
PREAMBLE

All rules and regulations are established under the Ohio Revised Code, Section 743.01 through 743.04 and Chapter 6109 - Safe Drinking Water, and Chapter 6111 - Water Pollution and 3745-95 of the Ohio Administrative Code.

The adoption of Rules and Regulations is not for the purpose of imposing unnecessary or burdensome regulations upon the users of water from the Findlay municipal water supply system but only to provide for the orderly conduct of the business of the Findlay Water & Wastewater Departments, to prevent the waste of water and to ensure equal treatment of all customers of the departments and to protect the public health & safety.


Reasonable diligence and care will be exercised to provide a continuous and sufficient supply of water to all customers at a normal pressure and to avoid any shortage or interruption in delivery. However, there is neither an express or implied guarantee that a continuous supply, fixed pressure or full volume shall be maintained at all times, the service being subject to all the variable conditions that could affect the ability of the Findlay Water & Wastewater Departments to maintain normal service.

The following supersedes all previous publications of the Rules and Regulations for the City of Findlay Water and Wastewater Departments.

APPROVED AS AMENDED THIS

11th DAY OF April 2014

EFFECTIVE DATE: April 11, 2014



PAUL E. SCHMELZER, PE, P.S.
Service-Safety Director
City of Findlay, Ohio

TABLE OF CONTENTS

I. DEFINITIONS.....	1
II. INITIATION OF WATER SERVICE.....	3
1. Application Required.....	3
2. Deposits	3
3. Tapping Fees.....	3
4. Water Service Installation Requirements	3
5. Meter Installation Requirements.....	4
6. Service Outside City Limits.....	5
7. Separate Meters Required.....	5
8. Unlawful Removal of meter.....	6
III. BILLING FOR SERVICE	7
1. Account Responsibility.....	7
2. Billing Schedule.....	7
3. Delinquency Policy.....	8
4. Adjustment for Leak	8
5. Meter Tests	9
6. Meter Changeouts.....	9
7. Returned Check Policy	9
IV. TURNOFF POLICY.....	11
V. WATER MAIN EXTENSIONS	12
1. Within City.....	12
2. Developer’s Expenses, Plans and Bond.....	12
3. Outside Corporate Limits.....	12
4. Rights of the City	13

TABLE OF CONTENTS

VI. ROTARY FEE POLICY.....	14
VII. MISCELLANEOUS PROVISIONS.....	17
1. Right to Interrupt Service	17
2. Frozen Meters	17
3. Use of Hydrants	17
4. Hydrants Outside the Corporate Limits	18
5. Filling of Swimming Pools	18
6. Damage to Water System Facilities	18
7. Testing of New Water Lines.....	19
8. Standby Fire Service Lines	19
9. Combination Lines.....	10
10. Oversize Main Policy.....	20
VIII. BACKFLOW PREVENTION REQUIREMENTS (Separate Document)	
IX. TECHNICAL REQUIREMENTS (Separate Document)	

I. DEFINITIONS

The following definitions shall apply in the interpretation and enforcement of these Rules and Regulations:

1. **“CITY”** means the City of Findlay, Ohio.
2. **“CITY WATER SYSTEM”** means the City of Findlay Potable Water System which is subject to Ohio Revised Code 6111.13. The City Water System consists of the source facilities (reservoirs), treatment facilities and distribution system, and shall include all those facilities of the potable water system under the control of the Service Director up to the point of the Consumer’s Water System. The City Water System ends at the downstream side of the meter, or at the main shutoff in the building, and shall include a required Backflow Prevention Assembly installed adjacent to the meter or shutoff in the building.
3. **“COMBINATION LINES”** are defined as those water line extensions constructed on private property for more than one purpose such as fire fighting, irrigation systems and domestic water supply and are not an accepted practice.
4. **“COMMERCIAL CUSTOMER”** means any business engaged in retail, wholesale, personal services, repair services or any other activity which does not involve the mass production or manufacture of a commodity on the premises.
5. **“CONSUMER”** means the owner or person in control of any premises supplied by or in any manner connected to the City Water System.
6. **“CONSUMER’S WATER SYSTEM”** means any water system, located on the consumer’s premises, supplied by or in any manner connected to the City Water System. A household plumbing system is considered to be a Consumer’s Water System.
7. **“DEVELOPER”** means any corporation, individual or the City.
8. **“DIRECTOR”** means Ohio EPA Director.
9. **“ENGINEERING DEPARTMENT”** means The City of Findlay Engineering Department.
10. **“INDUSTRIAL CUSTOMER”** means any business engaged in manufacturing, processing or fabrication of products to be wholesaled or retailed off site.
11. **“OEPA”** means Ohio Environmental Protection Agency.
12. **“OFFICE”** means Water & Wastewater Utility Billing Office.
13. **“OFFICE MANAGER”** means the Utilities Billing Supervisor.
14. **“PERSON”** means the state, any political subdivision, public or private corporation, individual, partnership, or other legal entity.
15. **“PLANT”** means Water Treatment Plant.

I. DEFINITIONS

16. **“PLANT SUPERINTENDENT”** means Water Treatment Superintendent.
17. **“RESIDENTIAL CUSTOMER”** means personal homes or buildings used for human habitat, including apartments, condominiums, town houses, dormitories, etc.
18. **“ROTARY WATERMAIN”** means any water main constructed without grants or assessments.
19. **“SERVICE CONNECTION”** means the terminal end of a service line from the City Water System. If a meter is installed at the end of the service, then the service connection means the downstream end of the meter.
20. **“SERVICE DIRECTOR”** means City of Findlay Service Director.
21. **“STANDBY FIRE SERVICE LINES”** are defined as those water line extensions constructed on private property for the sole purpose of fire fighting.
22. **“WATER PROVIDER”** means the City of Findlay Water System.

II. INITIATION OF SERVICE

1. **Application Required**

Application for a new water service shall be made at the office of the Engineering Department, 318 Dorney Plaza, Room 304, by the property owner, or his duly authorized agent, on forms furnished by the Department. At this time the Department will classify the service as Residential, Commercial or Industrial.

Changes to existing services must be made in person at the office. A driver's license or other photo I.D. shall be required.

2. **Deposits**

At the time of application for water service, a deposit will be required of applicants. Owner billed properties may be exempt from the deposit with a satisfactory record of payment with the Findlay Water Department from a previous account or a letter of satisfactory credit from a current account with another Water Department. The amount of the deposit is provided in the current rate schedule.

