a schedule as determined by the Director, shall be paid before

services larger than two inches (2") are installed. In addition, a plan review and inspection fee, according to a schedule determined by the Director, shall be paid prior to plans for services larger than two inches (2"), water main extensions, or fire lines are approved.

### **200.02 Installation Of Tap And Tap Branch**

#### A. Domestic services one inch (1") and smaller

1. The tap and tap branch one inch (1") in size shall be installed only by the Water Distribution Department. Installation will be made only after the Customer's Service Lateral has been installed, stubbed one foot (1') beyond property line and properly marked, and the Department has been notified as required. No tap, new or replacement, smaller than three-quarter inch (3/4 ") shall be installed. In order for the tap to be made, the address of the property must be clearly displayed on the street side of the structure. Work performed by the Water Distribution Department shall include excavation, making the tap, installing the corporation stop, laying the water service to the property line, installing the curb stop and curb box, backfilling, compaction, and site restoration.

2. When a single tap is used to service more than one unit and individual meters are required, each of the services taken off the main tap shall have a curb box turn off located within five feet (5') of the main service turn off.

3. Multiple taps shall not be allowed on a single property and Splits between adjacent properties shall not be allowed without the specific permission of the Director .

4. A locking-type ball valve, as approved by Water Distribution Department, shall be installed at the service side (street side) of the meter as close as possible to the point where the line passes through the foundation wall. Water Distribution Department will install a lock or seal on the valve in the off position prior to the installation of the tap. This valve shall not be opened until the meter is set. Until such time as the meter is set the curb stop will remain in the off position.

5. Removal of the lock or seal, removal of the valve once locked, or any other incidents of noncompliance with the above regulation may result in a service charge for tampering with Water Distribution Department property. In addition, the Customer may be backbilled at three (3) times the minimum rate for the size service installed to the date the tap was made.

#### B. Domestic services one inches (1") and larger

1. Existing, active public water mains - The property Owner shall be responsible for installation of the service from the public main to the point of application. Water Distribution Department will furnish the tapping sleeve and valve for public mains up to and including twelve inches (12"). The Owner=s Contractor shall install the tapping sleeve and valve. Installation

will be made only after the Water Distribution Department has been notified as required, and the Customer has excavated for the tap. Work performed by the Owner=s Contractor shall include making the tap, and installing the tapping sleeve and valve, and cathodic protection as required by the Water Department. Excavation, backfill, valve box, compaction, and restoration shall be the responsibility of the Customer.

2. Where a new public water main has been installed and tees with valves, six inches (6") and larger, have been designed and installed to serve the property, the Customer's licensed contractor may connect the new pipe to the valve and install the large domestic service to the building. Excavation, backfill, valve box, compaction, and restoration shall be the responsibility of the Customer. The Customer shall apply for Utility Services pursuant to the City Code and these Rules and Regulations.

3. Termination of underground construction of the service will be at the first joint above the floor line. The Customer will be responsible for construction to this joint.

4. Customer shall notify the Department at least three (3) days prior to starting construction to schedule inspection. Any underground work completed without being inspected or without the Department previously being notified, shall be subject to complete exposure or any checks which the Department may deem necessary before water is furnished through the service.

C. Taps one inch (1") and smaller, on mains larger than twelve inches (12"), will be performed by Water Distribution; the tapping sleeve and valve shall be provided by the property Owner. Taps larger than one inch (1") may be installed by Customer using a City approved contractor.

D. The Department reserves the right to impose, in addition to all other usage charges, an access charge to all properties with access to a main.

### **200.03 Taps - Service Size – Materials**

It is the Customer's responsibility to determine the water service size needed to adequately provide for fire and domestic service.

A. Services one inch (1") and smaller shall be type "K" soft copper, or plastic SDR 9 with trace wires brought up through the curb box for locating purposes. No other type of material shall be used from the curb stop or control valve to, and including, the meter setting.

B. Services larger than one inch (1") shall be plastic. All fittings shall conform to Director=s specifications. No other type of material shall be used from the public main to, and including, the meter setting.

C. Existing services of less than three-quarters of an inch (.750") and/or of material other than type "K" soft copper, or Plastic SDR 9 with trace wires, shall not be used for connecting a new or rehabilitated structure or site to the water supply. A new three-quarters inch (.750") tap shall be purchased. At the time the replacement tap is made, the existing tap shall be Killed.

#### **200.04 Repairs To Tap And Tap Branch**

A. Only the Water Distribution Department is permitted to make repairs to the tap or tap branch. When deemed advisable by the Division, the entire tap branch shall be replaced.

B. Repairs to the tap and tap branch one inch (1") and smaller in size within the City's service territory shall be assumed by Water Distribution. However, when the repairs are made necessary because of actions by or for the Owner of property, said Owner shall pay the full cost thereof. The City repairs leaks up to the curb box. Leaks after the curb box, including the meter setting, are the property owner's responsibility.

C. Where the tap and tap branch is damaged by a contractor or other utility, the full cost of repairs shall be borne by the party responsible for the damage.

D. The total cost of repairs of services larger than one inch (1") in size shall be borne by the property Owner.

E. The Director may require Owners of Split services to purchase a conventional tap in instances where this type of service becomes a source of problem and dispute. These taps will be replaced at cost to the Customer, but not to exceed the standard tap charge. Any repairs between the box, or principal turn off and the Branch, will be a joint responsibility of all the involved Customers.

F. Where Water Distribution determines that it is more economical to replace than repair a substandard tap and tap branch (smaller than a three-Quarter inch (.750") in size), the Owner will be notified, if practical, and be required to have a standard tap and tap branch installed in accordance with the schedule of charges for such work. The minimum standard tap size shall be one inch (1").

#### **200.05 Temporary Water Service (Accommodation Tap)**

A. When it is not applicable or not feasible, as determined by the Director, to construct a water service main in the street in front of a Premise, water service may be obtained from other water service mains twelve inches (12") and less in size on a temporary basis at the Customer's own full expense. This type of service is known as an accommodation tap.

B. Before application for a temporary water service (a/k/a accommodation tap) may be granted, the applicant shall execute an agreement approved by the Director. The Waiver of

Assessment Agreement shall be recorded with the County Recorder with a copy on file with the Director. At a minimum, this agreement shall contain the following provisions:

1. The service shall be installed in accordance with instructions from the Director. Only the Premises stipulated in the agreement shall be served.
2. Temporary water service pipe shall be laid in the public right-of-way whenever possible or in recorded permanent easements only. Water service will be discontinued whenever the status of permanent easements is changed.
3. When a water service main is constructed in the street in front of the Premises serviced by the temporary service, the temporary service may be discontinued and a connection made to the new water service main within ninety (90) days. Costs to discontinue (e.g. Kill) and re-connect shall be paid by the Owner.
4. If a water service main is petitioned for, all eligible Premises served by temporary service shall be counted as signers of the petition; the Customer receiving the temporary service agreeing before-hand to sign and support such petitions for water service mains.

#### **200.06 Workmanship On Service Lateral**

A. Installation work on Customer's Service lateral shall be in accordance with the best industry practice and these Rules and Regulations and ordinances of the City.

B. The Customer's Service lateral shall be without joints to a point one foot (1') outside the property line using copper tubing, or plastic SDR 9 with tracer wire. The pipe shall have a constant internal diameter from the tap through and including the locking ball valve. The pipe shall have a full waterway throughout, equal to the inside diameter of the pipe. Pipe ends shall be reamed to remove any obstruction to the flow of water. Where joints are needed, they shall be of the compression type only. Any exception requires the written approval from the Water Distribution Department.

C. Where two incompatible metals are used in a service, a dielectric union between said metals shall be required.

#### **200.07 Depth Of Pipe**

All service pipe outside buildings, from the Main to the meter, shall have a minimum cover of five feet (5') for all pipe. The cover shall be of granular material. Service Lines in crawl spaces and unheated buildings shall be insulated from the point the Service Line starts an incline from this cover to the floor material where the meter setting is installed. The use of heat tape or

similar products shall not be allowed.

### **200.08 Customer's Service Lateral Location And Construction**

A. The Customer's Service lateral shall be installed in a direct line from the house to the street, and at right angles to the street. The Service lateral shall enter the structure at a point on the foundation wall closest to the tap. If the Service lateral enters the building from the side, it shall be installed at right angles to the street and no further than three feet (3') from the building. If local conditions do not permit, a deviation may be permitted; however, the location must be approved in writing by the Director. The Customer's Service lateral shall not be laid closer than ten feet (10') from a leach field/Septic system, sanitary sewer, storm sewer, nor closer than four feet (4') to any drain, gas line or other underground facility for the entire length of the Service lateral.

B. At least one foot (1') of the Customer's Service lateral pipe shall extend above ground beyond the point where the curb box is set which is one foot (1') toward the water main from the property line.

C. The Customer's Service lateral must be in place before Water Distribution will install the tap branch. The Owner, Customer or representative shall notify Water Distribution that the Customer's Service lateral is in place. The priority of the tap installation will be as of the date and time of approval of the Customer's Service lateral.

D. The Customer's Service lateral shall be so valved and/or controlled that after it is connected to the tap branch, the curb stop valve could be left open. The Department will not be held responsible for any damages which occur due to improperly installed Customer Service lateral.

E. Mains will be tapped before building construction (pre-tapped) when, in the opinion of Water Distribution, savings in time and construction expenses or hazards will be the result. Procedures, rules and authority shall be established by Water Distribution.

F. On corner lots, the Customer shall contact Water Distribution to determine in which direction to install the Customer's Service lateral. It is the intent to require the tap to be made from the direction of the shortest distance from the water main.

G. Taps that are not located in accordance with this section will result in any additional costs necessitated by the improper placement being assessed to the builder.

### **200.09 Plans - Large Services (Over 2")**

Six (6) detailed sets of plans and specifications on all large underground domestic services shall be furnished to and approved by the Director before service will be granted. Design and

construction shall be in conformance with the latest version of the City's "Infrastructure Design and Construction Requirements" or a successor publication approved by the Director. The plans shall include the profile of the service within the public right-of-way, if requested by the Director. Payment of the plans review and inspection fee shall be required prior to plan approval.

### **200.10 Control Valves - Large Services**

A. The primary control valve for the service at the outlet on the public Main shall be in a curb box located as required by the Water Distribution and constructed/installed by the property Owner.

B. All secondary valves shall be at the option of the property Owner.

C. Secondary valves shall have adjustable valve boxes.

D. All domestic service extensions shall have a primary valve at the beginning of the service or the extension of the service. Inside meter settings shall have a ball/gate valve prior to the meter and one after the meter.

### **200.11 Customer's Service Line Leaks**

A. When a leak on a Customer's Service Line between the curb stop and the meter comes to the attention of Water Distribution, the Owner and/or Customer may be notified by a notice left at the Premises. This notice will contain a directive to repair the leak with reasonable dispatch. If the Owner and/or Customer have not taken positive steps to repair the leak within five (5) days, the water service to the Premises may be turned off at the curb stop.

B. Water service to the Premises shall not be restored until the ordered repairs have been completed. If deemed necessary by Water Distribution, on the basis of age and condition of the pipe, the entire Customer's Service Line shall be replaced with type "K" soft copper and/or Plastic SDR 9 with tracer wire, sized as herein specified. If the leaking service is causing damage or a hazardous condition it may be turned off immediately, without prior notice.

### **200.12 Defective Work**

Whenever the Department finds a job of plumbing that is defective, although not in direct violation of these Rules and Regulations, water will not be turned on until such defective work has been corrected.

## **CHAPTER 201 METERS**

### **201.01 Services To Be Metered**

All Utility Services shall be metered unless specifically exempted by these Rules and Regulations and/or by ordinance.

### **201.02 Service Not Required To Be Metered**

Fire Service Lines four inches (4") and larger, when used only for furnishing water for fighting fires through private hydrants or a sprinkler system, are required to be metered. A meter size as specified by Water Distribution shall be installed at the Owner's expense at or near the property line in an approved enclosure whenever water has been used from a fire service pipeline for purposes other than for fire fighting.

### **201.03 Meters - Number Allowed**

A. Not more than one (1) meter shall be used per property serviced by a single service except where it is desired to have tenants in multiple occupancy on one property metered separately for service provided by the Department.

B. Where separate metering is desired and multiple occupancy units are involved, outside curb boxes shall be required in a location specified by the Department and a meter installed for each separate unit. Secondary curb boxes shall be located not more than ten feet (10') from the principal curb box. A remote reading register and an approved shut off shall be required for each such meter. Any deviation from this must be approved in writing by the Director after plans are submitted showing locations of secondary curb boxes. (Amended 1/15/2013)

C. Any arrangements existing prior to 2011 that consist of an inside Split is subject to approval by the Director and may be allowed to remain provided, without limitation, that the Department is allowed access to the units at any time necessary to enforce these Rules and Regulations. If access is at any time denied, then all units may be subject to action to enforce these Rules and Regulations against the non-complying unit.

D. Conversion from single metering to multiple metering on existing Premises shall be considered a new service and an inside Split shall not be permitted.

### **201.04 Private Sub-Metering**

Private sub-meters may be purchased and set by the Owner of the Premises wherever the Owner wishes, at the Owner's expense, for the purpose of determining the amount of Utilities Services used in certain areas of the Premises and not for profit, as determined by the Department, from the Resale of Utility Services. The Department will not read these meters, nor be responsible in any way for their accuracy, mode of installation, or maintenance.

### **201.05 Maintenance Of Service; Determination Of Meter Size; Installation Of Meters**

A. The water service at all Premises shall be maintained in such physical condition that meters can be installed, exchanged, or tested as required. Any repairs necessary to maintain the service properly shall be the obligation of the Customer, including the full cost of any necessary plumbing repairs.

B. A determination of the meter and service size required for a service shall be made by the Customer and shall be based upon written documentation supplied by the Customer.

### **201.06 Meter Settings And Locations**

A. Threaded valves shall be provided on both the inlet and outlet sides of the meter and as close thereto as possible, in accordance with the Water Distribution Department standards. These valves, which must be installed at the Owner's expense, shall be as follows:

1. For services up to and including two inches (2") - The valve on the inlet side shall be the locking type ball valve as specified in these Rules and Regulations. The valve on the outlet side shall be a check type valve to prevent backflow. The valves shall be the same diameter as the service pipe which, in the case of the smallest service, is required to be three-quarters of an inch (.750"). For meters that are smaller than one and one-half inches (1 1/2 "), tail-pieces and/or bushings shall be installed at the inlet valve before the meter will be set. Only brass valves and bushings shall be used in the meter setting.

2. For services over two inches (2") - The valve on the inlet and outlet side shall be of the gate type; either resilient seat or double disc with non-rising stem, wheel handle and brass or cast-iron body, suitable for working pressures up to one hundred fifty (150) pounds. The valve shall be the same diameter as the service pipe. Dresser couplings shall be required on all settings of two inches (2") and larger before the meter will be installed.

B. Meters are required to be set with the register in a horizontal position at a point on the incoming service pipe as close as possible to the water main to reduce unaccounted for water. In buildings without basements, the meter shall be placed outside in an approved meter pit assembly. Approved prints are on file at the Department for both types of settings.

C. Such settings shall at all times have unobstructed access for the purpose of reading and servicing the meter. Under no condition shall a meter be placed under a sink, in a closet, a crawl space, or a secluded location.

D. A specially designed protected enclosure, removable by the Department without removing screws, bolts, or latches may be placed over a meter in an unprotected position.

E. The Department shall not be responsible for damage to floor coverings which are placed

in such manner that it is necessary to walk over them to read or service a meter.

F. Meters may be placed in an attached garage, if heated; otherwise, meters must be placed in insulated enclosures of a design approved by Water Distribution to prevent freezing.

G. No one shall be permitted to install anything other than brass meter connections approved by Water Distribution.

H. Where a building is located more than one hundred fifty feet (150') from the property line, the meter shall be located in a vault or meter box. This box or vault shall be of a type similar and equal to Ford or Mueller meter boxes in use on small services. Plans for vaults or boxes for meter settings are on file at the office of Water Distribution and shall be constructed as shown. No obstruction shall be placed at any time on the cover of such vaults or boxes, and the covers shall be kept free from snow and ice. The vault cover shall be as specified on Water Distribution print. These vaults shall be maintained in a manner so that the meter may be read and serviced by Water Distribution. A drawing of a typical vault setting is attached to these rules and regulations.

I. A drain with sufficient capacity to carry off all water that can leak from a meter or meter setting, or seep into the vault due to a high water table, is required to be installed in such a manner that damage to the property and/or furnishings from such leaks is prevented. The Department is not responsible for damage caused by water leaking from a meter or meter setting.

J. Water service will not be provided to Premises until the requirements of this section are complied with, regardless of the extent of corrective alterations needed.

### **201.07 Removal Of Meters**

Meters shall be removed only by the Department except as otherwise provided for in these Rules and Regulations. Violation of this regulation may result in a charge being added to the Customer's account for expenses incurred, in addition to charges for damage to or loss of meters, and charges for the amount of un-metered water estimated to have been used.

### **201.08 Accuracy Of Meters**

Meters used by the Department, whether owned by the Department or by the Customer, shall meet the accuracy specifications of the AWWA as modified by the Department. This shall apply both to new and to repaired meters.

### **201.09 Damaged And Worn Meters**

A. If the need for repairs to or replacement of meters owned by the City is caused by, without limitation, freezing, hot water, neglect or malicious damage, a charge based on average

costs will be made for the repair or replacement of the meter.

B. The cost of repairs to five-eighths inch (5/8"), three-fourths inch (3/4"), and one-inch (1") meters, owned by the City, made necessary because of normal wear and deterioration will be assumed by the City.

C. Cost of repairs to privately owned meters shall be charged to the Customer.

#### **201.10 Testing And Repair Of Privately-Owned Meters**

A. Privately-owned water or sewer meters shall be tested regularly at intervals as determined by the Director, but such intervals may not be more stringent by those proposed by the AWWA. Two-inch (2") water meters shall be tested every five (5) years. Meters over two inches (2") in diameter shall be tested every three (3) years. Such tests shall be conducted by a qualified meter testing company which is certified by the Department, and at the expense of the Customer. Written certified test results shall be provided to the Department within thirty (30) days of the test.

B. In addition, if the Director has reason to believe that a private water or sewer meter used for billing purposes is sufficiently in error, a certified meter test may be required at the expense of the Customer. This test shall be completed and the results certified to the Department within sixty (60) days of notification.

C. If such test produces evidence that said meter does not meet AWWA accuracy standards, the Customer shall have thirty (30) days from the date of notification of meter malfunction to effect repairs. Failure to comply within this period may result in termination of service. Repair of privately-owned meters shall be the responsibility of, and at the expense of, the Customer.

D. Failure to comply within sixty (60) days with the required certified testing after being notified of this requirement may result in termination of service. To have Utility Service reinstated, the Customer will be required to provide a certified test result of meter accuracy, and a turn-on fee established by the Director will be charged.

E. The Department reserves the right to require periodic testing and/or replacement of meters measuring water pumped from private wells as well as the annual testing of sewer meters.

#### **201.11 Testing And Repair Of Department-Owned Meters**

A. Meters owned by the Department may be tested at the request of the Department or of the Customer. Customer requests shall be in writing and shall be accompanied by an authorization to debit the Customer's account with the established meter test charge, if required.

B. It is in the best interests of the Customer to be present to witness the test. If the Customer chooses not to witness the test, the findings of departmental personnel conducting the test shall be accepted as final.

C. If, upon testing, the meter is found to be accurate in accordance with AWWA standards, the testing charge will be debited to the Customer's account. If the meter is found to be inaccurate in accordance with AWWA standards, no testing charge will be made.

### **201.12 Tampering With Meter**

A. Meters and appurtenances attached thereto shall not be tampered with. If the Department finds that a meter seal has been broken or there is evidence that a meter has been tampered with, the water will be turned off without notice and not turned on again until payment of an unauthorized use of service charge and a resealing charge has been made.

