



CITY STANDARDS FOR INDIVIDUAL BUILDS

New Lines Connecting to Tallmadge Water Lines
Residential/Commercial Water Service up to 2 inches

The following steps will help you through the New Water Service Procedure:

- STEP 1 **Complete a Tap-In Permit Application**, available at the Zoning Department, 46 North Ave, lower level or download from www.tallmadge-ohio.org. **APPLICATION MUST BE SIGNED AT THE SITE VISIT.**
- STEP 2 **Schedule a Site Visit.** It is crucial to identify where the water utility is located and in decide the best placement for your water tap and meter pit location before any excavation is done. At least a 48-hour notice is necessary to schedule a site visit. During the site visit, **the completed application must be signed for approval by the Utilities Department. This must be done before the permit can be issued.** To schedule your site visit, call 330-633-0851.
- STEP 3 **Submit the application and necessary fees.** Once the site visit is completed and the location for water service is determined, you will need to submit the approved Tap-In Permit Application and pay the necessary fees at the Zoning Department. The cost of the permit is a minimum \$2,600 plus additional costs (Right-of-Way Bond and/or inspection fees), if necessary. In the event that a Right-of-Way Bond is required, the Contractor will be required to register with the City prior to issuance of the permit. The bond will be returned once all required inspections are completed by the Utilities Department.
- STEP 4 **Install the waterline.** The waterline from the house to the right-of-way must be installed before the service connection is made by the Utilities Department. If your waterline is already in the ground, you must locate the water line before contacting the Utilities Department. The City may provide general markings and locations after an OUPS request has been submitted. **OUPS can be reached at 1-800-362-2764 or by dialing 811.**
- STEP 5 **Contact the Utilities Department to connect service.** Service connection will take place approximately 4-6 weeks after application, depending upon weather and the workload of the Utilities Department. Once the service has been connected, the homeowner must contact the Utilities Department to have the meter installed at the street and the water service turned on.
- STEP 6 **Sign the contract within 2 weeks.** Billing commences once the water is turned on. A contract must be signed within two weeks after the service is turned on to avoid disconnection.

Please contact the Utilities Department at 330-633-0851, Monday-Friday, 7:30 am to 4 pm with any questions.

Please note that as the property owner, you are responsible for the installation of the water line that runs from the house to the street/main shut off. The following standards must be followed:

- Water line must be 1 inch Type K copper tubing or larger and 5 feet deep
- The meter pit/shut off or service must be installed close to the city's right-of-way and cannot be installed within the driveway or across from another drive approach.
- Line must be straight from the house to the ditch or curb line, curled up to grade level
- Water line must have an initial 18 inches of backfill consisting of either fill sand or dirt free of rocks and debris
- All waterlines must be inspected by the Utilities Dept. before backfilling, especially those with unions, joints, and other fittings
- Once the inspection is made, the service connection will be made by the Utilities Dept.
- All water service material needed to connect from the main to the house line will be supplied by the Utilities Dept including the tapping saddle, corporation, type K copper pipe, meter setting, meter, meter pit, casting and lid. If meter is installed inside, a curb stop valve and box will be provided instead of meter pit supplies
- The water line and sanitary sewer line must be installed in separate ditches with a minimum of 10 feet horizontal separation and have an 18-inch vertical clearance when crossing
- The homeowner is responsible for landscape repairs around the new meter pit on their side of the street. The city will make repairs to the opposite side of the street due to the location of the main waterline tap if necessary.
- Service line must be insulated as it enters the basement through the wall or floor and extend not less than 4 inches before being fitted with a stop and waste cock (shut-off valve) – not to exceed 12 inches where the line enters the basement
- House numbers must be visible and easily identifiable in plastic, metallic, or painted numerals before meter is installed
- Any jumpers found in place of the meter will be removed and water shut off at the curb. A fee of \$250.00 will be assessed to the owner of the property.

If disconnecting a well, contact the Utilities Department to schedule an inspection at least 24 hours prior to disconnecting, the meter can be set and water turned on the same day; if keeping the well, there must be a backflow preventer installed on the city's incoming water line, contact the Utilities Department for more info; notify the County Health Department at 330-926-5698 to let them know if you plan to keep or abandon the well.

SOP1292021



WATER AND SEWER PERMIT APPLICATION

Ordinance 62-2020

PROJECT ADDRESS:	
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APPLICANT NAME:			
PHONE:		EMAIL ADDRESS:	

PROPERTY OWNER INFORMATION

Name					
Mailing Address					
City		State		Zip Code	
Phone Number			Email Address		

CONTRACTOR INFORMATION

Contractor working in the right-of-way is required to register with the City

Company Name				Registration #	
Mailing Address					
City		State		Zip Code	
Contact Person					
Phone Number			Email Address		

NEW WATER TAP-IN:

- 1" Tap (5/8" Meter) \$ 2,600
- 1" Tap \$ 4,800
- 1½" Tap \$ 9,500
- 2" Tap \$ 15,200
- Over 2" Size _____" *\$ _____

- ERT \$ 82

NEW SEWER TAP-IN:

- 5/8" Tap \$ 700
- 1" Tap \$ 1,750
- 1½" Tap \$ 3,500
- 2" Tap \$ 5,600
- Over 2" Size _____" *\$ _____

UTILITY IN ROW

- Not Required
- Required Bond* \$ _____

**To be determined by Director of Public Service*

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE CITY ENTERING PREMISES FOR INSPECTION AND VERIFICATION OF INFORMATION SUBMITTED IF THIS APPLICATION IS APPROVED.

_____ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE WATER AND SEWER DEPARTMENT (330-633-0851) FOR ALL INSPECTIONS OF WATER LINES, JOINTS, UNIONS AND OTHER CONNECTIONS BEFORE BACKFILLING OF THE TRENCH.

_____ I UNDERSTAND THAT I MUST CONTACT THE WATER AND SEWER DEPARTMENT (330-633-0851) TO SCHEDULE THE INSTALLATION OF THE METER PIT AND TAP AT THE STREET.

_____ I UNDERSTAND THE CITY OF TALLMADGE DOES NOT ALLOW WATER METER PITS TO BE INSTALLED WITHIN THE DRIVEWAY.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:	
Tallmadge Utility Department Approval: _____	Date: _____
<input type="checkbox"/> Cash Bond <input type="checkbox"/> Certificate Bond # _____	Receipt # _____