The deposit, without interest, on rental properties billed to the tenant, will be applied to the final bill when service is discontinued. Deposit monies in excess of the final bill will be refunded to the deposit name and address on record.

The deposit, without interest, on owner billed properties will be returned after a record of prompt payment of water bills for a period of two (2) years. Deposit will be refunded to the owner through the Findlay Auditor's Office or applied to the account.

3. **Tapping Fees**

At the time of application for a new water service, the applicant will be required to pay a fee and obtain a permit for the installation of the water service. The amount of the tapping fee is provided in the current rate schedule.

All permits issued as herein provided are valid for a twelve (12) month period from the date of issue. An extension of six (6) months may be granted provided the request for the extension is received within twelve (12) months of the date of issue. No refund shall be permitted.

4. **Water Service Installation Requirements**

All connections, taps and service lines, up to two (2) inches in diameter, will be installed from the water main to the curb stop by an employee of the Water Distribution Department. For service lines larger than two (2) inches in diameter, the Water Distribution Department will make the tap and the owner or his contractor shall install the service line.

The applicant shall install the service line from the building to a point between the sidewalk and the curb, approximately seven (7) feet into the right-of-way, where the meter setting will

II. INITIATION OF SERVICE

be installed by the Water Distribution Department. A grade stake and front of sidewalk stake will be provided within 10' (ten feet) of the proposed setting. All lines will be inspected before back filling.

A minimum of two (2) working days will be required from the time the Water Distribution Department is notified that a new service line is ready to be installed to the time of the installation. This period is to allow the Ohio Utilities Protection Service to notify all utility companies of the proposed construction so they may, in accordance with the laws of the State of Ohio, mark their underground utilities and thereby protect them from damage.

If the Water Distribution Department employee travels to the site of the service line installation and the applicant has failed to comply with any regulation defined herein the service will not be installed and a trip fee will be charged to return to complete the service. Trip fee charges are provided in the current rate schedule.

5. **Meter Installation Requirements**

The Water Distribution Department shall install all meters two (2) inches in size and smaller. Installation of meters larger than two (2) inches shall be subject to the prior approval of the Water Distribution Department Supervisor. Meter shall be ordered by The City of Findlay Water Distribution Department and invoiced by the supplier to the owner or his contractor. Meter shall be picked up at the Water Distribution Department, 136 N. Blanchard St. and shall be installed by the contractor. Billing will start on the day meter is released to owner or his contractor. The types of meters required to be installed and meter installation details may be obtained at the Water Distribution Department, 136 N. Blanchard Street.

Where unusual demands of water will be required, the meter sizes shall be increased to provide for the expected demand. The City does not guarantee that the minimum sizes of lines and meters will be sufficient.

When a meter is being used to measure greater volumes of water than its designed operating capacity, as evidenced by high readings or frequent repairs, the owner will be required to install meter service large enough as determined by Water Distribution Supervisor to properly provide the necessary service. The owner may be required to pay labor and meter costs for the upgrade.

II. INITIATION OF SERVICE

The table below lists maximum flows:

Size of Meter	Maximum flow in Gallons per Minute
5/8 x 3/4 Inch	20
3/4 Inch	30
1 Inch	50
1.5 Inch	100
2 Inch	160
3 Inch	320
4 Inch	500
6 Inch	1,000

6. Service Outside City Limits

In compliance with Resolution 26-1994 of the City Council, all applicants for water service outside the City will be required to begin annexation procedures. All applicants will be required to sign an agreement to file an annexation petition with the appropriate jurisdiction at this time or once the property becomes abutting or contiguous to the City corporation limits. If the petition is not filed within sixty (60) days or the annexation is not completed within one (1) year of the property becoming abutting or contiguous, the City through its Council and administration may, at its option, terminate water service to said property.

7. Separate Meters Required

Water service to two (2) or more separate structures is prohibited and any arrangements of this manner that exist shall be corrected within ninety (90) days of notification to do so by the Office.

Each new structure connected to the City Water System shall have a separate meter.

Exceptions to this regulation must be approved in writing by the Service Director. Failure to comply with this regulation within ninety (90) days of notification to do so will result in water service being terminated.

II. INITIATION OF SERVICE

8. Unlawful Removal of Meter

No person except an authorized City employee shall remove or bypass a water meter. Where a meter is found to have been unlawfully removed or bypassed, the water shall be shut off forthwith and proper charges made for the estimated amount of water used. The water shall not be turned on again until the meter is reinstalled and all fees paid including the estimated usage.

III. BILLING FOR SERVICE

1. Account Responsibility

All accounts are listed in the name of the property owner. Bills may be rendered to a tenant if so ordered by the property owner except in the case of multi-family dwellings which must be billed to the property owner unless a separate service and meter is provided for each dwelling unit.

The property owner is responsible, pursuant to Ohio Revised Code, Section 743.01 through 743.04, for all bills left unpaid by their tenants.

When water charges become delinquent they are a lien against the property and remain a lien until such time as they are paid. Such charges are in the nature of an obligation of the land itself and a subsequent purchaser of the land takes the property subject to the obligation for any unpaid charges. Until such charges are paid, continued water service may be refused.

A person owning multiple pieces of property with accounts in their name may be denied service at one or more properties for delinquency at any location. If delinquent, the City will not allow a new account to be opened by a tenant at that location until account is paid in full.

When the water bill is in the tenant's name and the bill is current, the Office is not permitted to turn the water off to help the owner evict the tenant or help the owner collect his rent.

A change in the name of the person to be billed must be ordered by the property owner or his duly authorized agent. A fee will be assessed each time a change in the billing name is ordered. The amount of the fee is given in the current rate schedule.

2. Billing Schedule

The billing schedule depends upon the service classification as shown below:

Residential - Bimonthly

Commercial - Monthly or bimonthly, as determined by the Office.

Industrial - Monthly

Water bills are due and payable at the Office on or before the twelfth (12th) day of the month or the first business day following the twelfth if the twelfth falls on a holiday or weekend. This is the due date for the net amount of the bill.

If the bill is not paid in the office by the due date, the customer will be charged the gross amount.

III. BILLING FOR SERVICE

3. Delinquency Policy

Bills not paid by the due date are considered delinquent. Customers billed on a monthly basis are mailed a delinquent notice fifteen (15) days after the original bill was mailed notifying them of a final date for payment. Customers billed on a bimonthly basis are mailed a delinquent notice thirty-five (35) days after the original bill was mailed notifying them of a final date for payment. If bills remain unpaid at these final dates, service will be discontinued without further notice. (See Section IV, Turn Off Policy.)