B. Before the water is restored, the Customer shall also pay for the estimated quantity of water and/or sewer use as calculated by the Department which has not been registered because of said tampering. Repeated violations may result in termination of water service and/or administrative remedies and/or legal remedies as provided by law.

### **201.13 By-Passes On Meter Settings**

By-passes around meter settings shall be required for two-inch (2") and larger meter installations not used for fire prevention. By-passes shall not be permitted on meter installations less than two inches (2"). Such by-pass installations shall be in accordance with the Water Distribution specifications. By-pass valves shall be sealed by the Department or its authorized agents. In the event that meter settings are downsized to less than a two-inch (2") meter size, the by-pass shall be removed and capped by the Customer.

### **201.14 Remote Meter Register and Radio Transmitter**

A. Remote meter registers or radio transmitters shall be required on all meters installed on services supplying buildings for which a building permit has been issued.

B. Waiver of the remote register installation requirement will occur only when conditions exist so that it is not feasible to make the installation, as determined by Water Distribution. At this point a radio transmitter shall be installed.

C. Existing service shall have the electrical circuit and conduit installed in accordance with specifications supplied by the Department. Where multiple settings are desired, separate electrical circuits shall be installed for each meter. All new construction shall have radio transmitters installed.

D. Remote registers and radio transmitters may not be installed to relieve the Owner of the responsibility of placing the meter in a pit where required by regulations.

E. Remote meter registers and radio transmitters shall be installed only by Water Distribution Department. The Department shall not be responsible for the defacement or damage of property caused by necessary holes, fastenings or other work required for proper installation.

F. If a remote register or radio transmitter fails to record properly, or is found to be out of order, the Customer shall be charged according to the reading of the meter. When a read is made due to a change of Customers on an account where there is a remote register or radio transmitter, the reading shall include both the so-called inside and the outside meters. If the two readings do not agree, the so-called inside meter shall prevail. In such a case, the Meter Shop shall investigate and correct the reason for the discrepancy and realign the inside and outside meters.

#### **201.15 Charges - Remote Registers And Radio Transmitters**

A. The Director shall establish charges covering the installation of remote reading registers and radio transmitters. Registers, transmitters, fastenings, and connections shall remain the property of Water Distribution and may not be removed from one setting to another.

B. In newly constructed buildings or buildings receiving water service (less than 2" size) for the first time, Water Distribution will install one (1) radio transmitter without cost to the Customer. To have additional radio transmitters installed, the standard charge will be assessed for each additional transmitter.

C. When multiple settings are installed in existing buildings, a remote register on the first meter will be installed without charge as in these Rules and Regulations. The charge for each additional register will be the standard charge. The Owner is required to install the electrical circuit(s) in accordance with the applicable building code.

D. Water Distribution will maintain remote registers and radio transmitters under the same provisions as meters are maintained. The standard posted charge for replacement to any remote register or radio transmitter or connections necessitated by damage or neglect by the Customer shall be made in addition to any charge provided for by these Rules and Regulations.

E. Water Distribution will remove a meter and remote register and test and install a remote register and meter and/or radio transmitter, as the case may be, when requested by a Customer to do so. The standard charge, in addition to any charge provided for by these Rules and Regulations, will be assessed for this service.

#### **201.16 Metering Methods (including Alternate Metering)**

The methods available for metering are:

A. Standard Metering - A water meter on the water Service Line for measuring all water supplied to the user with the sewer service charge being applied to one hundred percent (100%) of the water usage.

B. Alternate Metering is a system that is used to reduce sewer charges for commercial/industrial accounts. It is the addition of a meter or a combination of meters that will account for water that is not returned to and treated by the Sanitary Sewer System.

1. A "Sewer Meter" is not a traditional meter. It measures the sewage volume.
2. A "Deduct Meter" measures water that does not go to a sanitary sewer but is added to a product, evaporates into the atmosphere, is removed from the business site, is used for outside watering, etc. This volume of water is deducted from the main water/sewer meter volume to determine the actual volume received by the sanitary sewer.
3. "Cooling Tower Metering" measures the water lost in evaporative cooling. The first alternate meter (deduct meter) measures the "make up" water added to the cooling tower. A second alternate meter (add water) measures the "blow down" water that is removed from the tower because of contaminants, which is sent to the Sanitary Sewer System. The first alternate meter volume is subtracted from the main meter sewer volume and the second alternate meter volume is added. This accounts for the water lost to evaporation.
4. "Downstream Metering" is where the main meter is used to measure the total amount of water coming in, thus it is billed for water only. A second meter is downstream and measures water that is returned to the sewer and is billed for sewer only.
5. "Split Metering" is when two (2) meters are set in parallel at the same location. One is billed water and sewer. The second is billed water only. This is essentially the same as a lawn sprinkling meter.
6. Residential Auxiliary Sewer Deduct Meters@ A seasonal program that runs from April 1<sup>st</sup> to October 31<sup>st</sup> of each year intended for residential outside water usage only that does not discharge into the sanitary sewer system.

A deduct meter used for this program shall be purchased by the customer from an approved source and the Department will not be responsible for accuracy or maintenance of the meter. Each sewer deduct meter will be billed a one time non-refundable fee of \$25.00. This charge will appear on your May billing statement. The customer deduct meter must be brought to the water office on or before March 31<sup>st</sup> of each year to be read and for participation in the current year program. The meter must be brought back to the water office on or before October 31<sup>st</sup> of each year in order to receive a credit on the customers December billing statement. The

billing statement will only be credited for the sewer portion of the water bill. The Director may allow non-residential customers to participate in the sewer deduct program pursuant to rules and regulations he may adopt for such customer.

### **201.17 Approval Required**

The metering method used must meet the approval of the Director. Water meters of appropriate size are available for purchase from the City. Water meters not obtained from the City must be approved by the Director. Sewer meters are to be purchased from an approved private supplier.

### **201.18 Additional Meter - Permit Fee**

A permit fee for each additional meter to commercial and industrial accounts may be charged at the discretion of the Department. This fee must be paid at the time of application for any additional water metering.

### **201.19 Inspection Fee and Billing Charge**

An annual inspection/billing fee may be charged for the second water meter or a sewer meter. This fee may be included in the Customer's first bill of each year.

### **201.20 Sewage Metering For Water Not Supplied By City**

If the user discharges water not supplied by the City to the City sewer system, the metering shall be in accordance with City Ordinances.

### **201.21 Installation Procedures**

Based on the metering method used, the following criteria shall be met:

A. Water Meter Only - Shall meet requirements of Chapter 201 of these Rules and Regulations.

B. Two Water Meters - Shall meet requirements of Chapter 201 of these Rules and Regulations and the following:

1. The second water meter shall be installed in the same location as the primary water meter unless otherwise approved by the Department, in which case a remote register or radio transmitter must be placed near the primary meter.

2. The Division of Water Distribution must approve all plans for all piping connections involving a second water meter.

3. The user shall guarantee, in writing, to the Director, that no change or alterations will be made in the metering procedure as approved by the Department.

4. The user shall allow inspection by the City of the piping system and meter installation during construction, and periodically thereafter, to ensure proper connections and usage.

C. Water Meter Plus Sewage Meter: shall meet the requirements of this Chapter 201 of these Rules and Regulations and the following:

1. The sewage meter shall measure all user discharge that enters the City sewer system.

2. The sewage meter shall be installed in a location approved by the Department so that convenient access is available for reading and inspection.

3. The WWTP Operator must approve all plans for piping connections involving a sewage meter.

4. The user shall guarantee, in writing, to the Director that the sewage meter will be properly maintained to accurately measure the discharge.

5. The user shall allow inspection by the City of the piping system and meter installation during construction, and periodically thereafter, to ensure proper connections and usage.

### **201.22 Inquiries**

Questions pertaining to sewage metering should be directed to the Division of Waste Water Treatment. Questions pertaining to water metering shall be directed to Water Distribution.

## **CHAPTER 202**

### **FIRE PROTECTION SERVICES**

#### **202.01 Application For Fire Protection System Service**

Application for a fire protection Service Connection to the water distribution system shall be made at the office of the Director in accordance with these Rules and Regulations. All information called for on the form shall be furnished, including number of private hydrants on the system, if any.

#### **202.02 New Fire Systems And Modifications To Existing Fire Systems**

A. Six (6) detailed sets of plans and specifications on all underground fire protection systems in the City corporate limits or service territory shall be furnished to and approved by the Director. Within the City corporate limits, plans must also be approved by the Chief of the Fire

Department before service will be granted. Outside the City corporate limits, plans must also be approved by the political subdivision that owns the distribution system and the governing fire authority, unless otherwise indicated by the Director. Design and construction shall be in conformance with the latest version of the City's "Infrastructure Design and Construction Requirements." The plans shall include the profile of the fire service within the public right-of-way. Payment of the plans review and inspection fee shall be required prior to plan approval in accordance with these Rules and Regulations. The depth of fire services shall be as specified in these Rules and Regulations. Fire protection systems shall be constructed of materials as specified in these Rules and Regulations.

B. Taps for fire protection services shall be in accordance with these Rules and Regulations.

C. When requested by the Division of Water Distribution or the Director, plans and specifications shall be furnished for existing fire protection systems within thirty (30) days after notice to do so.

D. For all fire services in the City, hydrants shall be as specified by the Director and shall have standard City outlets or those required by the NFPA and pumper nozzles shall have integral Storz connector. All hydrants shall have branch valves or comply with the requirements of the NFPA. Location of hydrants shall be as recommended by the appropriate fire department.

### **202.03 Changes In Fire Protection System**

A. No changes, alterations or extensions of any fire protection system shall be made without first securing approval from the Director, the political subdivision that owns the distribution system, and the Fire Department or governing fire authority. Application for same shall be made in writing prior to starting work.

B. Six (6) detailed sets of plans and specifications on all underground fire protection systems shall be furnished to and approved by the Director. Within the City corporate limits, plans must also be approved by the Fire Department before service will be granted. Outside the City corporate limits, plans must also be approved by the political subdivision that owns the distribution system and the governing fire authority, unless otherwise indicated by the Director. Payment of the plans review and inspection fee shall be required prior to plan approval, in accordance with these Rules and Regulations. When requested, plans and specifications shall be furnished for fire protection systems that are now in use within thirty (30) days after notice to do so. The plans shall include the profile and a bill of materials, if so required.

C. Fire protection systems shall be constructed of materials as specified in these Rules and Regulations.

### **202.04 Fees For Tapping, Plan Review And Inspection**

Tap fees and plan review and inspection fees for fire protection services shall be paid in accordance with these Rules and Regulations.

#### **202.05 Consumption Of Water From A Fire System**

A. Pipelines intended for fire protection shall not be tapped or used for the general supply of any building, structure or Premises, unless specifically authorized by the Director and not until a meter has been installed in accordance with these Rules and Regulations and/or as directed by the Department.

B. Any unauthorized taps or use of fire protection service shall be deemed a violation of these rules and regulations.

#### **202.06 Water Supplies And Pressure**

The Department will not be responsible for the furnishing and maintaining of any set amount of water at a given pressure or for the lack of Utility Service on a limited fire service.

#### **202.07 Violations**

If at any time a fire protection system is found to be in violation of any City ordinances or these Rules and Regulations, all changes necessary to bring the systems into compliance shall be made within thirty (30) days after notice to do so. A copy of the notice may be sent to the interested insurance company, if known. Failure to comply as directed may result in discontinuance of Utility Service.

#### **202.08 Drip Or Blow-Off Valves**

The use of drip or blow-off valves for draining fire services shall be allowed only in cases of absolute necessity, as determined by the Department, and in no case shall their installation be permitted unless furnished with a valve, which shall be approved and sealed by Water Distribution, and the end of every such pipe shall be exposed to view at all times. The size of drip or blow-off pipes shall be as approved by Water Distribution in each case.

#### **202.09 Pipes, Etc., To Be Accessible For Inspection**

A. Fire pipes, valves and other accessories which are part of the fire protection system shall be so installed as to be accessible for purposes of inspection at all times, unless exposed to the weather, in which case minimum earth cover of sixty inches (60") or equivalent, shall be maintained.

B. The contractor performing work in the City, on new or existing fire systems, shall be licensed by the State of Ohio Fire Marshal. Contractors working outside the City shall be licensed by the State of Ohio Fire Marshal and are subject to the requirements of the governing fire authority. The Owner shall submit to the Director for approval the name of the contractor(s) employed to install the system. Once approval is granted, the Owner or the Owner's contractor(s) shall notify the Division at least three (3) days in advance of any work on the system so an inspector may be assigned to the job on all underground installation. Charges for the inspection shall be paid in advance as required in Chapter 200 of these Rules and Regulations.

C. Termination of underground construction of the fire service will be at the first joint above the floor line. The Customer will be responsible for construction to this joint. The Division of Water Distribution will have jurisdiction of the inside internal fire system, from the connection of the City main to the wall valve. The jurisdiction may extend beyond these limits where underground systems extend off the internal fire systems when not metered.

D. Any underground work completed without being inspected by Water Distribution or the Director, may be subject to complete exposure or any other inspection, which the Department may deem necessary before water is furnished through the service.

#### **202.10 Tanks, Etc., To Have Metered Supply Pipe**

A. All tanks, cisterns or reservoirs maintained for fire purposes shall be metered at the expense of the Owners of the Premises or parties supplied.

B. Where a riser is installed in a building to provide fire protection through hoses in racks, the supply of water must come from the metered line and be connected on the outlet side of the meter.

C. In cases where it is not feasible to take the riser from the metered line, such as the height of the building, etc., it may, with the approval of Water Distribution, be taken from the fire system on the outlet side of the fire pumps; however, a monthly charge will be made for each hose rack opening, equal to that charged for each private fire hydrant on a fire system.

D. All jockey pumps used to maintain pressure on an un-metered fire main shall be supplied from a metered source.

#### **202.11 Fire Pumps**

All fire protection systems with fire pump installations shall be reviewed by Water Distribution and the Chief of the Fire Department and are subject to these Rules and Regulations.

#### **202.12 Check Valves**

A. All automatic fire protection systems shall have check valves as required by the NFPA.

B. Fire systems having a looped system with more than one source of supply from the City distribution system shall provide a check valve at each source. The check valve shall be located on private property and within ten feet (10') of the public right-of-way or as specified by Director. Double check valves may be required, in lieu of single check valves, at each source to protect against pollution hazards, as determine by Water Distribution.

C. A standard Water Distribution manhole shall be constructed over each check valve.

### **202.13 Cross-Connection Control**

A. For Cross-Connection control, fire protection systems may be classified on the basis of water source and arrangement of supplies as follows:

1. Class 1 - Direct connections from public water mains only; no pumps, tanks or reservoirs; no physical connection from other water supplies; no antifreeze or other additives of any kind; all sprinkler drains discharging to atmosphere, dry wells, or other safe outlets.

2. Class 2 - Same as Class 1, except that booster pumps may be installed in the connections from the street mains. (Booster pumps do not affect the potability of the system, but it is necessary to avoid drafting so much water that pressure in the water main is reduced below Thirty five PSI (35psi).

3. Class 3 - Direct connection from public water supply main plus one or more of the following: elevated storage tanks; fire pumps taking suction from above-ground covered reservoirs or tanks; and pressure tanks. (All storage facilities are filled or connected to public water only, the water in the tanks to be maintained in a potable condition. Otherwise, Class 3 systems are the same as Class 1.)

4. Class 4 - Directly supplied from public mains similar to Classes 1 and 2, and with an auxiliary water supply on or available to the Premises; or an auxiliary supply may be located within seventeen hundred feet (1,700') of the pumper connection.

5. Class 5 - Directly supplied from public mains, and interconnected with auxiliary supplies, such as: pumps taking suction from reservoirs exposed to Contamination, or rivers and ponds; driven wells; mills or other industrial water systems; or where antifreeze or other additives are used.

6. Class 6 - Combined industrial and fire protection systems supplied from the public water mains only, with or without gravity storage or pump suction tanks.

B. Class 1, 2 and 3 fire protection systems will normally require minimum protection (approved double-check valves) to prevent stagnant waters from back-flowing into the public potable water system. Class 4 systems will normally require Backflow prevention at the Service

Connection. The type (air gap, reduced-pressure, or double check valves) will generally depend on the quality of the auxiliary supply. Classes 4 and 5 systems normally need maximum protection (air gap or reduced pressure) to protect the public potable water system. Class 6 system protection depends on the requirements of both industry and fire protection, and can only be determined by a survey of the Premises.

C. A meter (compound, detector check) is not normally permitted as part of a Backflow Prevention Device. Exceptions may be made if the meters and Backflow Prevention Devices are specifically designed for that purpose.

D. All "Anti-Freeze" fire protection systems shall have a "Reduced Pressure Principal Backflow Prevention Device" in the system. The manufacturer shall be as approved by the OEPA.

#### **202.14 Miscellaneous Appurtenances or Extensions**

A. The property Owner shall install any miscellaneous appurtenances as required by the Director and the Chief of the Fire Department.

B. Domestic Services Off of Fire Services - any domestic Utility Service that is extended off of a fire service system shall be subject to Chapter 200 of these Rules and Regulations.

#### **202.15 Maintenance Or Repair**

Maintenance or repair of the fire protection system shall be the total responsibility of the Owner from the water main in the street to the terminus of the system, including tapping sleeve, valves, valve boxes and all related items. Maintenance or repair work may be performed by Water Distribution personnel provided the Owner submits an authorization form or letter of authorization for this work to the Division and agrees to pay all costs. The Water Distribution cannot repair systems that have an internal fire protection system.

#### **202.16 Test Of Private Fire Protection System**

Before water service will be furnished to a private fire protection system, a pressure test satisfactory to the Department shall be made by the contractor and witnessed by a representative of the Department. This test shall include all underground piping from the tapping valve to the building being serviced. After a satisfactory pressure test has been completed, a bacteriological test shall be made by the Department, and the system shall meet all drinking water standards prior to any water being supplied through this service.

The installing contractor shall provide to the Department a completed "Contractor's Material and Test Certificate for Underground Piping." The certificate shall be signed by the Owner and the licensed, certified contractor identified in Chapter 202 of these Rules and Regulations.

#### **202.17 Tests By Insurance Company Representatives**

Private fire systems and all connected apparatus may be tested by parties owning the same or by the insurance inspectors. Written notice shall be given to Water Distribution that such a test is desired one (1) week prior to the date of the test. The Division may have an employee present if it so desires.

### **202.18 Fire Flow Tests By Insurance Company Representatives**

Fire flow tests on any hydrants may be conducted by insurance companies under the following conditions:

A. Written notice shall be given to the Division of Water Distribution that the test is desired one (1) week prior to the date of the test.

B. All tests shall be made in the presence of a representative of the Division of Water Distribution. A charge shall be made for the employee's time based on costs as determined by the Division.

C. The insurance companies requesting such tests shall provide sufficient personnel to conduct these tests.

### **202.19 Damage Due To Water Turn Off**

The Department disclaims any responsibility for damages that may occur due to lack of fire protection service when said service was terminated for any reasons.

### **202.20 Annual Report Required**

Commercial and industrial account holders that are required to install and test a Backflow Prevention Device shall complete a backflow prevention review form at least once every twelve months as determined by the Department.

## **CHAPTER 203 PUBLIC HYDRANTS**

### **203.01 Use Of Public Hydrants By Other Than Authorized Governmental Agencies**

A. No Person shall obtain or use water from a hydrant except with the permission of the Director. An application for a permit to obtain water from a hydrant shall be made at the Division of Water Distribution. Use of the hydrant shall be subject to the conditions contained in the permit and, in the event it is determined that use of the water from the hydrant is not in the best interest of the water distribution system, the permit may be canceled and any excess deposit will be returned.

B. The permit is good from April 1 to November 1 of each year, and a new permit shall be applied for each year. An RPZ backflow device shall be used on all hydrant meters. Hydrants used shall be pumped and/or thawed out by the permit holder, using methods approved by the Department. If this is not satisfactorily completed daily, the permit may be revoked and any work required of the Department may be paid from the deposit on file.

C. A deposit shall be collected from the applicant before a permit will be issued by the Department. The amount of the deposit shall be established by the Director and shall be used to recover unpaid charges, the cost of missing or damaged wrenches, hose connections, meters and hydrants. The deposit shall be refunded upon the payment of all outstanding charges and the return in good condition of all the equipment provided by the Department.

1. The permit holder shall not draw water from a hydrant except with an authorized wrench and meter supplied by the Department. The use of non-Department connections may be authorized upon written request to the Division of Water Distribution stating the justification for such use. All unauthorized connections, wrenches, hoses, meters or any other devices attached to any hydrant may be confiscated by the Department. Any evidence of tampering with the meter, unauthorized usage or theft of Utility Service may result in the immediate termination of the permit and other enforcement actions permitted by these Rules and Regulations. A copy of the permit authorizing the use of the hydrant shall be kept at the site while water is being used and shall be made available for inspection by the City.

2. The Director shall establish the amount to be charged for the deposit, daily rental fee, minimum water use fee, and metered water usage fee. Hydrant meters shall be returned to the Meter Shop each month by the permit holder for reading, testing, inspection and repair. The rental fee, minimum water use fee and/or metered or estimated water usage fee and the cost of any necessary repairs shall be paid by the permit holder. Payment shall be made in accordance with these Rules and Regulations.

3. Any Person seeking to use a hydrant outside the City's corporate limits but within City's service territory shall first obtain a permit from the governmental entity in whose jurisdiction the hydrant is located. This permit shall be presented at the time an application is made for a permit from the Department. Individual permits and meters shall be required for each jurisdiction in which the meter is used.

4. No Person shall install a water Service Connection to any hydrant where a booster pump has been installed on the Service Line to such hydrant, unless such booster pump is equipped with a minimum pressure sustaining valve (psv) set to close should the supply pressure drop below 10 psi. Booster pumps installed prior to the effective date of OAC ' 3745-95-07 may, in lieu of a psv, use a low pressure cut-off designed to shut off the booster pump when the pressure in the Service Line on the suction side of the pump drops to ten pounds per square inch (10 psi) gauge or less. All pumping equipment must be approved by the Division of Water Distribution before installation.

5. Hydrants shall be opened a minimum of seven (7) complete turns on the operating nut. The hydrant must be opened and closed slowly to prevent water hammer from developing within the main. If less water is required than supplied by the hydrant in its open position, an external valve furnished by the permit holder shall be inserted in the line beyond the hose adapter furnished by the Department to regulate the flow. Hydrants shall be left in a condition equal to or better than that found; i.e., all caps replaced on the nozzles and tightened securely with the wrench. The permit holder shall be responsible for cost of repairs necessitated due to damage to hydrants caused by authorized or unauthorized use.

6. Violation of any provision of this section shall constitute a violation of City Code. The holder of a permit shall hold the City harmless from any cost, claim or action resulting from the use of a hydrant.

### **203.02 Use Of Public Hydrants By Authorized Governmental Agencies**

A. Authorized governmental agencies, except fire units, shall use only those hydrants and hydrant connections approved by the Department.

B. Only approved hydrant wrenches are to be used to operate hydrants. Fire Department operations and sewer cleaning operations shall be coordinated with the Department of Public Utilities to minimize rusty water complaints as much as possible. The cost to correct any and all damages, including those caused by rusty water, shall be the responsibility of the agency using the hydrant.

C. Governmental agencies may be billed by the Department for water consumed while using a hydrant. Consumption will be estimated and bills calculated at rates prevailing for all like Customers of the water distribution system.

### **203.03 Flow Tests on Public Hydrants**

Requests for flow tests on public hydrants shall be submitted in writing to the Water Distribution Department. The request shall include the location of the test and the flow test fee. Flow tests will be performed by the Water Distribution Department as time and weather permit. Flow test results are kept on file at the Water Distribution Department and are typically considered valid for three years from the date of the test.

## **CHAPTER 204**

### **CROSS CONNECTIONS**

#### **204.01 Cross-Connection Control & General Policy**

A. The general policy of the Department is:

1. To protect the public Potable Water supply from Contamination or pollution by isolating within the Consumer Water System contaminants or pollutants which could Backflow through the Service Connection into the public potable water system.

2. To promote the elimination or control of existing Cross-Connection, actual or potential, between the public or Consumer's potable water system and non-potable water systems, plumbing fixtures and sources or systems containing Process Fluids.

3. To provide for the maintenance of a continuing program of Cross-Connection control which will systematically and effectively prevent the Contamination or pollution of the public and Consumer's potable water system.

B. Application. These Rules and Regulations shall apply to all Premises served by the City's public potable water system.

C. Policy. The Water Purveyor shall be responsible for the protection of the public water supply system from Contamination due to back-pressure or back-siphonage of contaminants through the Customer's water Service Connection. If, in the judgment of the Water Purveyor, an approved Backflow Prevention Device is necessary for the safety of the public water supply system, the Water Purveyor will give notice to the Consumer for installation of such approved Backflow Prevention Device at each Service Connection to the Premises. The water Consumer shall immediately install such approved assembly or method at his own expense. Failure, refusal or inability on the part of the Consumer to install such assembly or assemblies immediately shall constitute grounds for discontinuing water service to the Premises until such assembly or assemblies have been installed and tested per this regulation.

D. The use of the approved Backflow Prevention Device at the water Service Connection does not affect or eliminate the need for individual fixture devices or air-gaps, as required by local regulatory agencies.

#### **204.02 Water System**

A. The water system shall be considered as made up of two parts; the public potable water system and the Consumer Water System.

B. The public potable water system shall consist of the source facilities and the distribution system, and shall include all those facilities of the potable water system under the control of the Water Purveyor up to the point where the Consumer Water System begins.

C. The source shall include all components of the facilities used in the production, treatment, storage and delivery of water to the public distribution system.

D. The public distribution system shall include the network of conduits used for delivery of

water from the source to the Consumer Water System.

E. The Consumer Water System shall include those parts of the facilities beyond the Service Connection (curb box) which are used in conveying water from the public distribution system to points of use.

### **204.03 Cross-Connections Prohibited**

A. No water Service Connection shall be installed or maintained to any Premises where actual or potential Cross-Connections to the public potable or Consumer Water System may exist unless such actual or potential Cross-Connections are abated or controlled to the satisfaction of the Water Purveyor.

B. No connection shall be installed or maintained whereby water from an Auxiliary Water System may enter a public potable or Consumer Water System unless such Auxiliary Water System shall have been approved by the Water Purveyor and by the Director of OEPA as required by ORC ' 6109.13.

C. There shall be no arrangement or connection by which an unsafe substance may enter the public water supply.

D. A Consumer with an Auxiliary Water System shall, at its sole expense, have the Auxiliary Water System inspected and tested by a State of Ohio, Department of Health, Certified Backflow Tester, who must also be registered with the Division of Water Distribution, at least once every twelve months as determined by the Department. The Department may charge a registration fee. (Amended 1/15/2013)

E. In the event an Auxiliary Water System is discontinued, the Consumer shall at Customer's sole expense and without limitation:

1. Cap your well in accordance with applicable laws, rules and regulations.
2. Remove all electrical wiring, piping, and the pump from the well.
3. Cut and plug the supply line prior to entering the structure.
4. Have the disassembled system inspected and submit the results to the Division of Water Distribution.

### **204.04 Survey And Investigations**

A. The Consumer's Premises shall be open at all reasonable times to the Water Purveyor, for the conduction of surveys and investigations of water use practices within the Consumer's

Premises.

B. On request by the Water Purveyor, the Consumer shall furnish information regarding the piping system or water use within the Consumer's Premises. The Consumer's Premise shall be open at all reasonable times to the Water Purveyor for the verification of information submitted.

C. Paragraph (A) of this section does not relieve the Consumer of the responsibility for conducting, or causing to be conducted, periodic surveys of water use practices on his Premises to determine whether there are actual or potential Cross-Connections in the Consumer Water System through which contaminants or pollutants could Backflow into the Consumer's or the public potable water system.

D. It is the responsibility of the Consumer to prevent Backflow in the public water system by ensuring that:

1. All Cross-Connections shall be approved, removed or protected to the satisfaction of the Water Purveyor; and
2. Backflow Prevention Devices shall be installed and maintained in accordance with these Rules and Regulations.

#### **204.05 Where Protection Is Required**

A. An Approved Backflow Prevention Device shall be installed on each Service Line to a Consumer Water System serving his Premises where, in the judgment of the Water Purveyor, actual or potential hazards to the public potable water system exist.

B. An Approved Backflow Prevention Device or method shall be installed on each Service Line to a Consumer Water System serving properties where any of the following conditions exist:

1. Properties having, or having had, access to a second source of water;
2. Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the public potable water system. This shall include Premises having sources or systems containing Process Fluids or waters originating from the public potable water system, which are no longer under the sanitary control of the Water Purveyor;
3. Premises having internal Cross-Connections that, in the judgment of the Water Purveyor, are not correctable; or intricate plumbing arrangements which make it impractical to determine whether or not Cross-Connections exist;
4. Premises where, because of security requirements or other prohibitions or restrictions,

it is impossible or impractical to make a complete Cross-Connection survey;

5. Premises having a repeated history of Cross-Connections being established or reestablished;
6. Others specified by the Director.

#### **204.06 Type Of Protection Required**

A. The type of prevention required shall depend on the Degree of Hazard. The Degree of Hazard and appropriate Backflow prevention shall be determined by the Water Purveyor.

1. Severe Health Hazard classification shall mean an actual or potential threat of Contamination of the water system that could be lethal. An Approved fixed Air Gap Separation shall be installed and maintained in accordance with this regulation.

2. Health Hazard classification shall mean an actual or potential threat of Contamination of a physical or toxic nature that would be a danger to health. An Approved fixed Air Gap Separation or an Approved Reduced Pressure Principle Backflow Prevention Device shall be installed and maintained in accordance with this regulation.

3. System Hazard classification shall mean actual or potential threat of damage to the physical properties of the water system. An Approved fixed Air Gap Separation or an Approved Reduced Pressure Principle Backflow Prevention Device shall be installed and maintained in accordance with this regulation.

4. Pollution Hazard classification shall mean an actual or potential threat to the potability of the water system, but which would not constitute a Health Hazard as defined. An Approved Air Gap Separation, an Approved Reduced Pressure Principle Backflow Prevention Assembly or an Approved double-check back-flow assembly shall be installed and maintained in accordance with this regulation.

B. Type of Backflow Protection Required - Domestic Water Services:

An Approved Backflow Prevention Device of the type designated shall be installed on each domestic water Service Connection to the following types of facilities unless the Water Purveyor determines that no real or potential health, pollution, or System Hazard to the public water system exists. This list is presented as a guideline and should not be construed as being complete.

Backflow Prevention Assembly Requirement Key:

AG - Air Gap Separation

RP - Reduced Pressure Principle Backflow Prevention Assembly

DC - Double Check Valve Backflow Prevention Device

Minimum Type of Protection

INDUSTRIAL RP (as defined by Department)

COMMERCIAL

Backflow protection at the Service Connection shall match the highest level of water use hazard on site. However, if there is only one water use hazard on site and in the opinion of the Department the makeup piping to this hazard can be permanently isolated, an Isolation Backflow Prevention Device approved by the Department for the hazard can be used in lieu of one at the Service Connection.

RESIDENTIAL

RP

With lawn irrigation or direct plumbing pool (if no potential for back-pressure exists, and there is only one water use hazard on site and in the opinion of the Department the make up piping to this hazard can be permanently isolated, an Isolation Backflow Prevention Device approved by the Department for the hazard can be used in lieu of one at the Service Connection.)

If water uses exist other than domestic

Where second source of water is available to the property

An Approved Backflow Prevention Device of the type designated shall be installed on each domestic Service Connection to the following types of facilities regardless of the types of on-site water use hazards:

Hospitals	RP
Mortuaries	RP
Medical clinic, office, etc	RP
Nursing & convalescent homes	RP
Laboratories	RP
Sewage treatment plants & pumping stations	RP

Car Washes	RP
Lawn Irrigation	RP
Veterinary Establishments	RP
Film Laboratory or Processing Plant	RP
Commercial Leased Property	RP
Marine facilities	RP
Chemical plants	RP
Beverage bottling plants	RP
Laundry facilities	RP
Metal manufacturing	RP
Plating plants	RP
Restaurants	RP
Schools	RP

In addition to and including the facilities listed above, an Approved Backflow Prevention Device of the type designated shall be installed on each domestic water service connection to any Premises containing the following actual or potential hazards:

Minimum Type of Protection

Premises having a secondary source of water not connected to the public water system

RP

Premises having a water storage tank, reservoir, pond, or similar appurtenance

RP

Premises having a steam boiler, cooling system, or hot water heating system where chemical water conditioners are used

RP

Premises having submerged inlets to equipment  
RP

C. Type of Backflow Protection Required - Fire Services: Shall be subject to these Rules and Regulations.

#### **204.07 Backflow Prevention Devices**

A. Any Backflow Prevention Device required by these Rules and Regulations, shall be of a model or construction approved by the Water Purveyor and shall comply with the following:

1. An Air Gap Separation, to be approved, shall be at least twice the diameter of the supply pipe as measured vertically above the top rim of the vessel; but shall in no case be less than one (1) inch;
2. Any Double Check Valve Assembly or Reduced Pressure Principal Backflow Prevention Device required by this regulation shall be approved by the Water Purveyor and appear on the most recent list of Approved Backflow Prevention Devices published by the OEPA;
3. An Interchangeable Connection, to be approved, shall be either a swing type connector or a four-way valve of the lubricated plug type that operates through a mechanism which unseats the plug, turns it ninety degrees, and reseats the plug. Four-way valves shall not be used as stop valves but must have separate stop valves on each pipe connected to the four-way valve, and shall have no piping connected. The threads or flange on this port shall be destroyed so that a connection cannot be made.
4. All Backflow Prevention Devices shall include properly located test cocks and manufacturer approved tightly closing shut-off valves.
5. The requirements of OAC 3745-95-06(A).

B. Existing Backflow Prevention Devices, approved by the Director or the Director of the OEPA at the time of installation and properly maintained, shall, except for inspection, testing and maintenance requirements, be excluded from the requirement of section (A) above, providing the Water Purveyor is assured that they will satisfactorily protect the public potable water system. Whenever the existing device is moved from the present location or requires more than minimum maintenance, or when the Water Purveyor finds that the maintenance of the device constitutes a hazard to health, the device shall be replaced by a Backflow Prevention Device meeting the requirements of these Rules and Regulations.

## **204.08 Installation**

A. Backflow Prevention Devices required by these Rules and Regulations shall be installed at a location in a manner approved by the Water Purveyor at the expense of the water Consumer. For detailed instruction refer to the Division of Water Distribution's Standard Detail Drawing - Backflow Prevention Setting and Installation Rules.

B. The installation of Backflow Prevention Devices in the City service territory must be by a plumbing contractor licensed by the State and an approved Backflow Prevention Device installer.

C. Backflow Prevention Devices shall be installed on the Customer's side of the water meter as close to the meter as reasonably practical and prior to any other connection.

D. Reduced Pressure Principle Backflow Prevention Assemblies must be installed above ground level or floor level, whichever is higher.

## **204.09 Inspection And Maintenance**

A. It shall be the duty of the Consumer at any Premises on which Backflow Prevention Devices required by these Rules and Regulations are installed to have inspections, tests, and repairs made in accordance with the following schedule, or more often where inspections indicate a need:

1. Fixed Air Gap Separation shall be inspected at the time of installation and at least every twelve (12) months thereafter;

2. Double Check Valve Assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve (12) months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every thirty (30) months.

3. Reduced Pressure Principle Backflow Prevention Assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve (12) months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every five (5) years.

4. Pressure vacuum breakers shall be inspected and tested for capability to prevent back-siphonage at the time of installation and at least every twelve (12) months thereafter and rebuilt whenever needed. The assembly shall be routinely inspected at least every three (3) months by the Owner for visible conditions which would or could prevent the normal functioning of the assembly.

5. Interchangeable Connections and low pressure cut-offs shall be inspected at the time

of installation and at least every twelve (12) months thereafter.

B. Inspections, tests and rebuilding of Backflow Prevention Devices shall be made at the expense of the water Consumer and shall be performed by a State of Ohio, Department of Health, Certified Backflow Tester who must also be registered with the Division of Water Distribution. The Department may charge a registration fee.

C. Whenever Backflow Prevention Devices required by these Rules and Regulations are found to be defective, they shall be repaired or replaced without delay at the expense of the Owner.

D. The water Consumer must maintain a complete record of each Backflow Prevention Device from purchase to retirement. This shall consist of a comprehensive listing that includes a record of all tests, inspections, repairs and rebuilds. Records of inspections, tests, repairs and rebuilds shall be submitted to the Director.

E. Backflow Prevention Devices shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the Director.

#### **204.10 Booster Pumps**

A. Fire suppression systems containing booster pumps installed after the effective date of OAC 3745-95-07 shall include a minimum pressure-sustaining valve, which shall be set to close, should the supply pressure drop below 10 psi. Where a booster pump has been installed prior to the effective date of OAC 3745-95-07 on the Service Line to or within any Premises, such pump shall be equipped with a low pressure cut-off device designed to shut-off the booster pump when the pressure in the Service Line of the suction side of the pump drops to ten (10) pounds per square inch gauge or less.

B. It shall be the duty of the water Consumer to maintain the minimum pressure sustaining valve or low pressure cut-off device in proper working order and to certify to the Water Purveyor, at least one a year, that the device is operating properly.

#### **204.11 Violations**

A. The Department may deny or discontinue water service to any Premises, after reasonable notice to the occupants, where any Backflow Prevention Device required by these Rules and Regulations is not installed, tested and maintained in a manner acceptable to the Director; or if it is found that the Backflow Prevention Device has been removed or by-passed, or if an unprotected Cross-Connection exists on the Premises, or if a minimum pressure sustaining valve or low pressure cut-off required by these Rules and Regulations is not installed and maintained in

working order or for any other violation of the foregoing regulations regarding backflow prevention.

B. Water service to such Premises shall not be restored until the Consumer has corrected or eliminated the conditions or defects in these Rules and Regulations and to the satisfaction of the Director.

## **CHAPTER 205**

### **WATER SERVICE MAIN EXTENSIONS**

#### **205.01 Location And Size Of Water Mains**

A. Both water service and trunk mains shall be located and sized as determined by the Director based on engineering considerations.

B. Unless special conditions warrant the installation of smaller water service mains, or increased volume of water needs by Customers require larger mains, all mains for direct service to Customers shall be eight inches (8") in size.

C. In cases where mains must be larger than eight inches (8") to also perform the function of trunk mains, combination service-trunk mains up to twelve inches (12") in size may be constructed.

D. Whenever the Director deems it necessary, water mains shall be extended beyond the limits of the project so as to eliminate dead ends and the costs of such extensions shall be included with the costs of the entire project.

E. Water service mains shall be constructed along the full frontage of all platted properties. Water service mains along unplatted and undeveloped properties may be constructed to a point selected by the Director. The Director may require water services to be constructed along the full frontage of unplatted and undeveloped properties.

F. In special cases, the Director may waive the above requirements, when there is no possibility of a water service main being needed beyond the Premises. However, the requirement that no Premises shall be served with water until an equitable and equivalent payment for a water service main has been made shall not be abrogated.

#### **205.02 Procedure For Extension Of Water Mains Within The City**

Unless otherwise provided by ordinance, extensions of water mains within the City's corporate limits shall be performed by the applicant under a license agreement or by the City on a cash basis, an assessment basis, a pay-cash-to-tap basis or some combination of these as determined by the Director.