If all charges are not paid within 14 days from the date the water is discontinued, the meter shall be removed and the account considered closed.

4. Adjustment for Leak

All leaks in the Consumers Water System, whether detected by the party to whom the bill is sent or a representative of the City, shall be repaired within seventy-two (72) hours of its detection.

If the leak is detected by a City representative and the leak is not repaired within the required time, is creating a hazard, may cause damage to other property or, in the opinion of the City representative is causing a significant loss of water, water service shall be discontinued until the leak has been repaired.

In the event of an underground leak in the Consumers Water System that is not the result of any negligence on the part of the Consumer or owner of the property, the Consumer's largest bill for the billing period during which the leak occurred will be adjusted upon request by the customer and submission of a copy of the plumber's bill for the repair work to the Office.

The adjustment will be based upon the following formula:

A = Water consumption in billing period during which the leak occurred.

B = Water consumption for normal water used the previous year.

C = 0.5

D = Amount of consumption for which customer will be billed.

$$D = (A - B) \times C + B$$

Only one (1) bill adjustment will be made per Consumer for any given eighteen (18) month period.

III. BILLING FOR SERVICE

5. **Meter Tests**

The Water Distribution Department will test a meter upon request of the Consumer at the Office. If the meter is found to over register by more than two (2) percent, the Consumer's bill for that billing period will be adjusted accordingly.

If the meter is tested and found not to be over-registering by more than two (2) percent, the bill shall be paid as rendered plus a fee for testing the meter. The amount of the fee is provided in the current rate schedule.

6. **Meter Change outs**

Change outs of meters requested by the Consumer will be billed on the basis of the actual cost of labor, materials and equipment plus fifteen (15) percent.

7. **Returned Check Policy**

A fee will be charged for all checks returned from the Consumer's bank. The fee is shown in the current rate schedule.

Consumers will be given one (1) business day for returned checks on current accounts to pick up the check at the Office after being notified that the check has been returned. If the returned check is not picked up within the allotted time, service will be discontinued without further notice. Returned checks submitted for payment on delinquent accounts are subject to immediate termination of service. Additional charges for turning the service off and back on, according to the current rate schedule, will also be imposed.

Consumers who have their service discontinued due to a returned check will not be permitted to write checks to the City for a period of one (1) year following receipt of the returned check.

Should the City receive two (2) returned checks in a two (2) year period, no City Department will accept checks from the Consumer for a period of two (2) years following the most recent returned check.

Consumers who provide proof of overdraft protection on their checking account may have their check writing privilege restored. A Consumer whose check writing privilege is restored, either by overdraft protection or the passage of the two (2) year period, and who is responsible for another returned check will have his check writing privilege revoked forever.

When check writing privileges have been revoked, payment of water bills must be by certified check, money order, cash or credit card through Official Payments.

The City reserves the right to refuse to accept checks from any person for reasons other than the aforementioned.

III. BILLING FOR SERVICE

A Consumer using the Auto-Pay system of the Office who has inadequate funds to cover the transaction or who has the transaction stopped for any reason may have his Auto-Pay service terminated and will be charged the returned check fee shown in the current rate schedule..

IV. TURN OFF POLICY

1. DUE TO NON PAYMENT OF ACCOUNT

After the expiration date on the Delinquent Notice a serviceman will be sent to turn off the service. The serviceman will advise the Consumer that the service is being turned off or, if the Consumer is not at home, he will leave a notice saying that the service has been turned off for nonpayment.

Services turned off for nonpayment will be turned on only after payment of the delinquent bill in full plus a fee for each trip required of the serviceman. All fees are shown in the current rate schedule. The account balance and all fees must be paid by cash, money order, or credit card through Official Payments. No checks will be accepted once water service has been turned off for nonpayment.

Services are not turned off for nonpayment on any day that is followed by a day on which the Office is closed.

An extension of the turn off date on the Consumers Delinquent Notice may be granted if requested by the Consumer in person and if, in the opinion of the Office Manager, the Consumer's past payment record warrants doing so.

Only an employee of the Office is authorized to turn on the service for a Consumer when the service has been discontinued for nonpayment.

2. DUE TO REFUSAL TO COOPERATE WITH ANOTHER CITY DEPARTMENT

Any person who is found to be in violation of a provision of the City of Findlay Zoning Code or Flood Damage Reduction Ordinance; or, who has failed to submit a damage estimate and/or obtain a Flood Development Permit when required to do so; or, is in violation of any section of the City of Findlay codified ordinances directly related to the care, maintenance, and repair of property situated in the City of Findlay, which include but are not limited to violations involving junk motor vehicles, junk on premises and dilapidated structures, may be subject to termination of water service to said affected property. For purposes of this section, the term "person" shall include any owner, tenant, landlord, corporation, partnership, or other legal entity with a legal or equitable interest in said property. If the affected property is "commercial" property, water service necessary and requisite to fire service shall be maintained.

Any compliance issues concerning illegal water or sewer connections will be governed under this turn off policy.

A Compliance Letter itemizing the requirements will be sent to all affected property owners including a date for compliance.

IV. TURN OFF POLICY

After the expiration date on the Compliance Letter, a serviceman will be sent to turn off the service. The serviceman will advise the Consumer that the service is being turned off or, if the Consumer is not home, he will leave a notice saying that the service has been turned off for non-compliance.

Services turned off for non compliance will only be turned on after compliance with the proper Department has been achieved and all reconnect fees are paid. Once water service is suspended, the guidelines in section 1 will be followed until compliance with the Zoning Office, Sewer Maintenance Department or Water Department has been approved.

V. WATER MAIN EXTENSIONS

1. **Within Corporate Limits**

The Service Director will permit the installation of water mains to serve a new real estate subdivision within the corporate limits, which shall be connected to the proper water mains unless this will result in overloading existing mains. In this case permission for connecting to an existing water main may be denied until such time as the necessary corrective measures are taken.

All new water mains and appurtenances shall meet the specifications adopted as standard by the City for the construction and installation of same and with any plans or specifications approved by the City Engineering Department.

2. **Developer's Expenses, Plans And Bond**

All extensions of water mains to serve new real estate subdivisions or any lots within the corporate limits shall be constructed by the developer at his own expense, unless the extension is constructed in accordance with the provision of the Ohio Revised Code regarding assessments. The full cost of the extension includes any and all inspection costs, preparation of plans and estimates and any other related expenses.