## A. License Agreement

1. Plans for the proposed water main extension shall be submitted to the Director for review and approval. Design and construction shall be in conformance with the latest version of the City's "Infrastructure Design and Construction Requirements." Payment of the plan review and inspection fee shall be required prior to plan approval, in accordance with these Rules and Regulations. The applicant is responsible for obtaining approval from the OEPA and all other third-party approvals.

2. A License Agreement on a form provided by the Director shall be executed to, without limitation, authorize construction in the public right-of-way, require applicant reimbursement of testing costs, indemnify the City, stipulate insurance requirements, require a maintenance bond, and dedicate ownership of improvements to the City.

3. Applicant shall contract for construction of the main extension. The Director through Water Distribution and/or contract services will inspect all construction.

4. Water Distribution will make all connections to existing mains.

5. As-built record drawings shall be completed by the applicant and submitted to the Director on mylar and in digital format.

## B. Cash Basis

1. Upon receipt of a petition signed by Owners of property requesting installation of a water main, if the Director agrees to proceed on a cash basis, the Director will calculate the amount of an advance deposit to be paid by the petitioners based upon the lineal footage of water main to be constructed, plus a charge to cover the City's cost of preparing the plans and estimates. The unexpended balance of the deposit will be credited to the petitioners' accounts or returned upon the request of the petitioners.

2. After the plans and estimates have been prepared by the City's Engineer and approved by the OEPA, the Director shall submit legislation to City Council appropriating money and authorizing construction of the water main.

3. After enactment of the legislation, the petitioners shall deposit their portion of the costs of the water main as estimated by the Director. The Director may then proceed to solicit bids for the construction of the water main or initiate construction itself.

4. Upon the completion of all construction work, sterilization and testing, the Director shall compile the final project costs and calculate the actual charge owed by the petitioners. If the final charge to the petitioners is less than the deposit, the unused portion will be returned. If the final charge to the petitioners is greater than the deposit, the additional amount shall be paid

to the City before any applications for service will be accepted.

C. Assessment Basis

1. Upon receipt of a petition signed by the Owners of property fronting on and benefiting from a proposed water main, the Director shall submit legislation to City Council authorizing the preparation of plans and estimates.

2. After the plans and estimates have been prepared by the City's Engineer and approved by the OEPA, the Director shall submit a resolution of necessity to City Council containing the information required by law. A copy of the plans and estimates prepared for the proposed project shall be kept on file with the Department for inspection during working hours by all interested parties.

3. The Director or his designee shall prepare an assessment report to be filed with City Council and shall serve a notice upon the Owner of each parcel of land to be assessed containing a statement of the character of the improvement, the rate of assessment, the number of installments and the time and place when complaints and claims may be presented to Assessment Equalization Board.

4. After City Council enacts an ordinance levying the assessments reported by the Assessment Equalization Board and determines to proceed with the improvement, the Director shall solicit bids for the construction of the water main or initiate construction by the Division of Water Distribution. In the event the lowest and best bid exceeds the estimated cost of the improvement by fifteen percent (15%) or more, the contract shall not be entered into until a public hearing is held pursuant to ORC ' 727.24, and City Council subsequently determines that the improvement shall be made.

5. Upon the completion of all construction work, sterilization and testing, the Director shall compile the final project costs and increase or decrease the assessments proportionately in accordance with the approved method of assessment. The revised assessments shall be submitted to City Council for approval and, when adopted, shall be published as required by ORC ' 727.26. Unless revised pursuant to ORC ' 727.251, the approved assessments shall be certified to the county auditor for placement on the tax duplicate as provided by law.

D. Pay-Cash-to-Tap Basis

1. Upon receipt of a petition signed by Owners of property requesting installation of a water main, if the Director agrees to proceed on a pay-cash-to-tap basis, the Director will submit legislation to City Council authorizing the preparation of plans and estimates.

2. After the plans and estimates have been prepared by the City's Engineer and approved by the OEPA, the Director shall submit a resolution of necessity to City Council

containing the information required by law. A copy of the plans and estimates prepared for the proposed project shall be kept on file with the Department for inspection during working hours by all interested parties.

3. The Director shall prepare a pay-cash-to-tap report to be filed with City Council and shall serve a notice upon the Owner of each parcel of land to be specially benefited by the improvement containing a statement of the character of the improvement, the cost to each benefited property, the interest rate applicable from the installation date of the water main, the maximum number of years that interest will be charged and the time and place when complaints and claims may be presented to the Assessment Equalization Board.

4. After City Council enacts an ordinance approving the pay-cash-to-tap charges reported by the Assessment Equalization Board and determines to proceed with the improvement, the Director may solicit bids for the construction of the water main or initiate construction by Water Distribution. In the event the lowest and best bid exceeds the estimated cost of the improvement by fifteen percent (15%) or more, the contract shall not be entered into until a public hearing is held pursuant to ORC ' 727.24 and City Council subsequently determines that the improvement shall be made.

5. Upon the completion of all construction work, sterilization and testing, the Director shall compile the final project costs and increase or decrease the pay-cash-to-tap charges proportionately in accordance with the approved method of assessment. The revised pay-cash-to-tap charges shall be submitted to City Council for approval and, when adopted, shall be published as required by ORC ' 727.26.

6. No application for connection to the water main constructed under this section shall be accepted until the property Owner has paid the full amount of the pay-cash-to-tap charge approved by City Council plus all applicable interest charges.

### **205.03 Procedure For Extension Of Water Mains in Areas Outside The City Limits**

A. All requests for connection to, or extension of, City water mains outside the City should first be presented to the Ottawa County Sanitary Engineer for notice purposes. No construction, extension, or modification of city supplied water distribution facilities located outside the City, shall commence without the approval of the Director and the City Council. (Amended 1/15/2013)

B. The applicant or requesting party shall submit plans for the connection or extension, along with payment of the fee established in these Rules, to the Director for review and approval. Design and construction shall be in conformance with the latest version of the City's "Infrastructure Design and Construction Requirements."

C. When required by the Director, the Applicant/requesting party shall prepare a feasibility report of the effects of the connection or extension on the City's water system and submit said

report to the Director for review and approval prior to commencing construction.

D. All construction shall be in accordance with applicable City standards in effect at the time. All construction work shall be at the expense of the applicant.

E. After receiving the City's approval, the applicant/requesting party shall submit the plans to and obtain the approval of the OEPA.

F. The applicant/ requesting party shall obtain all easements, rights-of-way, road-opening permits and any other authorization necessary for completion of the work, and shall be solely responsible for all costs, construction practices and restoration requirements imposed herein.

G. The City and any other responsible governmental authority shall provide inspection of the construction of water main connections or extensions to insure compliance with the approved plans, specifications and City standards. The City reserves the right to also inspect the work to verify compliance with City standards. Inspection by the City shall not relieve the applicant or the contractor from the responsibility to provide a properly constructed water main. Any work which is rejected or which does not conform to the approved plans shall be removed immediately and replaced in an acceptable manner.

H. Upon completion of the water main extension, the applicant/requesting party shall provide the Director with advance notice of the pressure/leakage test and the bacteriological test.

I. The applicant/requesting party shall advise the Director that it has accepted the project and shall furnish two (2) sets of as-built record drawings of the water main extension to the Department (one for the Directors and one for Water Distribution). When all of the requirements established by this section have been successfully completed the Department may accept applications for water.

J. The procedure for large taps and construction of private water mains and fire lines in areas outside the City shall be in accordance with these Rules and Regulations.

#### **205.04 New Subdivisions**

The following procedure shall be followed for new subdivisions:

A. A developer who is planning a new subdivision or an extension of an existing subdivision shall hire a professional engineer, registered in the State of Ohio, to design the water main extension, and submit the plans and specifications to Director for review and approval. Design and construction shall be in conformance with the latest version of the City=s "Infrastructure Design and Construction Requirements."

B. Payment of the plan review and inspection fee shall be required prior to plan approval, in accordance with these Rules and Regulations.

C. The developer is responsible for obtaining approval from the OEPA.

D. A License Agreement on a form provided by the Director may be required to, among other matters, authorize construction in the public right-of-way, require applicant reimbursement of testing costs, indemnify the City, stipulate insurance and escrow requirements, require a maintenance bond, and dedicate Ownership of improvements to the City.

E. In the event the property proposed to be developed fronts on a public right-of-way which has an existing water main installed under an assessment or pay-cash-to-tap basis, the developer shall pay the applicable charge as required by ordinance or agreement.

F. The developer shall obtain all property rights, easements, rights-of-way, road-opening permits and any other authorization necessary for completion of the work, and shall be solely responsible for all costs, construction practices and restoration requirements imposed therein.

G. The developer shall contract for construction of the main extension. The construction of the water main extension shall be subject to inspection by the City to ensure compliance with the approved plans, specifications and City standards. Inspection by the City shall not relieve the applicant or the contractor from the responsibility to provide a properly constructed water main. Any work which is rejected or which does not conform to the approved plans shall be removed immediately and replaced in an acceptable manner.

H. Water Distribution will make all taps into existing mains.

I. Upon completion of the water main extension, the applicant or contractor shall provide the Director with advance notice of the pressure/leakage test and the disinfection of the water main. The Developer or its designated agent shall perform the required bacteriological testing of the main extension prior to connection with the water system.

J. When all of the requirements established by this section have been successfully completed, the Department will accept applications for water service from the new water main.

K. As-built record drawings shall be completed by the applicant and submitted to the Division of Engineering Services on mylar and in digital format.

**CHAPTER 206**  
**REGULATIONS FOR CONTRACTORS**  
**206.01 Maintenance Of Water Services**

A. That part of the Service two (2) inch in diameter and less which is located within the

public right-of-way, including the curb stop and box, is maintained only by authorized employees of, or by specific permission and under direct supervision of, Water Distribution. Any expense incurred by the Water Distribution in maintaining such Service shall be assessed against the Person causing the damage or the Owner of the service. That part of the Service greater than one (1) inch diameter beyond the curb box (toward the property) shall be maintained by the Owner of the property, through his plumber or contractor, at the Owner's expense. (Amended 1/15/2013)

B. Under no circumstances will contractors be permitted to Kill Utility Services in connection with any construction work without prior consultation and approval by Water Distribution. A representative of Water Distribution must be present at all Kills and/or re-connections.

C. The following procedures shall be observed in the Kill of any Utility Service:

1. The contractor may Kill Utility Services when using a construction box, roll services out of the way and reconnect the Utility Service when passed;

2. All Service Lines are to be plugged and capped to prevent Contamination;

3. The Customer is to be notified Twenty-four hours in advance by the contractor prior to the Kill and is to be served with water by hose if service is to be disrupted more than two (2) hours;

4. Water Distribution is to be notified and all Utility Services, whether they were Killed or not, shall be inspected and approved prior to the backfilling. The full circumference of the service pipe is to be available for inspection;

5. It is necessary to support the service pipe or water main across the ditch or other excavation in a manner approved by Water Distribution;

6. Any services that are backfilled prior to inspection shall be uncovered for inspection by Water Distribution at the contractor's cost. Where a service beyond a curb stop (toward the property) has been damaged and has been repaired by the contractor or his agent, the repair shall be inspected by Water Distribution before backfilling.

7. The contractor shall be charged for all expenses incurred by Water Distribution on this work, including inspection, correction of faulty installation, damage to piping and meters due to foreign material, and other necessary work;

8. The contractor shall not begin any work until a Certificate of Insurance has been filed with the Department. Said certificate shall contain provisions in accordance with the standard City requirements.

## **206.02 Ownership Of Water Main**

In general, all public water mains located within the City corporate limits are the property of the City; and all public mains located outside the City corporate limits are the property of the county or the political subdivision in which they are located, unless otherwise agreed to in writing by the City.

### **206.03 Maintenance Of Mains Outside The City**

All mains and connections are to be maintained only by authorized employees of the various political subdivisions who own them, or by an authorized contractor working under their immediate direction and inspection.

### **206.04 Maintenance Of Mains Inside The City**

A. When a water main has to be removed for the contractor's convenience, Water Distribution will remove and reinstall the main at the contractor's expense, or the contractor may be permitted to perform the work under the direct supervision of qualified Water Distribution personnel, as determined by Water Distribution.

B. When a main has been broken by a contractor, the following procedures shall be followed by the contractor.

1. Water Distribution shall be notified immediately, and assistance requested.
2. Water emergency crews may request assistance by the contractor in making the necessary shutdown.
3. Affected Customers will be notified of the shutdown as quickly as possible by the Water Emergency Crews, possibly requiring the assistance of the contractor under Water Distribution's direction.
4. A sump hole shall be dug below the break so that when the sump is pumped out, the dirty water will drain out of the break.

## **CHAPTER 207**

### **RIGHTS OF ENTRY**

#### **207.01 Right of Entry onto Private Property**

The Director reserves the right, through authorized representatives, to enter onto the Premises at a reasonable hour of the day for the purpose of designing, repairing, installing, re-installing, removing, maintaining and inspecting the Premises' connection to or impact on the water system within the City's service territory.

**CITY OF PORT CLINTON**

**APPENDIX “A”**

**WATER SYSTEM RATES**

**PORT CLINTON WATER DEPARTMENT**

**WATER RATES**

**MONTHLY BILLING**

*Effective January 1, 2012*

*(2% Increase)*

The rates for Municipal water service based on the consumption or use, measured and recorded by water meter or meter in use, shall be in accordance with the following schedule of rates:

**RESIDENTIAL, COMMERCIAL, MANUFACTURING AND INDUSTRIAL**

First	4800 Cubic Feet @ \$5.11	per 100 cubic feet
Over	4800 Cubic Feet @ \$3.12	per 100 cubic feet

**WATER TANK SALES**

Twenty-five Cents (\$0.25) per 40 gallons

**MINIMUM CHARGES BASED ON METER SIZE**

5/8"	5 CCF	\$ 25.55
3/4"	5 CCF	\$ 25.55
1"	12 CCF	\$ 61.32
1 1/2"	25 CCF	\$ 127.75
2"	40 CCF	\$ 204.40
3"	75 CCF	\$ 383.25
4"	125 CCF	\$ 638.75
6"	250 CCF	\$1,277.50

  
\_\_\_\_\_  
Tracy Colston  
Safety-Service Director



**CITY OF PORT CLINTON**

**APPENDIX “B”**

**SCHEDULE OF FEES & CHARGES**

**PORT CLINTON WATER DEPARTMENT**

**WATER CONNECTION FEES**

*Effective March 18, 2011*

The rates for Municipal water service connections shall be in accordance with the following schedule of rates for:

**PERMITS**

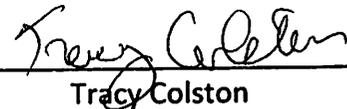
Permit Fee (Per Unit)	\$ 50.00
Repair Permit Fee (Per Unit)	\$ 50.00
Renewal Permit Fee (Per Unit)	\$ 25.00
Inspection Fee (Per Unit)	\$ 100.00

**CONNECTION FEES**

Tap-In Fees in City (Per EDU Equivalent)	\$1,025.00
Impact Fee in City (Per EDU Equivalent)	\$1,900.00
Tap-In Fees Outside City (Per EDU Equivalent)	\$1,535.00
Impact Fee Outside City (Per EDU Equivalent)	\$2,850.00

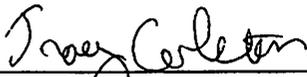
EDU factors were adopted in Ordinance #37-05 as amended and Ordinance #17-10.

The number of EDU's for a proposed use will be calculated based upon these equivalency factors. The number of EDU's will then be multiplied by the Tap-In Fee and the Impact Fee, as appropriate, to determine the total connection charge due. This fee must be paid before the connection can occur.



Tracy Colston  
Safety-Service Director

**No rate increase for 2012**



Tracy Colston  
Safety Service Director

All fees and charges marked with \* are subject to cumulative annual adjustments based on the latest Consumer Price Index reported by the US Bureau of Labor Statistics for CPI-U, Midwest Region, all items (1982-84=100), but in no event shall be less than as stated below.

**MISCELLANEOUS BILLING/SERVICE CHARGES**

<b>EQUIPMENT OR SERVICE</b>	<b>DETAIL</b>	<b>CHARGE</b>
Auxiliary Sewer Deduct Meter	1 time fee added to bill	\$25.00 per meter at service address
Cap off Inspection for Termination of Service/ Demolition of Structure	107.03	\$100.00
Collection Agency Charges (added directly to delinquencies)		Variable: dependent upon contract.
Copy Charge (per page)	\$0.05 per page	Greater than 10 pages
Customer Requested Meter Test*	If found to be accurate 104.05 (A)	\$25.00
Department Ordered Missed Appointment	§ 102.02(A)	\$25.00
Deposit (Utility Service)	101.02 (D)	Generally 2 Billing Cycles worth of usage
Estimated Final Bill (forced)	§ 102.01(E)(1)	\$50.00
Estimated Meter Read Charge for Lack of Remote	§ 102.01(B)	\$50.00
Failure to Provide Meter Access Charge	§ 101.05(B)	\$ 50.00
Hydrant Meter Rental	108.03	\$250.00 deposit plus usage @Current rate (\$30 minimum)
Late Payment Charge	§ 104.02	10%
Lien Charge*		\$25.00 Flat rate
On/off fee – Permanent	Set by Ord. 43-97	\$30.00
On/off fee - Temporary	Inspection	\$50.00 Flat rate
On/off fee – After Hours	Set by Ord. 43-97	\$75.00
On/off fee – Same Day Request		\$50.00



Exhibit A

**BENEFITTED UNIT EQUIVALENCY FACTORS**

The following equivalency factors are based upon the Ohio Environmental Protection Agency guide and are computed on the basis of the probable demand a user places on the public water system. The probable flow rate demand is correlated to the demand expected by a single family dwelling by the use of equivalency factors shown below. The minimum equivalency factor that shall be met is one (1) when computing fees and charges (unless [1] E.D.U. already exists on the property). Equivalency factors for types of users not listed must be determined by the Safety-Service Director on an individual basis.

Single Family Dwelling	per dwelling	1.000
Apartments	per apartment	1.000
Condominiums	per unit	1.000
Mobile Homes (free standing)	per unit	1.000
Mobile Home Parks	per home space/lot	1.000
Rental Cottages minimum	per cottage	0.250
Efficiency Rental	per unit	0.625*
Assembly Halls	per seat	0.005*
Boat Docks		
- indiv. Owned w/o dwelling	per dock space	0.100
- indiv. Owned w/dwelling	per dock space/parcel-lot	1.000
Bowling Alleys (no food serv.)	per lane	0.188
Car Wash	per automatic bay	1.500
	per manual bay	1.000
Churches		
- with no kitchen	per seat	0.011*
- with kitchen	per seat	0.017*
Country Clubs	per person	0.125*
Dance Halls	per person	0.005*
Dormitories/Barracks	per bed	0.0625
Drive-In Theatres	per car space	0.013*
Factories		
- with no showers	per employee	0.063*
- with showers	per employee	0.088*

Food Service Operations		
- Restaurant (not 24 hours)	per seat	0.088*
- Restaurant (24 hour serv.)	per seat	0.125*
- Banquet Rooms	per seat	0.013*
- Tavern	per seat	0.088*
- Drive-in Service	per space	0.125*
-Restaurant (along freeway)	per seat	0.250
Gas (fuel) Station	first pump island	2.500
	per add'l pump island	1.250
Hospitals	per bed	0.750
Institutions	per person	0.250*
Laundries (coin operated)	per machine	0.350
Marinas		
- with pump out connected to City sewer system	per dock, rack & storage space	0.100**
- with restrooms & showers only	per dock, rack & storage space	0.050**
Motels/Sleeping Cab./Guest Rm.	per unit	0.250*
Nursing & Rest Homes	per patient	0.375*
	per resident employee	0.250*
	per non-resident employee	0.125*
Office Buildings	per employee	0.050*
R.V. Parks & Camps (primitive)	per space	0.125*
R.V. Park & Camps (full service)	per space	0.313*
Recreation Parks	per park capacity	0.010*
Retail Store per employee		0.050*
School (elementary)	per pupil	0.038*
School (junior & high)	per pupil	0.050*
Shopping Center	per 100 s.f., no food/laundry	0.050*
Swimming Pool (w/no showers)	per swimmer (capacity)	0.010*
Swimming Pool (w/showers)	per swimmer capacity)	0.018*
Youth and Recreation Camps	per person (capacity)	0.125*

\* Total equivalent factor per establishment shall be a minimum of one (1).

\*\* If a person owns a mobile home (trailer) or recreational vehicle (travel trailer) and a dock space simultaneously within the same subdivision or parcel of land, that person's E.D.U. shall be based upon a mobile home or R.V. only.

The following definitions are for the purposes of determining the Equivalency Factors:

Single-Family Dwelling – A detached building, mobile home, or recreational vehicle located on a subdivided lot or parcel of land that is not licensed by the Ottawa County Health Department as a mobile home park or recreational camp.

Apartments – One or more attached or detached units, located on a parcel of land, used for residential purposes and rented on a monthly or annual basis.

Boat Dock – An individually owned dock space for the exclusive use of the property owner for docking a watercraft identified as a separate lot/parcel tax identification number and does not include an additional residence separate from the watercraft.

Mobile Home Park (trailer park or manufactured home park) – Any site or tract of land under single ownership that is licensed by the Ottawa County Health Department as a mobile home park. If a mobile home park rents dock spaces with the mobile home site, the park will only be billed for the mobile home site.

Rental Cottages – Detached buildings use seasonally for recreational purposes and are not designed for year-round occupancy. Rental cottages are commercial units being rented on a daily or weekly basis.

Efficiency Rental – One of several units split out within a larger establishment with total ownership held by one individual where each unit has a combined kitchen and living area with or without a separate sleeping room. Units are rented on a monthly or annual basis.

COMMERCIAL USER CLASS:

Assembly Halls – A building or structure used to accommodate a gathering of people to deliberate, legislate, worship, or entertain (no kitchen or food service facilities).

Bowling Alleys – A building or structure used to accommodate recreational lanes or alleys for purposes of bowling (does not include a kitchen or food service facilities).

Church (small – no food service) – A building or structure used for religious worship.

Church (large – with food service) – A building or structure used for religious worship, but also is capable of preparing and/or serving food for gatherings.

Country Club – a building or structure used, by members, as a club for social and recreational activities.

Dance Halls – A building or structure used for social dancing.

Drive-in-Theater – A parcel of property used as an outdoor theater allowing patrons to be accommodated while remaining in their automobiles.

Ordinary Restaurant (not 24-hour) – A building or structure which is used as a public eating place open for business only during the morning, afternoon, and/or evening hours. Said business is not open overnight.

24-Hour Restaurant – A building or structure which is used as a public eating place open for business 24 hours a day.

Banquet Room(s) – A building or structure which is used to conduct banquets, receptions, and/or formal ceremonies (food service facilities on site).

Restaurant along Freeway – A building or structure, located adjacent to a freeway access point, which is used as a public eating place.

Tavern (has very little food service) – A building or structure which is open to the public and used as an establishment where alcoholic beverages are sold to be consumed on the premises.

Curb Service (drive-in/thru) – A building or structure, located on a parcel of property, which is used as a food service facility catering to persons sitting in parked vehicles or driving through in vehicles.

Gas (fuel) Station – A commercial business that provides fuel to the public and has public restrooms available.

Hospitals – A building or structure used as an institution where the sick and injured are given medical or surgical care.

Institutions – A building or structure used as an establishment that serves to instruct or train individuals.

Laundries (coin operated) – A building or structure used to house a self-cleaning laundry where the machine are operated by coins.

Motels – A building or structure which provides rooms for overnight lodging. The units are rented on a daily or weekly basis.

Guest Rooms – A building or structure which provides room for overnight lodging. Rooms are rented on a daily or weekly basis. A minimum of 1.000 E.D.E. applies to a guest house when a single family dwelling or apartment is not located within the same structure.

Nursing & Rest Homes – A building or structure used as a facility to provide nursing care for the aged or chronically ill who are unable to care for themselves.

Office Building – A building or structure used to house one or more kinds of businesses transacting or supplying a service.

Recreational Vehicle Parks and Camps (travel trailer parks) – Any site or tract of land which is licensed by the Ottawa County Health Department as a recreational camp. If an R.V. park or camp area rents dock spaces with the sites, the camp area will only be billed for the R.V. camp site. Different E.D.U.'s are assigned to parks with primitive camp sites and camp sites with collection sewers.

Retail Establishment – A building or structure used in a commercial capacity to sell, purchase, or exchange goods and service.

Schools – A building or structure used to provide formal instruction or education to students.

Shopping Centers (without food service or laundries) – A building or structure used to house a group of retail stores and service establishments.

Dormitories/Barracks – A building or structure which provides group sleeping accommodations for short-term or long-term use; i.e. military complex, college dorm.

Youth Recreational Camps – A tract of land which includes buildings or structures used on a seasonal basis for the harboring of individuals where the owner of the camp provides the habitation for the individuals.

Dock Spaces and Rack Storage – A commercial facility used for the storage of boats during the summer months from which a boat can be made operable within a short period of time. This includes dry rack storage. If a dock space is rented in conjunction with either an R.V. site, mobile home site, or camp site, the dock space will not be billed.

Factories (w/no showers) – A building or structure used to manufacture products and does not have shower facilities for its employees.

Factories (w/showers) – A building or structure used to manufacture products and does provide shower facilities for its employees.

**CITY OF PORT CLINTON**

# **APPENDIX “C”**

**STANDARD FORMS**

# PORT CLINTON WATER WORKS



1868 East Perry Street  
Port Clinton, OH 43452

Phone 419-734-5522  
Fax 419-734-5278

## OWNER CONTRACT FOR WATER AND SEWER

Subject to the Rules and Regulations governing the Division of Water and Sewer of the City of Port Clinton, and all ordinances and laws pertaining thereto, now in force or which shall later become in force, the undersigned hereby makes application for water and sewer services to be turned on for use at the premises known as: \_\_\_\_\_, and hereby agrees to become responsible for and to make prompt payment of all water and sewer charges and fees connected therewith. No matter how water and sewer usage occurs, the owner assumes ultimate liability for all usage and charges at said premises. The record property owner must sign this contract attesting that all unpaid water and sewer bills, regardless of how the usage occurred, may be assessed as a tax lien against the property served, collectable according to law.

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Social Security #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Owner, Failure to sign will result in service being denied

Property owner requests billings for the above listed service address to be mailed in care of:

\_\_\_\_\_  
Please Print Name

**YOU MUST NOTIFY THE CITY WATER DEPARTMENT OF ANY CHANGE OF ADDRESS.**

For Office Use Only

Account Number \_\_\_\_\_



**PORT CLINTON WATER WORKS**

1868 East Perry Street  
Port Clinton, OH 43452

Phone 419-734-5522  
Fax 419-734-5278

Addendum to Owner Contract for the following service address:

\_\_\_\_\_  
(print service address here)

I (print owner name) \_\_\_\_\_ would like to  
requests billings be sent to the above listed service address in care of

\_\_\_\_\_, effective \_\_\_\_\_.  
(Print Name) (date)

I understand I am still bound to the terms on the original Owner Contract.

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Date)

Account Number:

# PORT CLINTON WATER WORKS



1868 East Perry Street  
Port Clinton, OH 43452

Phone 419-734-5522  
Fax 419-734-5278

## AUTHORIZATION FOR AUTOMATED BILL PAYMENT

Please complete ALL Sections and return this form:

---

I authorize the Port Clinton Water Works to instruct my banking/savings institution to make my utility payments from the account listed below. I understand that I control my payments, and, if at any time I decide to discontinue this payment service, I will notify the Port Clinton Water Works.

(PLEASE PRINT)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name (as shown on bill): \_\_\_\_\_

Service Address: \_\_\_\_\_

Account # as shown on Water Bill \_\_\_\_\_

Signature: \_\_\_\_\_

### Banking Information: Bank, Savings & Loan, Credit Union

Financial Institution: \_\_\_\_\_

Checking: \_\_\_\_\_  
(#28)

Savings: \_\_\_\_\_  
(#38)

Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

PLEASE INCLUDE A VOIDED CHECK  
IN ORDER TO RECORD THE CORRECT BANKING INFORMATION.

**Please continue to pay until notification is made on your water bill.**

**City of Port Clinton**  
*We're open for business!*

**PORT CLINTON WATER WORKS  
REQUEST FOR SEWER ADJUSTMENTS**

**Return Completed Form to  
1868 E Perry St**

Name \_\_\_\_\_ Acct No \_\_\_\_\_

Service Address \_\_\_\_\_ Phone \_\_\_\_\_

Must be provided

I \_\_\_\_\_ owner/renter request a sewer adjustment  
for the following reason.

\_\_\_\_\_ **Water Leak** Date discovered \_\_\_\_\_ Date repaired \_\_\_\_\_

08

Location & Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Outside water left on** Discovered \_\_\_\_\_ Date \_\_\_\_\_ Approx how long \_\_\_\_\_

02

\_\_\_\_\_ **Other:** Explain and provide date it happened and approximately for how long.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Sewer Adj: \_\_\_\_\_

Reason Disapproved: \_\_\_\_\_

\_\_\_\_\_

# PORT CLINTON WATER WORKS



1868 East Perry Street  
Port Clinton, OH 43452

Phone 419-734-5522  
Fax 419-734-5278

## DISCONTINUATION OF SERVICE AND BILLING

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Legal Property Owner: \_\_\_\_\_

To discontinue billing, the city must verify that there was zero (0) consumption registered through the water meter for a minimum of twelve (12) consecutive months. The account balance must be paid in full in addition to a turn off fee (if not already paid).

The meter will remain in place and read monthly. If unauthorized usage is discovered, billing will be re-activated and a fee of two hundred dollars (\$200.00) will be charged for the "unauthorized use of service". Any and all water used in addition to a turn off fee will be billed in the next billing cycle.

Monthly billing will resume until there is zero (0) consumption registered through the water meter for a minimum of twelve (12) consecutive months and the account balance is paid in full.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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

### FOR OFFICE USE ONLY - VERIFICATION OF NO USAGE FOR 12 MONTHS

Turn Off Date: \_\_\_\_\_ Meter Reading: \_\_\_\_\_

Final Date: \_\_\_\_\_ Meter Reading: \_\_\_\_\_

# PORT CLINTON WATER WORKS



1868 East Perry Street  
Port Clinton, OH 43452

Phone 419-734-5522  
Fax 419-734-5278

## HYDRANT METER RENTAL

CUSTOMER NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

CUSTOMERS REQUESTING TEMPORARY USE OF WATER FROM FIRE HYDRANTS FOR CONSTRUCTION, DEMOLITION OR SIMILAR PURPOSES ARE REQUIRED TO PAY A DEPOSIT ON METERS AND WRENCHES. A REFUNDABLE\* DEPOSIT OF \$250.00 IS REQUIRED PRIOR TO PICKING UP THE METER. THIS IS PAYABLE AT THE PORT CLINTON WATER WORKS OFFICE.

DATE PAID: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

PICK-UP DATE: \_\_\_\_\_ METER READING: \_\_\_\_\_ (gals/ccf)

CURRENT CONDITION OF METER \_\_\_\_\_

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

RETURN DATE: \_\_\_\_\_ METER READING: \_\_\_\_\_

RETURNED CONDITION OF METER \_\_\_\_\_

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

REFUND DEPOSIT: YES / NO \*DEDUCT \$ \_\_\_\_\_ FOR DAMAGES

\*WATER BILLING WILL BE DETERMINED BY ACTUAL USAGE AT CURRENT RATES OR \$30.00 MINIMUM WHICHEVER IS GREATER AND WILL BE DEDUCTED FROM THE DEPOSIT.