The developer shall submit proper plans and estimates for the main, obtain the approval of the City Engineering Department for the plans and estimates and shall construct same in accordance with City regulations relative to the installation of water mains.

The developer shall be required, prior to beginning the installation or construction of proposed mains, to post a bond in an amount to be determined by the City Engineering Department to ensure compliance with the regulations and the proper and complete installation of the water mains.

3. **Outside Corporate Limits**

The Service Director, on authorization by City Council, may permit the installation of water mains beyond the corporate limits provided the water mains meet the specifications adopted as standard by the City and plans and specifications approved by the City Engineering Department.

In all cases, such extensions shall be made in accordance with Section V.1. and V.2. Such extensions shall be affected only by written agreement.

V. WATER MAIN EXTENSIONS

Rights Of City

All water mains installed, whether within or outside the corporate limits shall, on connection with City mains, become the sole property of the City and shall hence forth be maintained by the City which shall exercise exclusive control of same.

The City Engineering Department shall have the right and authority to further extend any water main extension to serve additional properties beyond the original or earlier extension without reimbursement to anyone who may have contributed to the cost of the original or earlier extension.

At locations where water is not available and the property owner/developer desires the use of the public water supply, the property owner/developer shall cause a waterline to be constructed from an existing waterline to, along and/or across the entire parcel that the property owner/developer desires to serve. The entire cost associated with the construction of the waterline, including engineering and approval, shall be borne by the property owner/developer that desires the water service. After construction and acceptance by the City, the waterline becomes the property of the City of Findlay. This line then shall be considered a “rotary line” and eligible for rotary fees that may be in effect at the time of acceptance by the City from future taps.

VI. ROTARY FEE POLICY

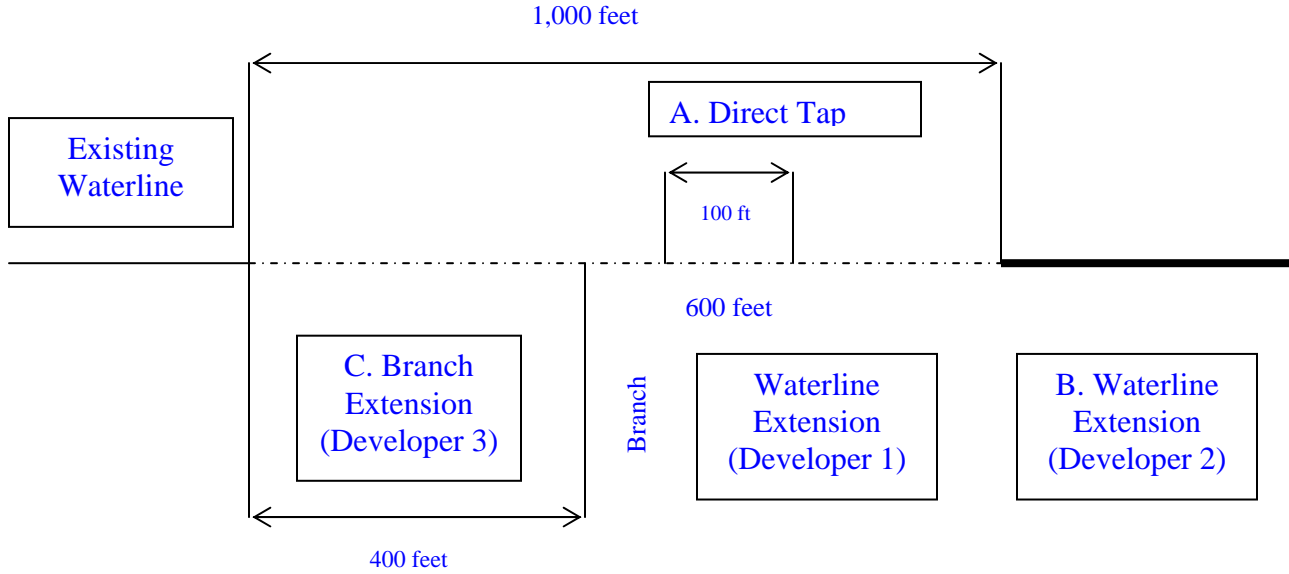
1. A connection charge will be required for new connections to a water main that has previously been extended to, along and/or across a property without an assessment against the property having been made or without cost to the owner of the property at the time the extension was completed. The funds realized from connection charges will be deposited in a rotary water main fund. These charges shall be paid at the time of application for service. Connection charges are provided in Number 7 of this section.
2. Developers or individuals who extend a water main (hereinafter referred to as “extender”) are entitled to be reimbursed from the connection charges collected from property owners who connect to the water main that the extender has installed. If the cost of the project is supplemented by the City or County, the developer or individual will be reimbursed only his proportionate share.
3. Reimbursement will cease twelve years after the water main has been accepted by the City and placed in service. In order for the line to be accepted by the City and eligible for rotary reimbursement, the line must meet the City of Findlay’s Specifications for Water and Sewer Construction.
4. At the time of construction, to be eligible for reimbursement of the rotary, the extender must submit a letter or statement to the City which verifies who is entitled to receive the payment. The statement shall include the extender’s name, mailing address, and location of extension. During the 12 years of rotary eligibility, any change that occurs to the information must be submitted to the City in writing.
5. During the 12-year period, the extender shall be eligible for reimbursement in the amount of 90 percent of the rotary amount collected. Reimbursement will occur only upon written request from the extender. Any request for reimbursement from the rotary water fund must include the extender’s name, mailing address, and location of the extension.
6. The City shall retain 10 percent of the rotary amount collected to cover the City’s cost of maintaining records, construction of new services, and maintenance of existing services.
7. There is established a charge for extensions of and direct tap connections to a water main that has previously been extended to, along and/or across a property without an assessment against the property at the time the extension was completed.
 - A. Direct tap – Twenty-two dollars (\$22.00) per foot of lot frontage
 - B. Extension – Twenty-two dollars (\$22.00) per foot of original extension
 - C. Branch Extension – Twenty-two dollars (\$22.00) per foot using the shorter of the two distances between end connection to branch connection.
 - D. Minimum rate of two hundred dollars (\$200.00) per connection per lot to be served by water facilities owned and operated by the City.

VI. ROTARY FEE POLICY

8. The above rates are base rates which shall be increased or decreased in direct proportion with the increase or decrease of water line construction costs. Council shall approve the rate change only after satisfactory evidence has been presented by the City Engineering Department to justify such changes.

VI. ROTARY FEE POLICY

WATER ROTARY EXAMPLE



- A. Direct tap pays \$2,200 for connection (100 ft @ \$22.00/ft). Developer 1 receives \$1,980 (\$2,200 @ 90%)
- B. Extension (Developer 2) pays \$22,000 (1,000 ft @ \$22.00/ft). Developer 1 receives \$19,800 (\$22,000 @ 90%)
- C. Branch extension (Developer 3) pays \$8,800 (400 ft @ \$22.00/ft). Developer 1 receives \$7,920 (\$8,800 @ 90%)

VII. MISCELLANEOUS PROVISIONS

1. **Right to Interrupt Service**

Whenever the City finds it necessary or convenient for the purpose of making repairs or improvements to the City Water System, it shall have the right to temporarily suspend delivery of water and shall not be liable for any loss or damage occasioned thereby.

Whenever possible, and as time permits, all affected Consumers will be notified prior to such suspension by personal contact and/or news release.

The City shall NOT be liable for interruptions in water service, shortages or insufficiency of supply or pressure, or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war or other cause.

2. **Frozen Meters**

The Water Distribution Department will thaw a meter upon notification that it is frozen. If it is necessary to remove the meter, a bypass will be installed. The Consumer should let the water run in a thin stream continuously, in order to prevent the service from refreezing, until such time as he is notified by the Water Distribution Department that he may cease doing so.

If the Consumer turns the water off before being advised by the Water Distribution Department to do so and the service freezes again, it will be the Consumer's responsibility to obtain the services of a plumber to thaw the service. If the services of a plumber cannot be obtained and a serviceman is required to return to the premises, a fee will be charged. Fees are shown in the current rate schedule.

Bypasses will not be installed when the service is frozen on the Consumer's side of the meter.

3. **Use of Hydrants**

No person except an authorized employee of City shall open, operate or draw water from a fire hydrant.

A special permit for a temporary service connection at a fire hydrant must be applied for at Water Distribution Department, subject to the approval of the Water Distribution Department Supervisor. All charges for such connections must be paid at the time of application. The service will be metered and the water used will be billed at the regular prevailing rate. All charges are shown in the current rate schedule.

Any damage to the fire hydrant resulting from the installation of the temporary service connection shall be the responsibility of the person holding the permit, who will be billed for the cost of repairing or replacing the fire hydrant.

VII. MISCELLANEOUS PROVISIONS

4. Hydrants Outside the Corporate Limits

Fire hydrants located outside the corporate limits of the City and within the public right of way will be billed to the Township Fire Department or the Consumers served by them.

If billed to the Township Fire Department, the charge shall be prepaid for the full year no later than April 30 of the service year. If billing is to the Consumer, the charge will appear on their regular monthly or bimonthly bill. All charges are shown in the current rate schedule.

Service may be provided to Township Fire Departments from fire hydrants located within the corporate limits of the City upon request. Charges for this service shall be as stated above.

5. Filling of Swimming Pools

Residential swimming pools may be filled from a hydrant by the Findlay Water Distribution Department upon receiving a permit from the Water Distribution Department. The fee for the permit is provided in the current rate schedule.

The fee to fill a nonresidential swimming pool will be calculated by determining the volume of water, in hundred cubic feet, to fill the pool multiplied by the current rate per hundred cubic feet plus the applicable permit fee.

6. Damage to Water System Facilities

Any damage to the facilities of the City Water System will be repaired by the Water Distribution Department and the cost of the repairs billed to the responsible person and/or the property owner.

The City reserves the right to require proper maintenance and/or repairs of all systems not under its control that may affect the proper operation of the City Water System. Failure to effect said maintenance and/or repairs within thirty (30) days of notification to do so will result in discontinuance of service.

VII. MISCELLANEOUS PROVISIONS

7. Testing of New Water Lines

All new water lines larger than two (2) inches in diameter shall be bacteriologically and hydrostatically tested in accordance with AWWA C650 and C651. Bacteriological sampling and testing must be performed by the City's State licensed and approved laboratory. The laboratory must be notified twenty-four (24) hours in advance between 8:00 A.M and 4:00 P.M. on Monday, Tuesday or Wednesday. There is a fee for all tests. The amount of the fee is provided in the current rate schedule.

The first test includes both samples unless the first sample fails. If either sample fails and additional testing is deemed necessary, the laboratory will run the additional tests for the fees stated in the current rate schedule.

If re-disinfection is determined by the Water Distribution Department Supervisor to be necessary, all additional water for flushing the water main will be metered and charged to the contractor in the manner described in Section VII.3. for a temporary service connection.

8. Standby Fire Service Lines

Standby fire service lines may supply fire hydrants, sprinkler systems or standpipes established by the property owner. Charges for standby fire service lines outside the corporate limits will be billed to the owner of the property served. Charges shall be as shown in the current rate schedule.

9. Combination Lines

Combination lines are not an acceptable practice. All domestic, irrigation, and Standby Fire lines will be separate connections at the City main line.

Any meter that registers water already measured by another meter SHALL NOT be installed, read, or serviced by the Office or Water Distribution Department. All existing re-meters owned and serviced by the Office or Water Distribution Department, upon proper notification and reasonable length of time, will be removed by the Office or Water Distribution Department.

VII. MISCELLANEOUS PROVISIONS

10. Oversize Main Policy

The minimum size for new water mains is established by the City as six (6) inches in diameter.

The size (diameter) of the proposed waterline shall be approved by the City Administration. If it is determined that the City requires a waterline larger in diameter than needed by the proposed development, the difference in the cost of MATERIALS will be paid by the City to the property owner/developer, provided:

- 1) That the property owner/developer requests said reimbursement,
- 2) The request for said reimbursement is approved by City Council and the Administration, and
- 3) That the actual difference in MATERIAL costs is clearly documented and the request for payment is submitted in a timely manner (No more than six (6) months after acceptance of the waterline by the City).

Reimbursement under the rotary fee policy of Section VI will be based upon the project cost exclusive of over sizing costs.

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

These rules on cross-connection and backflow prevention are intended to cover as many cases as possible but cannot cover every instance. It is, therefore, recommended that the owner or his representative contact the Plant Superintendent or the Water Distribution Department Supervisor for details on each specific instance, before beginning of construction.