MAIL REFUND/INVOICE TO: \_\_\_\_\_

\_\_\_\_\_

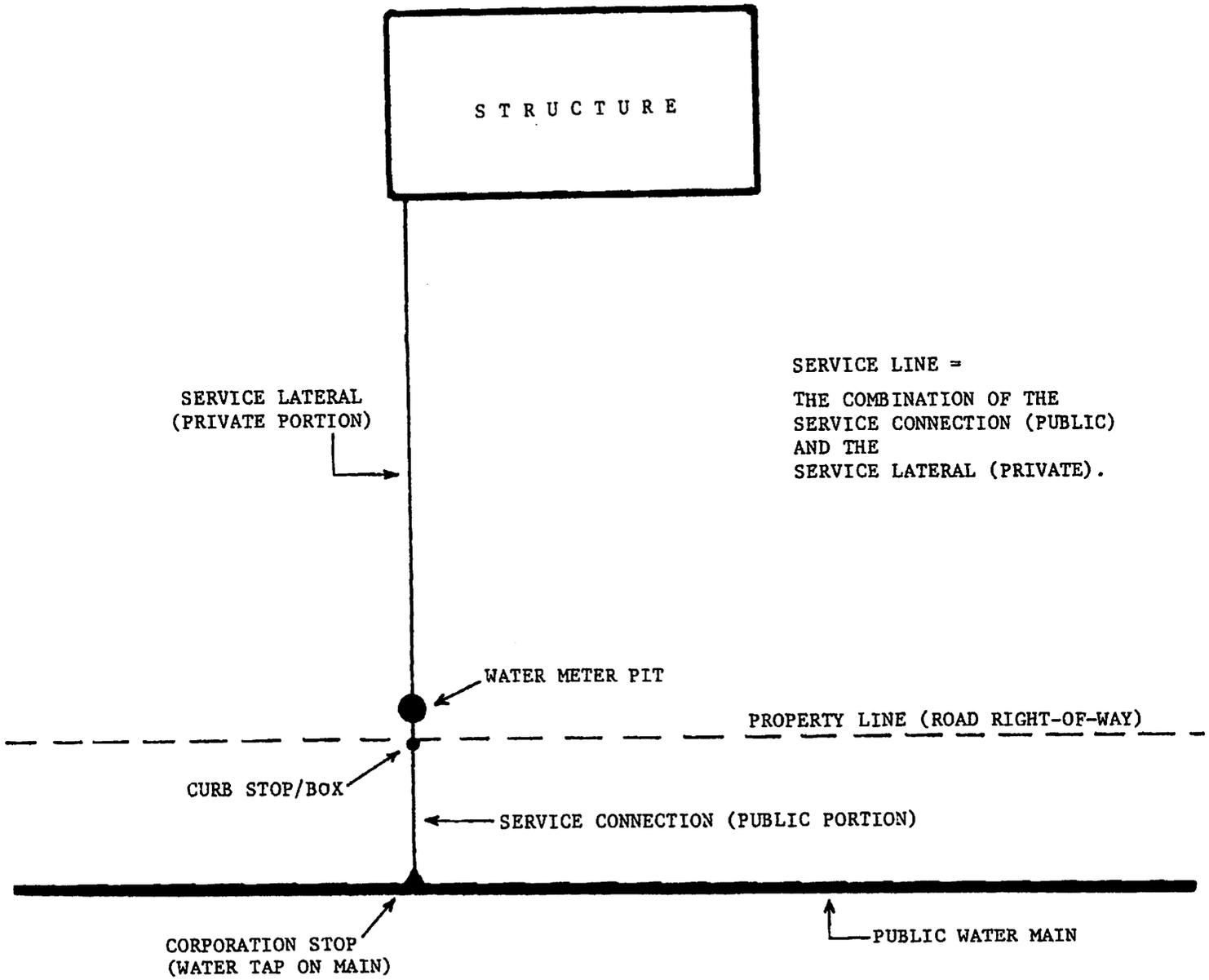
**CITY OF PORT CLINTON**

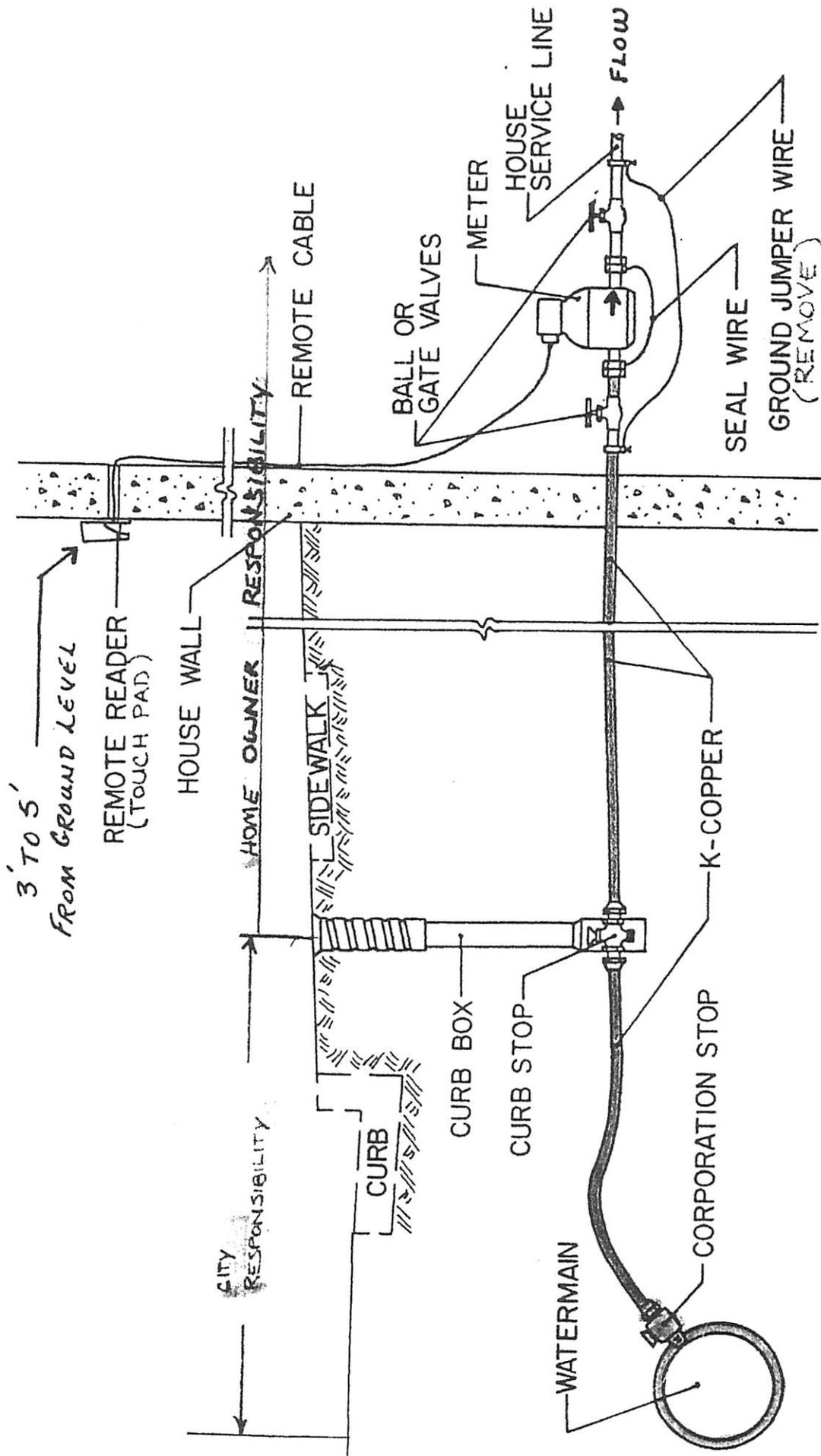
**APPENDIX “D”**

**STANDARD SPECIFICATIONS**

**DRAWINGS**

**FIGURE #1**  
**TYPICAL WATER SERVICE LINE**

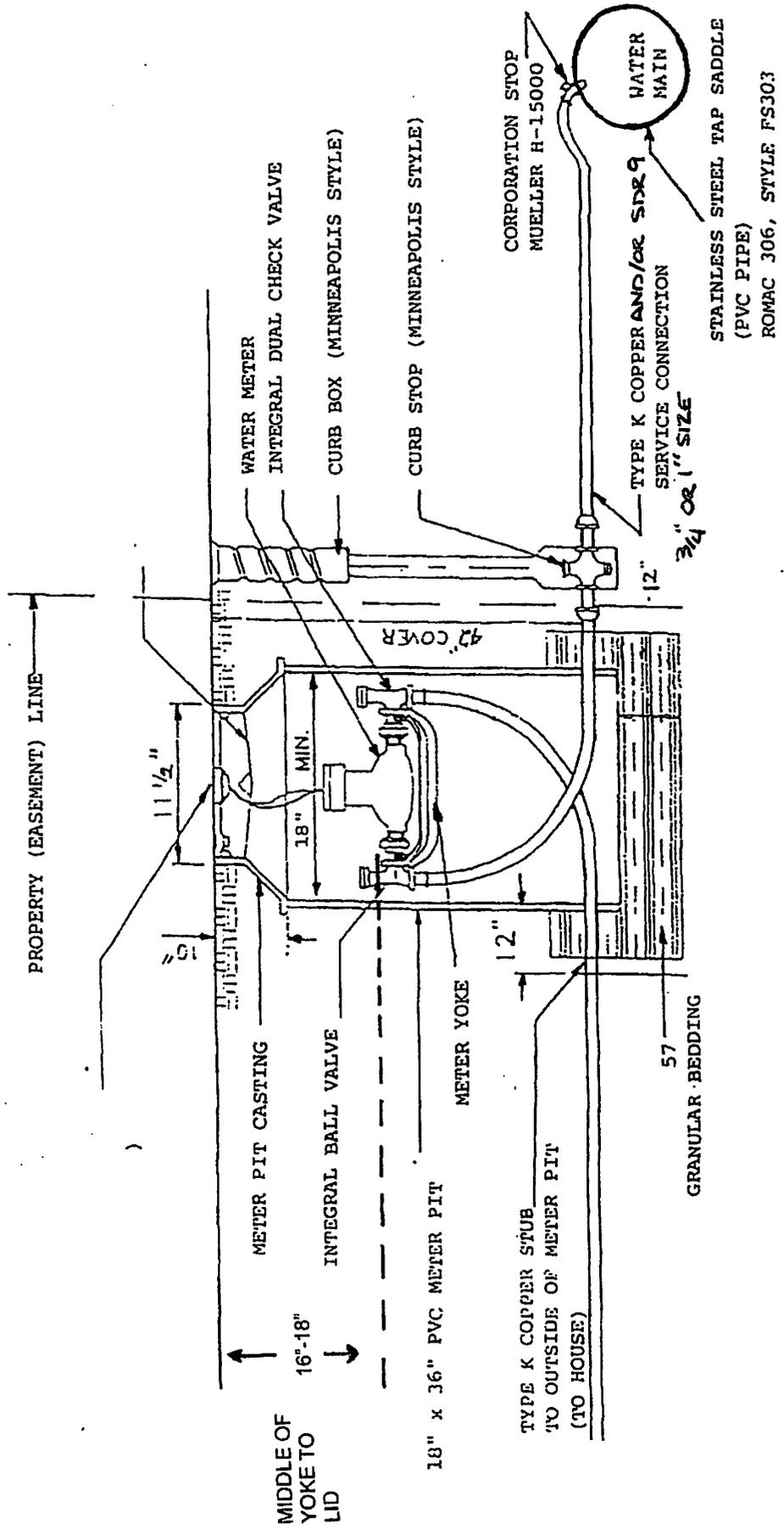




WATER SERVICE - INSIDE METER SETTING

8/15/03

FIGURE #2  
TYPICAL 5/8" X 1/2" METER PIT SETTING/SPECIFICATIONS  
PORT CLINTON OHIO



**Specification #'s from HD SUPPLY for Water Pit  
upgrades in the City Of Port Clinton: RESIDENTIAL ONLY**

**Iron Yoke Piece 5/8 Y501**

**Expansion Connection EC-5/8**

**¾ Angle Valve AV94-313WQ**

**HHCA94-313Q 5/8 ANG DUAL**

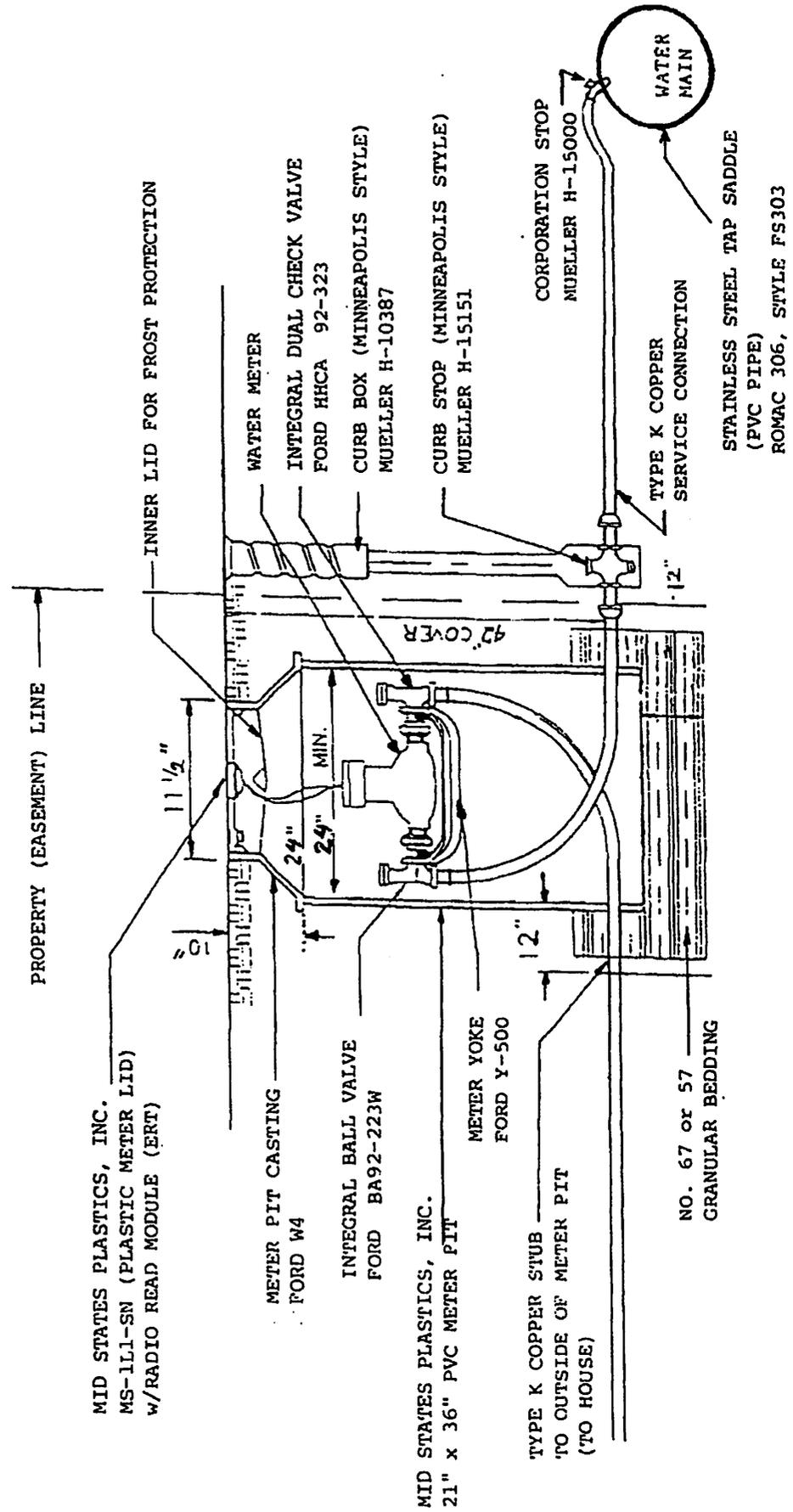
**CHECK VALVE MTR YOKE x QJ**

**METER PIT MATERIAL**

**18" C32-T TYPE C CVR W/ TRLID**

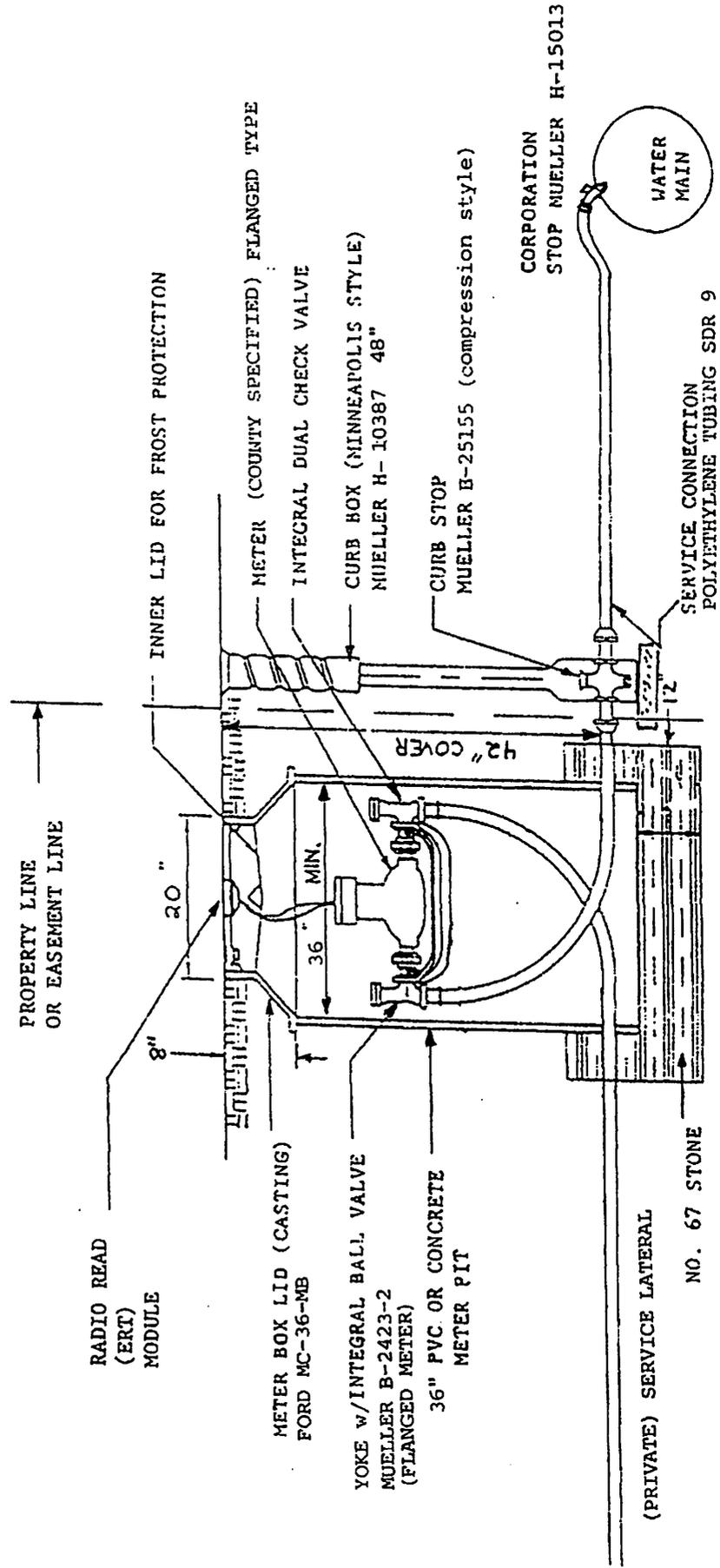
**18" PRO LINK CORR PIPE**

**FIGURE #2A**  
**TYPICAL 3/4" and 1" METER PIT SETTING/SPECIFICATIONS**  
PORT CLINTON, OHIO



**FIGURE #3**  
**TYPICAL 1 1/2" - 2" METER PIT SETTING**

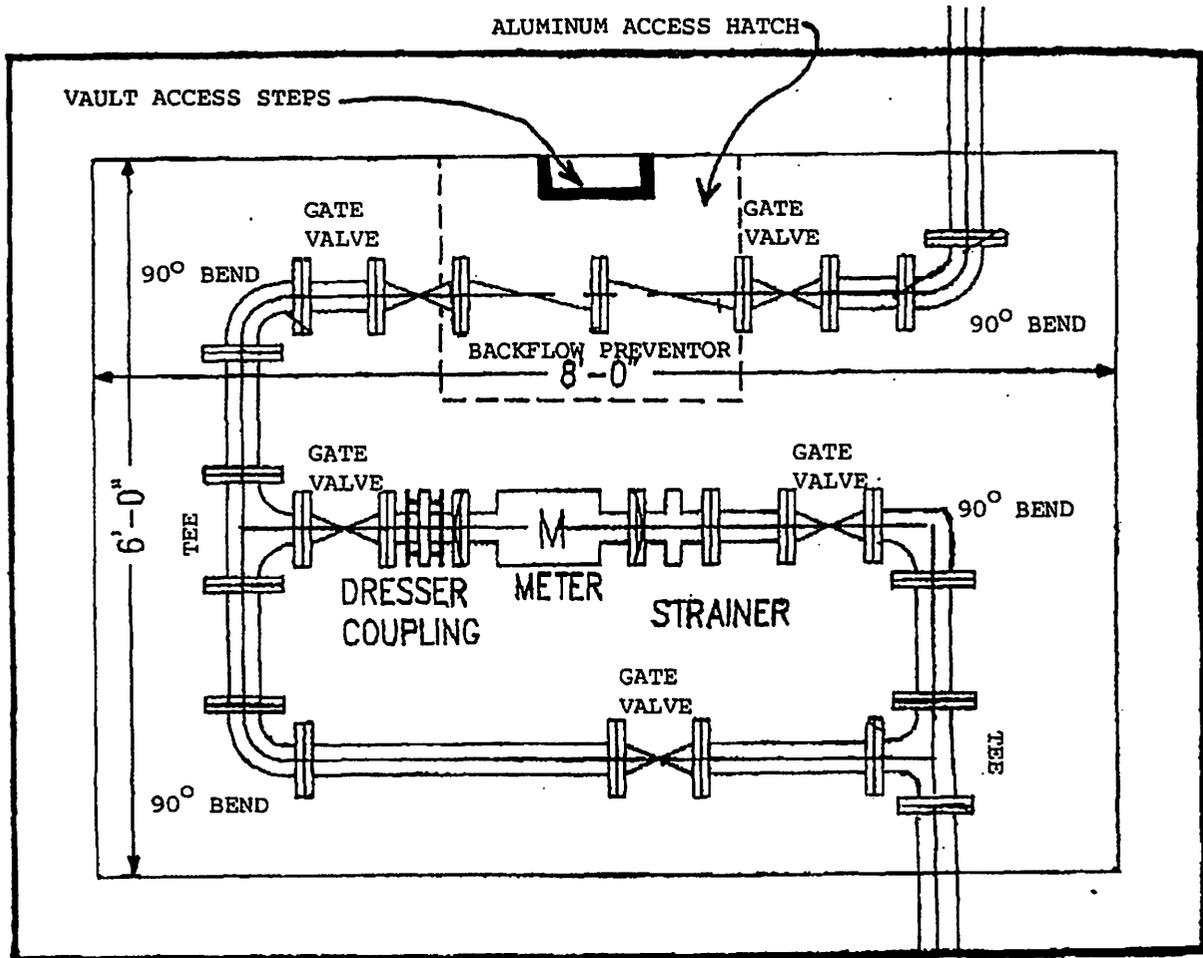
1/29/02



**FIGURE #4**  
**TYPICAL 3" AND LARGER METER VAULT**  
**w/BACKFLOW PREVENTOR, METER, AND BY-PASS**

5/10/01

**OTTAWA COUNTY**



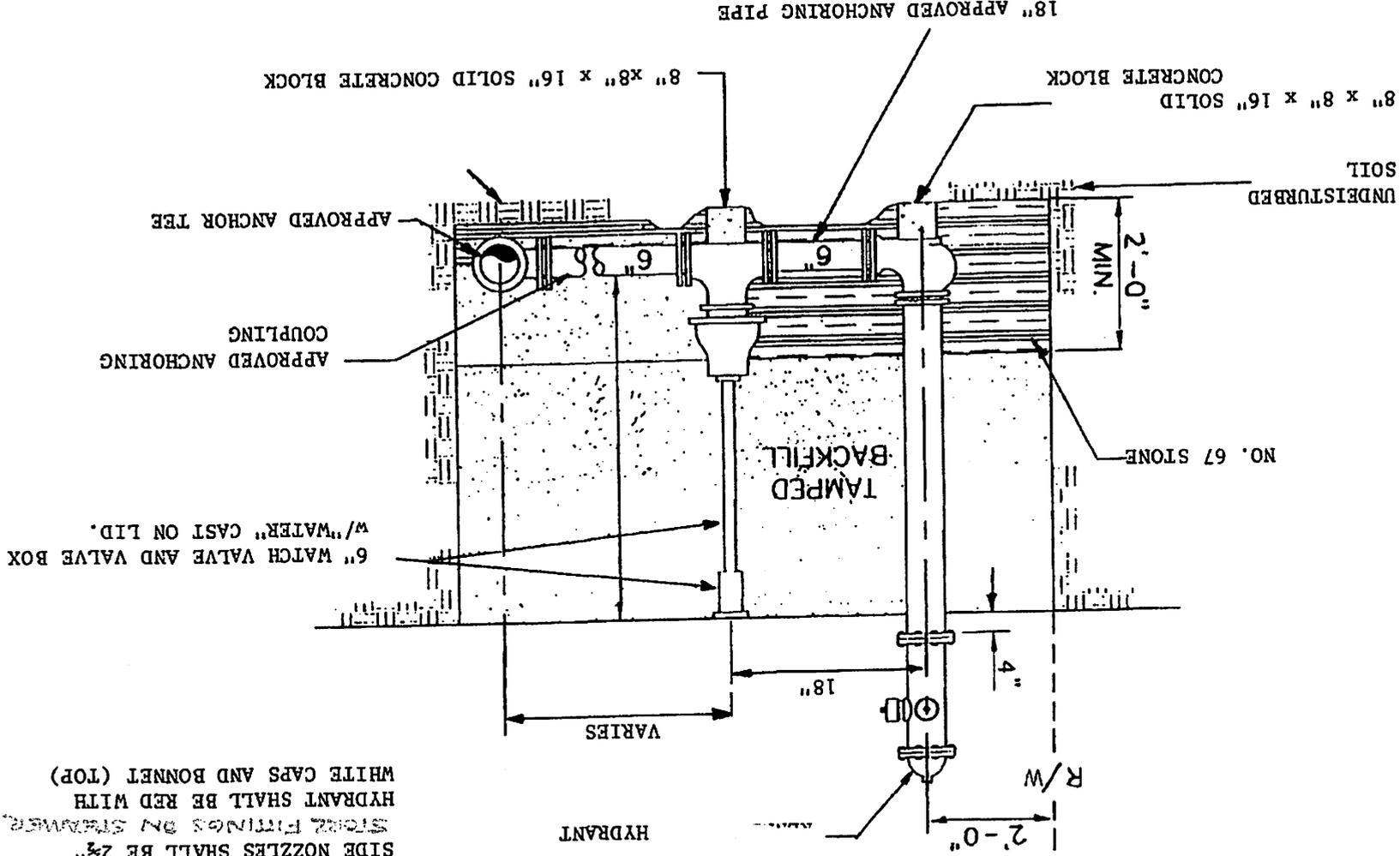
\* A SUMP HOLE SIZED FOR VAULT SHALL BE INCLUDED

**GENERAL NOTES:**

- All piping, valves, and appurtenances within vault are the same diameter/size of service line.
- Vaults for 8" diameter service lines and larger shall require a larger vault than one shown.
- Shop drawings for the vault and all appurtenances must be submitted for approval prior to the issuance of a permit.
- All vaults shall have a concrete floor unless otherwise approved by the Sanitary Engineer.