Section 1. Cross Connection Control - General Policy

- A. Purpose. The purpose of these Rules and Regulations is:
1. To protect the City potable water supply from contamination or pollution by isolating within the consumer's water system contaminants or pollutants which could backflow through the service connection into the City potable water system.
 2. To promote the elimination or control of existing cross connections, actual or potential, between the City or consumer's potable water system and nonpotable 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 City and consumer's potable water systems.
- B. Application. These Rules and Regulations shall apply to all premises served by the City potable water system.
- C. Policy. The Plant Superintendent and the Water Distribution Department Supervisor shall be responsible for protection of the City potable water system from contamination due to backflow of contaminants through the water service connection. If, in the judgment of the Plant Superintendent or the Water Distribution Department Supervisor, or their authorized representative, a cross-connection or backflow situation is possible the consumer shall be given notice to install such approved backflow prevention assembly at each service connection to the premises. The consumer shall immediately install such approved assembly or assemblies at his own expense, and 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.

Section 2. Cross Connection Prohibited

- A. No water service connection shall be installed or maintained to any premises where actual or potential cross connections to the City potable or consumer's water system may exist unless such actual or potential cross connections are abated or controlled to the satisfaction of the Plant Superintendent or Water Distribution Department Supervisor.

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

- B. No connection shall be installed or maintained whereby an auxiliary water supply may enter the City potable or consumer's water system unless such auxiliary water supply and the method of connection and use of such supply shall have been approved by the Plant Superintendent, the Water Distribution Department Supervisor and by the Director as required by Section 6111.15 of the Ohio Revised Code and #3745-95 of the Ohio Administrative Code.

Section 3. Survey and Investigations

- A. The consumer's premises shall be open at all reasonable times to the Plant Superintendent and the Water Distribution Department Supervisor, or their authorized representative, for the conduction of surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross connections to the consumer's water system through which contaminated or pollutants could backflow into the City potable water system.
- B. On request by the Plant Superintendent or the Water Distribution Department Supervisor, or their authorized representative, the consumer shall furnish information on water use practices within his premises.
- C. It shall be the responsibility of the water consumer to conduct periodic surveys of water use practices on his premises to determine whether there are actual or potential cross connections to his water system through which contaminants or pollutants could backflow into his or the City potable water system.

Section 4. Where Protection is Required.

An approved backflow prevention assembly shall be installed on each service line to a consumer's water system serving premises where the following conditions exist:

- A. Premises having an auxiliary water supply, unless such auxiliary supply is accepted as an additional source by the Plant Superintendent, the Water Distribution Department Supervisor and the source is approved by the OEPA.
- B. Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the City potable water system. This shall include premises having sources or systems containing process fluids or waters originating from the City potable water system which are no longer under the sanitary control of the Plant Superintendent or the Water Distribution Department Supervisor.
- C. Premises having internal cross connections that, in the judgment of the Plant Superintendent or the Water Distribution Department Supervisor, are not correctable or intricate plumbing arrangements which made it impractical to determine whether or not cross connections exist.
- D. Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross connection survey.

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

- E. Premises having a repeated history of cross connections being established or re-established.
- F. Others specified by the Plant Superintendent or the Water Distribution Department Supervisor or the Director.
- G. An approved backflow prevention assembly shall be installed on each service line to a consumer's water system service, but not necessarily limited to the following types of facilities, unless the Plant Superintendent or the Water Distribution Department Supervisor or the Director determines that no actual or potential hazard to the City potable water system exists.
 - 1. Hospitals, mortuaries, clinics, nursing homes.
 - 2. Laboratories.
 - 3. Piers, docks, waterfront facilities.
 - 4. Sewage treatment plants, sewage pumping station or storm water pumping station.
 - 5. Food or beverage processing plants.
 - 6. Chemical plants.
 - 7. Metal plating industries.
 - 8. Petroleum processing or storage plants.
 - 9. Radioactive material processing plants or nuclear reactors.
 - 10. Car wash.
 - 11. Lawn Irrigation Systems. Lawn irrigation systems must be equipped with an approved backflow and be tested within 10 days after the meter is reset in the spring. Lawn irrigation systems where the meter is not removed during the winter months must comply with the Inspection and Maintenance Schedule in Section 8.
 - 12. All water services that are not a residential one family dwelling, two family dwelling or three family dwelling shall install an approved backflow prevention assembly.
- H. An approved backflow prevention assembly shall be installed at any point of connection between the City potable or consumer's water system and an auxiliary water supply, unless such auxiliary supply is accepted as an additional source by the Plant Superintendent, the Water Distribution Department Supervisor and the source is approved by the OEPA.

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

- I. Backflow Prevention is required on all fire lines. Each fire line and/or fire prevention system will be considered separately for the purposes of determining what backflow prevention assembly is required.
- J. An approved backflow prevention assembly shall be installed on each service line to a consumer's water system serving premises where, in the judgment of the Plant Superintendent, the Water Distribution Department Supervisor or the Director, actual or potential hazards to the City potable water system exist.

Section 5. Type of Protection Required

- A. The type of protection required under IX Section 4 (A), (B), (C), (D), (E), (F), (G) and (J) of these regulations shall depend on the degree of hazard which exists as follows:
 - 1. An approved air gap separation shall be installed where the City potable water system may be contaminated with substances that could cause a severe health hazard.
 - 2. An approved air gap separation or an approved reduced pressure principle backflow prevention assembly shall be installed where the City potable water system may be contaminated with a substance that could cause a system or health hazard.
- B. The type of protection required under IX Section 4 (H) of these regulations shall be an approved air gap separation or an approved interchangeable connection.
- C. Where an auxiliary water supply is used as a secondary source of water for a fire protection system, the provisions of IX Section 5 (B) for an approved air gap separation or an approved interchangeable connection may not be required providing:
 - 1. At premises where the auxiliary water supply may be contaminated with substances that could cause a system or health hazard, the City or consumer's potable water system shall be protected against backflow by installation of an approved reduced pressure principle backflow prevention assembly.
 - 2. At all other premises, the City or consumer's potable water system shall be protected against backflow by installation of either an approved reduced pressure principle backflow prevention assembly or an approved double check valve assembly.
 - 3. The City or consumer's potable water system shall be the primary source of water for the fire protection system.
 - 4. The fire protection system shall be normally filled with water from the City or consumer's potable water system.

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

5. The water in the fire protection system shall be used for fire protection only with no regular use of water from the fire protection system downstream from the approved backflow prevention assembly.
 6. The water in the fire protection system shall contain no additives.
- D. Protection required on fire lines is as follows:
1. The minimum requirement for a fire line is an approved double check detector check valve assembly with approved bypass meter.
 2. A fire line with an auxiliary supply (ponds, wells, any water supply other than from the city water system) or additives included in the fire line will require a reduced pressure back flow prevention assembly.
 3. If at any time it is found that a fire line has been altered to include any of the above conditions or if a fire line has been connected to for purposes other than fire protection, an approved back flow prevention assembly will be required to be installed immediately. Water service shall be discontinued at the time such alteration is discovered and not reconnected until such time as the required corrections have been completed.
 4. If a single tap is supplying both fire suppression and domestic water to a building or facility, the fire line and domestic line will be considered separate for the purpose of determining the necessity of backflow prevention assemblies. Under all circumstances both lines will require a back flow prevention assembly.

Section 6. Backflow Prevention Assemblies

Any backflow prevention assembly required by these rules and regulations shall be of a model or construction approved by the Director and shall comply with the following:

- A. A double check valve assembly or a reduced pressure principle backflow prevention assembly shall appear on the current "list of approved backflow prevention assemblies" of the OEPA. A current list is available at the Plant or Water Distribution Department.
- B. To be approved by Plant Superintendent and Water Distribution Department Supervisor
 1. An air gap separation shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of the vessel, but in no case less than one inch (1").
 2. An interchangeable connection shall be a four-way valve of the lubricated plug type that operates through a mechanism which unseats the plug, turns it ninety (90) 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 valve. The tell-tale port

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

on the four-way valve shall have no piping connected and the threads or flange on this port shall be destroyed so that a connection cannot be made. Any interchangeable connection shall have an approved backflow prevention assembly on each line.

- C. Existing backflow prevention assemblies approved by the Plant Superintendent, the Water Distribution Department Supervisor or the OEPA at the time of installation and properly maintained shall, except for inspection and maintenance requirements, be excluded from the requirement of IX Section 6 (A), (B) and (C) of this regulation providing the Plant Superintendent and the Water Distribution Department Supervisor are assured that they will satisfactorily protect the City potable water system. Whenever the existing assembly is moved from the present location or requires more than minimum maintenance or when the Plant Superintendent and the Water Distribution Department Supervisor finds that the maintenance of the assembly constitutes a hazard to health, the assembly shall be replaced by a backflow prevention assembly meeting the requirements of these regulations.

Section 7. Installation

- A. Backflow prevention assemblies required by these rules and regulations shall be installed at a location and in a manner approved by the Plant Superintendent or the Water Distribution Department Supervisor and shall be installed by and at the expense of the water consumer. In addition, any backflow prevention assembly required by IX Section 4 (A), (B), (C), (D), (E), (F), and (G) of these regulations shall be installed at a location and in a manner approved by the Plant Superintendent and the Water Distribution Department Supervisor as required by Section 6111.15 of the Ohio Revised Code & #3745-95 of the Ohio Administrative Code.
- B. Backflow prevention assemblies installed on the service line to a consumer's water system shall be located on the consumer's side of the water meter, as close to the meter as is reasonably practical, and prior to any other connection.
- C. Pits or vaults will generally not be approved for the installation of any backflow prevention assembly. However, retrofit of an existing fire suppression system with double check detector check backflow prevention assembly may be allowed in a pit or vault if the pit or vault already exists and the pit or vault meets all the following requirements:
 - 1. Pits or vaults shall be of water-tight construction, be so located and constructed as to prevent flooding and shall be maintained free from standing water by means of either a sump pump or a suitable drain. Such sump pump or drain shall not connect to a sanitary sewer nor permit flooding of the pit or vault by reverse flow from its point of discharge. An access ladder and adequate natural or artificial lighting shall be provided to permit maintenance inspection and testing of the backflow prevention assembly.
 - 2. If a pit or vault is approved, it shall be understood that when a major system renovation is undertaken these double check detector check backflow prevention

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

assemblies will be moved out of the pit or vault to a suitable location approved by the Water Distribution Department Supervisor.

Section 8. Inspection and Maintenance

- A. It shall be the duty of the property owner at any premises on which backflow prevention assemblies required by these regulations are installed to have inspection, tests and overhaul made in accordance with the following schedule or more often where inspections indicate a need.
1. Air separation shall be inspected at time of installation and at least every twelve (12) months thereafter.
 2.
 - a. Double check valve assemblies shall be inspected and tested for tightness at time of installation and at least every twelve (12) months thereafter.
 - b. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every thirty (30) months.
 3.
 - a. Reduced pressure principle backflow prevention assemblies shall be inspected and tested for tightness at time of installation and at least every twelve (12) months thereafter.
 - b. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every five (5) years.
 4. An interchangeable connection shall be inspected at time of installation and at least every twelve (12) months thereafter.
- B. Inspections, tests and overhaul of backflow prevention assemblies shall be made at the expense of the property owner and shall be performed by a person approved by the Plant Superintendent or the Water Distribution Department Supervisor as qualified to inspect, test and overhaul backflow prevention assemblies. This person will be known as a certified backflow tester. The certified backflow tester must turn in the backflow test and the required test fees together at the time of submission. The test fees are shown in the current rate schedule for the Health Department/Plumbing Division.
- C. The property owner must maintain a complete record of each backflow prevention assembly from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections and repairs. A copy of the records of inspections, tests, repairs and overhaul shall be submitted to the Plant Superintendent or the Water Distribution Department Supervisor.
- D. Whenever backflow prevention assemblies required by these regulations are found to be defective, they shall be repaired or replaced at the expense of the property owner without

VIII. CROSS CONNECTION AND BACKFLOW PREVENTION

delay and copies of the repairs or replacements must be submitted to the Plant Superintendent or the Water Distribution Department Supervisor.

- E. Backflow prevention assemblies shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the Plant Superintendent or the Water Distribution Department Supervisor.

Section 9. Booster Pumps

- A. No person shall install or maintain a water service connection to any one, two or three family dwelling where a booster pump has been installed, unless an air gap separation is provided.
- B. Where a booster pump has been installed 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 on the suction side of the pump drops to ten (10) pounds per square inch gauge or less.
- C. It shall be the duty of the property owner to maintain the low pressure cut-off device in proper working order and to certify to the Plant Superintendent or the Water Distribution Department Supervisor, at least once every twelve (12) months, that the device is operable.