**FIGURE #5A**  
**(STANDARD) TYPE "A" HYDRANT SETTING**  
**(PERPENDICULAR TO WATER MAIN)**

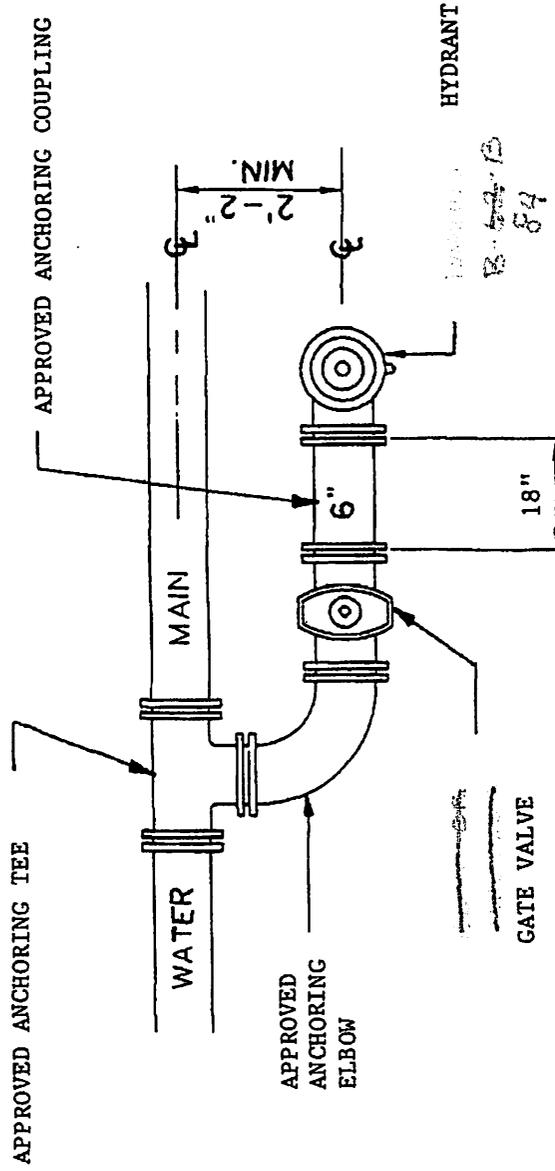
NOTE: STEAMER NOZZLE SHALL BE 4 1/2"  
 SIDE NOZZLES SHALL BE 2 1/2"  
 STORM FITTINGS ON STEAMER NOZZLES  
 HYDRANT SHALL BE RED WITH  
 WHITE CAPS AND BONNET (TOP)



18" APPROVED ANCHORING PIPE  
 8" x 8" x 16" SOLID CONCRETE BLOCK  
 8" x 8" x 16" SOLID CONCRETE BLOCK  
 UNDISTURBED SOIL  
 2'-0" MIN.  
 TAMPED BACKFILL  
 NO. 67 STONE  
 6" MATCH VALVE AND VALVE BOX  
 w/"WATER" CAST ON LID.  
 APPROVED ANCHORING  
 COUPLING  
 APPROVED ANCHOR TEE  
 6"  
 6"  
 18"  
 VARIES  
 HYDRANT  
 2'-0"  
 R/W  
 4"

**FIGURE #5B**  
**TYPE "B" HYDRANT SETTING (PARALLEL TO WATER MAIN)**

NOTE: BLOCKING UNDER PIPE AND HYDRANT  
 (STONE DRAIN) SHALL BE  
 8" x 8" x 16" SOLID CONCRETE BLOCKS.  
 (SEE FIGURE #5A FOR LOCATIONS)

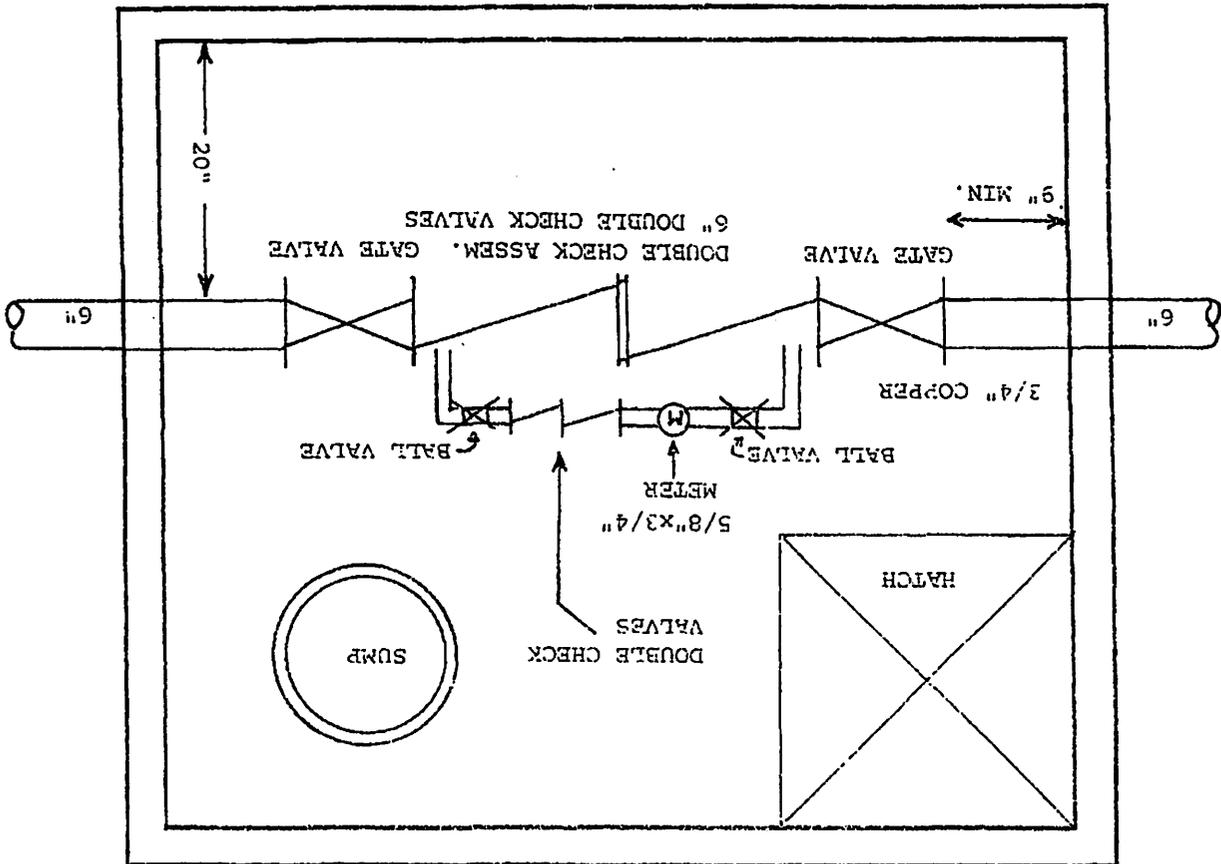


AMERICAN  
 2500 SERIES

SENSUS

HATCH = 30" x 30" "BILCO" ALUMINUM (MINIMUM SIZE)  
VAULT = 5' x 7.1 x 7.1 CONCRETE VAULT WITH SUMP  
SUMP = 12" DIAMETER x 9" DEEP SUMP HOLE  
GATE VALVES = 6" KENNEDY w/ NON RISING STEMS AND WITH WHEEL HANDLE  
DETECTOR CHECK VALVE = AMES 3000SS OR APPROVED EQUAL  
SMALL DIAMETER BY-PASS METER: ~~INVERTING~~ METER w/ BCR REGISTER & IRON EXT  
SMALL DIAMETER BY-PASS BALL VALVES: FULL STAINLESS STEEL w/ HANDLES

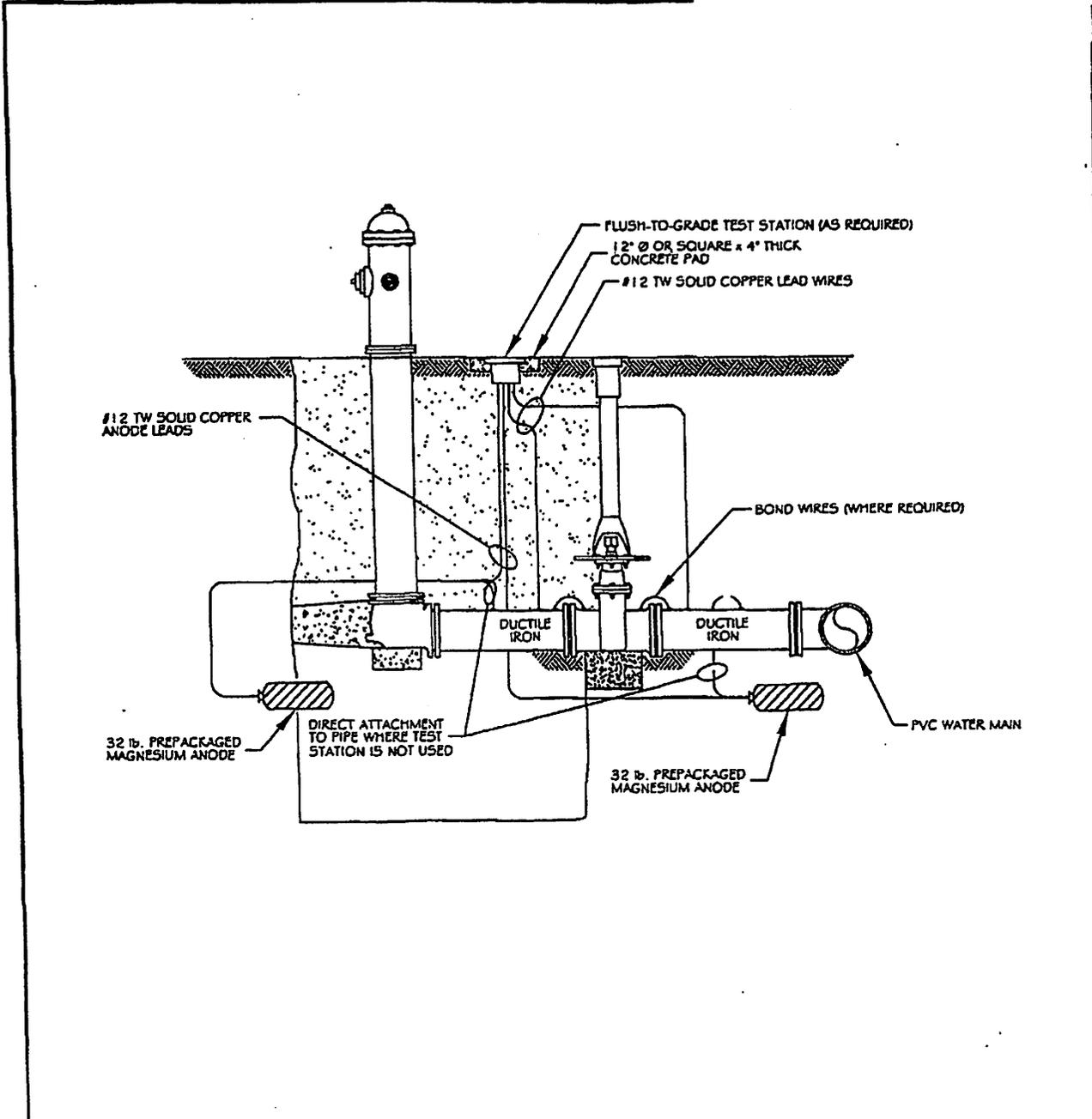
DETAILS:



# FIRE LINE DETECTOR CHECK AND VAULT SPECIFICATIONS

FIGURE #7

FIGURE #11



FOR DUCTILE IRON PIPE ADD ADDITIONAL ANODES TO TEE AND PIPING AS SPECIFIED

THIS DESIGN DRAWING IS NOT APPLICABLE FOR USE AS STANDARD CORROSION CONTROL PROCEDURES FOR OTHER PROJECTS DUE TO VARIABLE CONDITIONS AT OTHER SITES. NEITHER THIS DESIGN NOR ANY PART THEREOF MAY BE DUPLICATED IN ANY WAY FOR OTHER PROJECTS. EXCEPT BY WRITTEN AGREEMENT WITH CORRPRO COMPANIES INC.

NO.	DATE	BY	REVISION



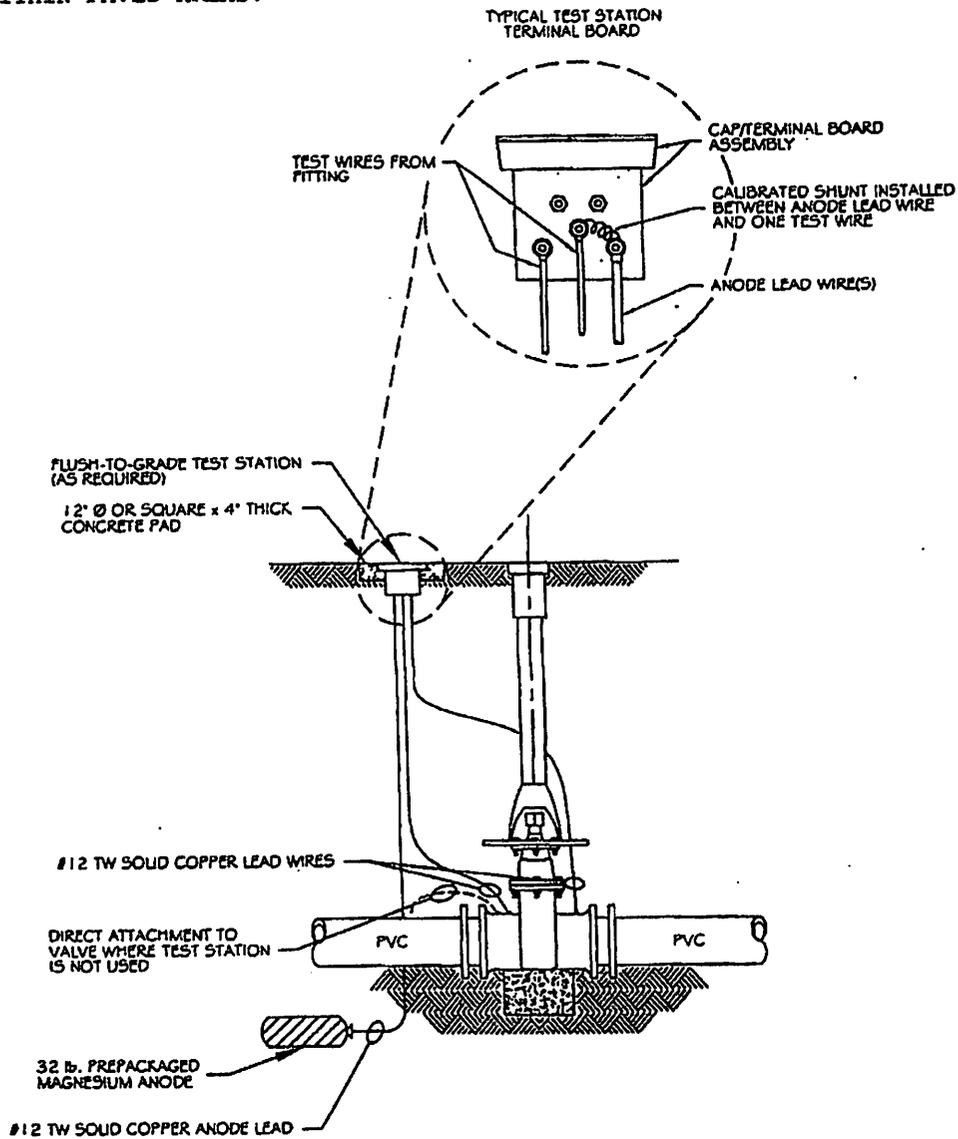
**CORRPRO COMPANIES, INC.**  
 1055 West Smith Road  
 Medina, Ohio 44258  
 (330) 723-5082

DRAWN BY	J.W.P.
DESIGNED BY	D.F.Z.
DATE	8-29-02
SCALE	NONE
SHEET	1 OF 1
DWG. No.	A1-31957-T

TYPICAL HYDRANT ASSEMBLY WITH MAGNESIUM ANODES

FIGURE #12

NOTE: TEST STATIONS SHALL NOT BE LOCATED WITHIN PAVED AREAS.



FOR DUCTILE IRON PIPE ADD ADDITIONAL ANODES TO VALVE AND PIPING AS SPECIFIED

THIS DESIGN DRAWING IS NOT APPLICABLE FOR USE AS STANDARD CORROSION CONTROL PROCEDURES FOR OTHER PROJECTS DUE TO VARIABLE CONDITIONS AT OTHER SITES. NEITHER THIS DESIGN NOR ANY PART THEREOF MAY BE DUPLICATED IN ANY WAY FOR OTHER PROJECTS, EXCEPT BY WRITTEN AGREEMENT WITH CORRPRO COMPANIES INC.

NO.	DATE	BY	REVISION

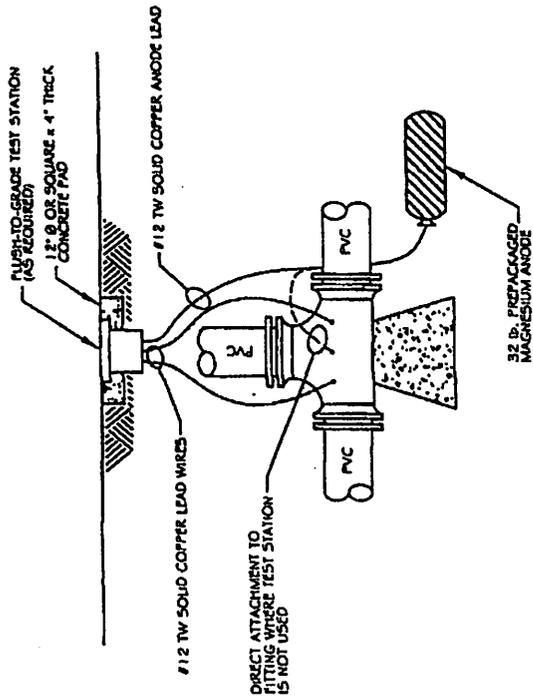


**CORRPRO COMPANIES, INC.**  
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 Medina, Ohio 44258  
 (330) 723-5082

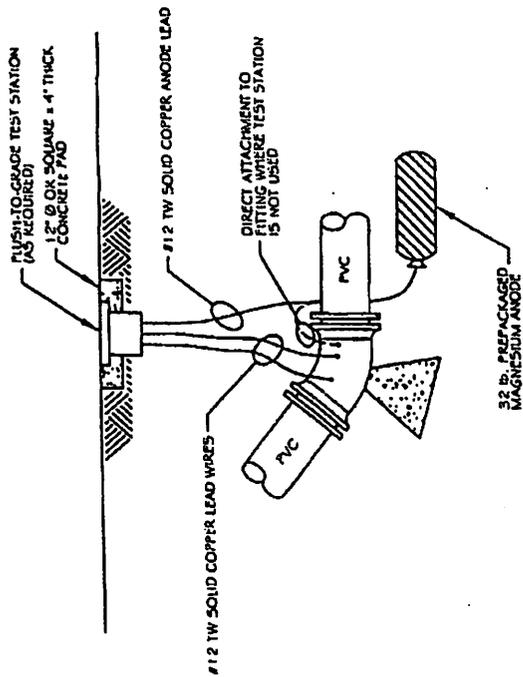
DRAWN BY	J.W.P.
DESIGNED BY	D.F.Z.
DATE	8-29-02
SCALE	NONE
SHEET	1 OF 1
DWG. No.	A1-31958-T

TYPICAL GATE VALVE WITH MAGNESIUM ANODE

FIGURE #13



TYPICAL PIPE TEE



TYPICAL PIPE BEND

FOR DUCTILE IRON PIPE ADD ADDITIONAL ANODES TO PIPING AS SPECIFIED

THIS DESIGN IS NOT APPLICABLE FOR USE AS STANDARD CORROSION CONTROL PROCEDURES FOR OTHER PROJECTS DUE TO VARIABLE CONDITIONS AT OTHER SITES. NEITHER THIS DESIGN NOR ANY PART THEREOF MAY BE REPLICATED IN ANY WAY FOR OTHER PROJECTS, EXCEPT BY WRITTEN AGREEMENT WITH CORRPRO COMPANIES, INC.

DRAWN BY J.W.P.

DESIGNED BY D.F.Z.

DATE 8-29-02

SCALE NONE

SHEET 1 OF 1

DWG. NO. A1-31959-T

REVISION

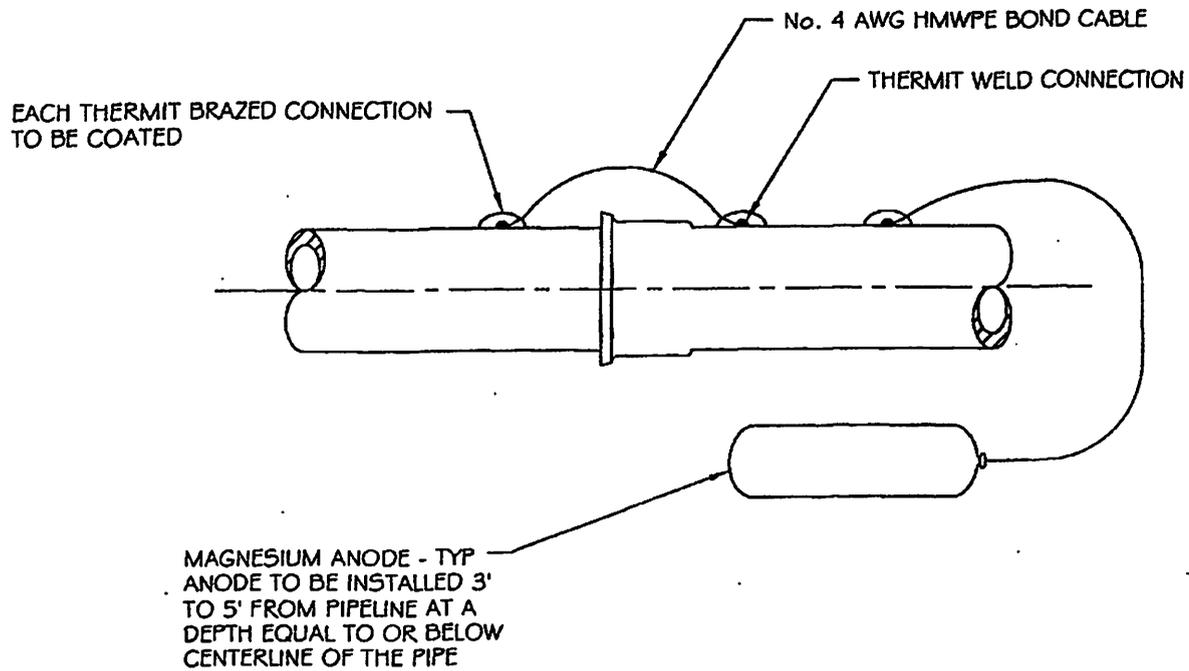
NO.	DATE	BY

**CORRPRO COMPANIES, INC.**  
 1055 West Smith Road  
 Medina, Ohio 44258  
 (330) 723-5082



TYPICAL PIPE BEND  
 & PIPE TEE  
 WITH MAGNESIUM ANODE

FIGURE #14



NO.	DATE	BY	REVISION

THIS DESIGN IS NOT APPLICABLE FOR USE AS STANDARD CORROSION CONTROL PROCEDURES FOR OTHER PROJECTS DUE TO VARIABLE CONDITIONS AT OTHER SITES. NEITHER THIS DESIGN NOR ANY PART THEREOF MAY BE DUPLICATED IN ANY WAY FOR OTHER PROJECTS, EXCEPT BY WRITTEN AGREEMENT WITH CORRPRO COMPANIES, INC.

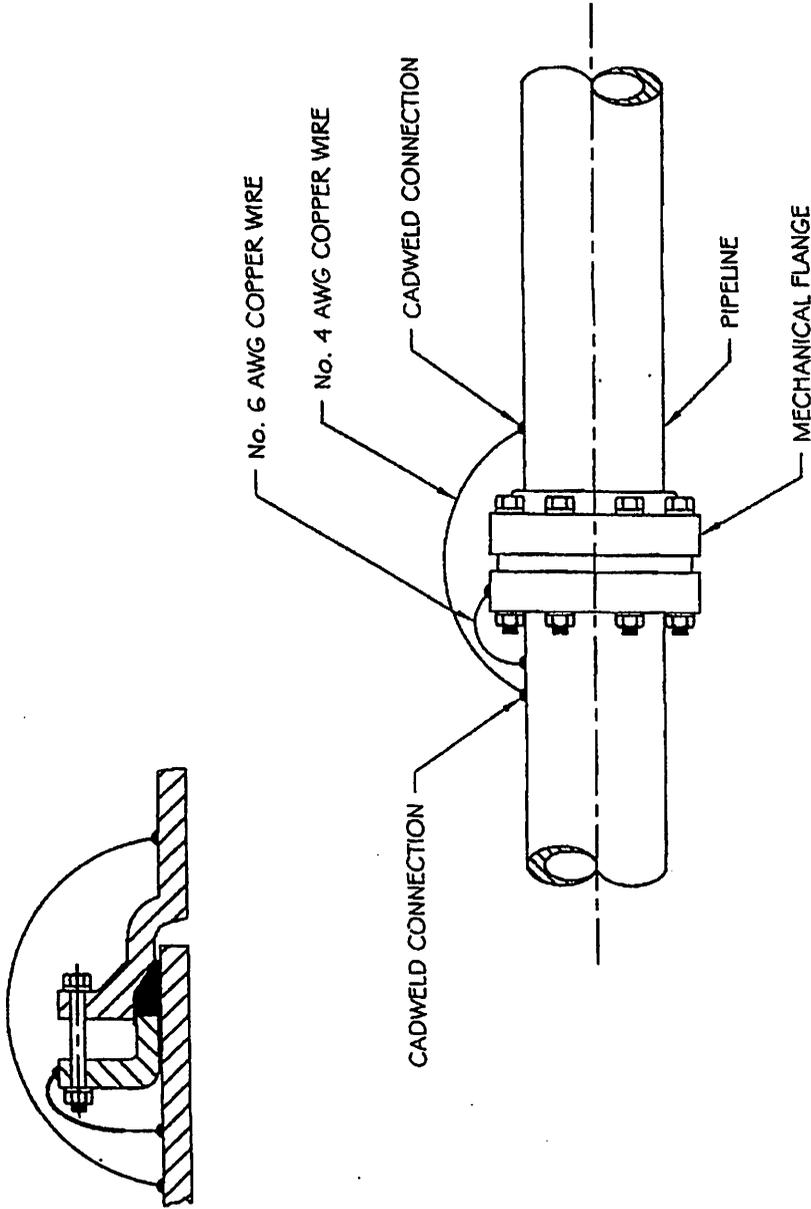


**CORRPRO COMPANIES, INC.**  
 1055 West Smith Road  
 Medina, Ohio 44258  
 (330) 723-5082

DRAWN BY	R.E.C.
DESIGNED BY	D.A.D.
DATE	9-3-91
SCALE	NONE
SHEET	1 OF 1
DWG. No.	A1-29750-T

TYPICAL  
 BONDING AND ANODE INSTALLATION  
 AT PUSH JOINT

FIGURE #15



THIS DESIGN IS NOT APPLICABLE FOR USE AS STANDARD CORROSION CONTROL PROCEDURES FOR OTHER PROJECTS DUE TO VARIABLE CONDITIONS AT OTHER SITES. NEITHER THIS DESIGN NOR ANY PART THEREOF MAY BE DUPLICATED IN ANY WAY FOR OTHER PROJECTS, EXCEPT BY WRITTEN AGREEMENT WITH CORRPRO COMPANIES, INC.

DRAWN BY	S.M.T.
DESIGNED BY	
DATE	8-12-93
SCALE	NONE
SHEET	1 OF 1
DWG. No.	24124-T

CATHODIC PROTECTION SYSTEM  
TYPICAL METHOD  
OF BONDING ACROSS  
MECHANICAL FLANGE

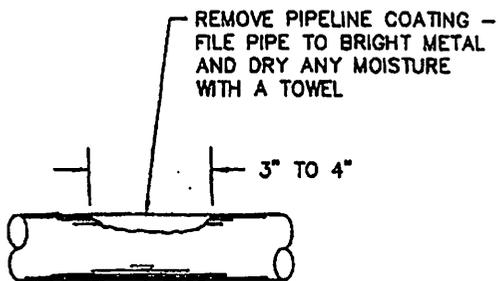
REVISION

NO. DATE BY

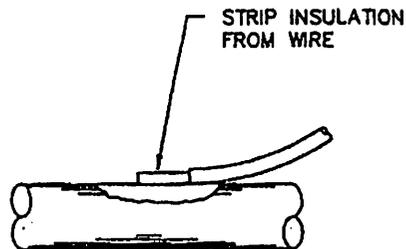
**CORRPRO COMPANIES, INC.**  
1055 West Smith Road  
Medina, Ohio 44258  
(330) 723-5082



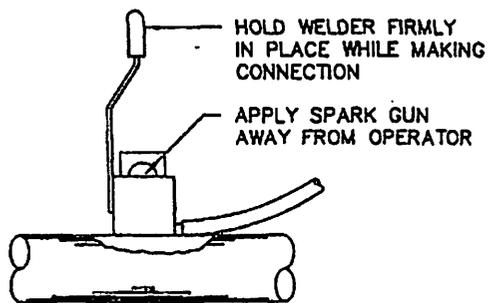
FIGURE #16



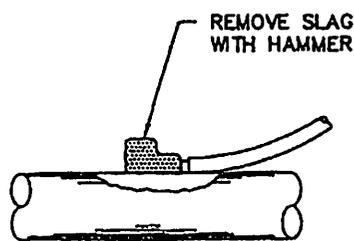
STEP 1



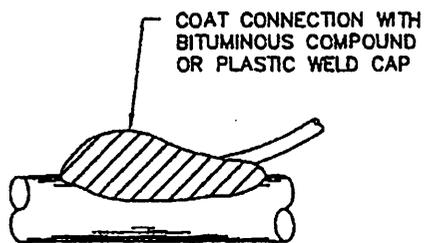
STEP 2\*\*



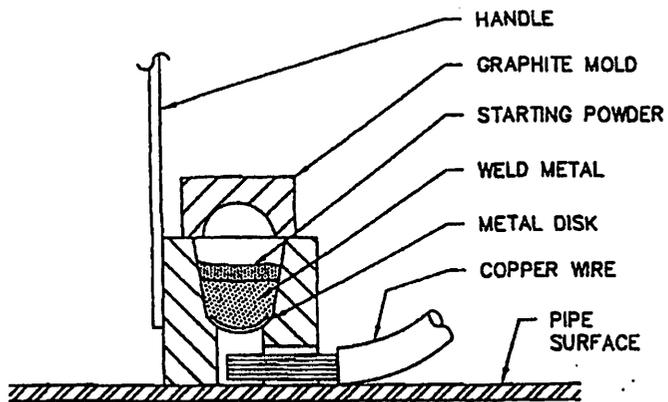
STEP 3



STEP 4



STEP 5



\*\* WHEN No. 14 To No. 10 AWG SOLID WIRE IS USED, IT WILL BE NECESSARY TO INSTALL A COPPER SLEEVE (CAB-133-1H) OVER THE BARE SECTION OF WIRE BEFORE THE CONNECTION IS ATTEMPTED. WIRE SHOULD PROTRUDE 1/8" BEYOND END OF SLEEVE.

THIS DESIGN DRAWING IS NOT APPLICABLE FOR USE AS STANDARD CORROSION CONTROL PROCEDURES FOR OTHER PROJECTS DUE TO VARIABLE CONDITIONS AT OTHER SITES. NEITHER THIS DESIGN NOR ANY PART THEREOF MAY BE DUPLICATED IN ANY WAY FOR OTHER PROJECTS, EXCEPT BY WRITTEN AGREEMENT WITH CORRPRO COMPANIES, INC.

NO.	DATE	BY	REVISION



**CORRPRO COMPANIES, INC.**  
 1055 West Smith Road  
 Medina, Ohio 44258  
 (330) 723-5082

DRAWN BY	A.M.S.
DESIGNED BY	
DATE	6-4-74
SCALE	NONE
SHEET	1 OF 2
DWG. No.	10634-T

**PROCEDURE FOR MAKING CADWELD TYPE "HA" CONNECTIONS**

FIGURE #17

GENERAL WELDING PROCEDURE  
TYPE HA

1. WHEN USING No. 14 To No. 10 AWG SOLID WIRE, IT WILL BE NECESSARY TO INSTALL A COPPER SLEEVE (CAB-133-1H) OVER THE BARE END OF THE WIRE AND CRIMP IN PLACE BEFORE ATTEMPTING TO MAKE THE CONNECTION. FOR No. 10 AWG STRANDED WIRE, USE CAB-133-1K. THE WIRE SHOULD PROTRUDE AT LEAST 1/8" FROM THE END OF THE SLEEVE.
2. INSERT THE CONDUCTOR INTO MOLD NOTING ANY SPECIAL INFORMATION UNDER "POSITIONING" FOR APPLICATION TYPE IN THE MANUFACTURERS INSTRUCTIONS PACKAGED WITH THE WELDER.
3. INSERT STEEL DISK IN BOTTOM OF CAVITY INSIDE MOLD. DUMP THE WELD METAL INTO MOLD BEING CAREFUL NOT TO UPSET THE STEEL DISK. TAP THE BOTTOM OF THE TUBE TO LOOSEN ALL THE STARTING POWDER AND SPREAD IT EVENLY OVER THE WELD METAL. PLACE A SMALL AMOUNT OF STARTING POWDER ON THE TOP EDGE OF MOLD UNDER COVER OPENING FOR EASY IGNITION.
4. CLOSE COVER AND IGNITE WITH THE FLINT GUN. MOVE FLINT GUN AWAY QUICKLY TO PREVENT FOULING. IF FLINT GUN SHOULD BECOME FOULED, SOAK IT IN HOUSEHOLD AMMONIA.
5. AFTER IGNITION, HOLD THE WELDER IN PLACE FOR A MOMENT TO ALLOW THE WELD TO SOLIDIFY. AFTER THE WELD HAS COOLED, REMOVE THE SLAG WITH A CHIPPING HAMMER OR WIRE BRUSH.
6. COAT THE CONNECTION AND THE ENTIRE PREPARED SURFACE WITH BITUMASTIC COMPOUND (KOPPERS No. 50 OR EQUAL) OR PLASTIC WELD CAPS.
7. REMOVE ALL SLAG FROM THE WELDER BEFORE MAKING THE NEXT WELD. CLEAN THE COVER EVERY 6 TO 10 WELDS.
8. WET OR DAMP MOLDS WILL PRODUCE POROUS WELDS. MOLDS MUST BE DRIED OUT BEFORE ATTEMPTING TO WELD.
9. CONNECTIONS ARE TO BE PLACED A MINIMUM OF 3 INCHES APART. UNSUCCESSFUL WELDS ARE TO BE ABANDONED AND MOVED TO ANOTHER PREPARED SURFACE NOT LESS THAN 3 INCHES AWAY.

NO.	DATE	BY	REVISION

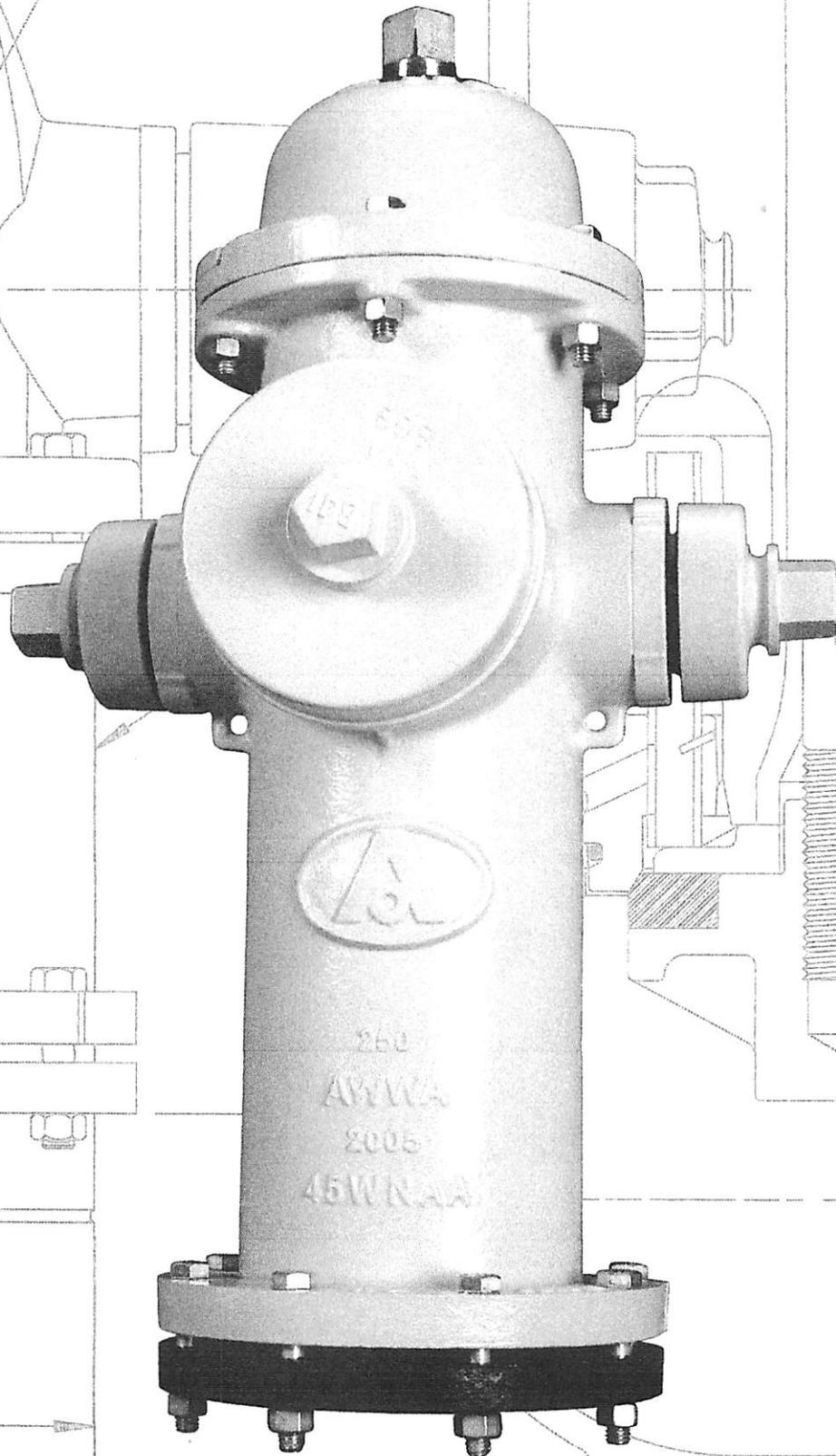
 <b>CORRPRO COMPANIES, INC.</b> 1055 West Smith Road Medina, Ohio 44258 (330) 723-5082	DRAWN BY	A.M.S.
	DESIGNED BY	
	DATE	6-4-74
	SCALE	NONE
	SHEET	2 OF 2
	DWG. No.	10634-T

PROCEDURE FOR MAKING  
CADWELD TYPE "HA"  
CONNECTIONS



**AMERICAN**  
FLOW CONTROL

**AMERICAN-DARLING 5-1/4" B-84-B-5 FIRE HYDRANT**





**AMERICAN**  
FLOW CONTROL

2" - 12" SERIES 2500 RESILIENT WEDGE GATE VALVE