Section 10. Violations

- A. The Plant Superintendent or the Water Distribution Department Supervisor shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow prevention assembly required by these regulations is not installed, tested and maintained in a manner acceptable to the Plant Superintendent or the Water Distribution Department Supervisor, if it is found that the backflow prevention assembly has been removed or by-passed, or if an unprotected cross connection exists on the premises, or if a low pressure cut-off required by these regulations is not installed and maintained in working order.
- B. Water service to such premises shall not be restored until the property owner has corrected or eliminated such conditions or defects in conformance with these regulations and to the satisfaction of the Plant Superintendent or the Water Distribution Department Supervisor.

TECHNICAL REQUIREMENTS

WATER SYSTEM

CITY OF FINDLAY, OHIO

IX TECHNICAL REQUIREMENTS

TABLE OF CONTENTS

I. DEFINITIONS.....	1
II. WATER SERVICE INSTALLATION.....	6
III. METERS.....	9
IV. FIRE HYDRANTS AND FIRE PROTECTION SYSTEMS.....	11

I. DEFINITIONS

1. “AIR GAP SEPARATION” means the unobstructed vertical distance through the atmosphere between the lowest opening from any pipe or faucet to supply water to a tank, plumbing fixture or other device and the flood level or rim of the receptacle.
2. “APPROVED”, when in connection with backflow prevention, means that a backflow prevention assembly or method had been accepted by the City and the Director as suitable for the proposed use.
3. “AUXILIARY WATER SYSTEM” means any water system on or available to the premises, other than the City Water System, including the water supplied by the auxiliary system. An auxiliary water system may include water from another provider’s public water system; or water from a source such as wells, lakes, streams, or process fluids; or used water.
4. “BACKFLOW” means the flow of water or other liquids, mixtures, or substances into the distribution system of a potable water supply from any source.
5. “BACKFLOW PREVENTION ASSEMBLY” means any assembly method, or type of construction, intended to prevent backflow into a potable water system.
6. “CITY” means City of Findlay, Ohio.
7. “CITY WATER SYSTEM” means the City of Findlay Potable Water System which is subject to Ohio Revised Code, Chapter 69. The City Water System consists of the source facilities (reservoirs), treatment facilities and distribution system, and shall include all those facilities of the potable water system under the control of the Service Director up to the point of the Consumer’s Water System. The City Water System ends at the downstream side of the meter or the downstream side of the tapping/gate valve on unmetered firelines.
8. “COMBINATION LINES” are defined as those water line extensions constructed on private property both for the purpose of fire fighting and domestic water supply. These are no longer

I. DEFINITIONS

allowed and will not be installed as such. Fire lines must be separate from domestic service lines.

9. “COMMERCIAL CUSTOMER” means any business engaged in retail, wholesale, personal services, repair services or any other activity which does not involve the mass production or manufacture of a commodity on the premises.
10. “CONSUMER” means the owner or person in control of any premises supplied by or in any manner connected to the City Water System.
11. “CONSUMER’S WATER SYSTEM” means any water system, located on the Consumer’s premises, supplied by, or in any manner connected, to the City Water System. A household plumbing system is considered to be a Consumer’s Water System.
12. “CONTAMINATION” means an impairment of the quality of the water by sewage, process fluids or waste to a degree which could create an actual hazard to the public health.
13. “CROSS-CONNECTION” means any arrangement whereby the City’s potable water can come into contact with any substance foreign to that water.
14. “DEGREE OF HAZARD” is a term derived from an evaluation of the potential risk to health and the adverse effect upon the potable water system.
15. “DIRECTOR” means Ohio EPA Director.
16. “DOUBLE DETECTOR CHECK VALVE ASSEMBLY” means an assembly composed of two single, independently acting, check valves including tightly closing shutoff valves located at each end of the assembly, suitable connection for testing the water-tightness of each check valve, and an approved by-pass meter installed for detection of low flows.
17. “ENGINEERING DEPARTMENT” means The City of Findlay Engineering Department.

I. DEFINITIONS

18. "HEALTH HAZARD" means any condition, device, or practice in a water system or its operation that creates, or could create, a danger to the health and well being of users.
19. "INDUSTRIAL CUSTOMER" means any business engaged in manufacturing, processing or fabrication of products to be wholesaled or retailed off site.
20. "INTERCHANGEABLE CONNECTION" means an arrangement or device that will allow alternate but not simultaneous use of two sources of water.
21. "NON-POTABLE WATER" means water not safe for drinking, culinary or domestic use.
22. "OEPA" means Ohio Environmental Protection Agency.
23. "OFFICE" means Water & Wastewater Utility Billing Office.
24. "OFFICE MANAGER" means the Utilities Billing Supervisor.
25. "PERSON" means the state, any political subdivision, public or private corporation, individual, partnership, or other legal entity.
26. "PLANT" means Water Treatment Plant.
27. "PLANT SUPERINTENDENT" means Water Treatment Superintendent.
28. "POLLUTION" means the presence in water of any foreign substance that tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such waters for domestic use.
29. "POLLUTIONAL HAZARD" means a condition through which an aesthetically objectionable or degrading material not dangerous to health may enter the City Water System or a Consumer's Water System.
30. "POTABLE WATER" means water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the OEPA.

I. DEFINITIONS

31. “PROCESS FLUIDS” means any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, pollutional, or system hazard if introduced into the City or Consumer’s potable water system. This includes, but is not limited to:
- a. polluted or contaminated waters;
 - b. process waters;
 - c. used waters originating from the City Water System which may have deteriorated in sanitary quality;
 - d. cooling waters;
 - e. contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
 - f. chemicals in solution or suspension;
 - g. oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes, or for fire fighting purposes.
32. “REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY” means an assembly containing a minimum of two independently acting check valves together with an automatically operated pressure differential relief valve located between the two check valves.
33. “RESIDENTIAL CUSTOMER” means personal homes or buildings used for human habitat including townhouses, apartments, condominiums, dormitories, etc.
34. “SERVICE CONNECTION” means the terminal end of a service line from the City Water System. If a meter is installed at the end of the service, then the service connection means the downstream end of the meter.
35. “SERVICE DIRECTOR” means City of Findlay Service Director.

I. DEFINITIONS

36. “STANDBY FIRE SERVICE LINES” are defined as those water line extensions constructed on private property for the sole purpose of fire fighting.
37. “SUPERVISOR” means Water Distribution Department Supervisor.
38. “SYSTEM HAZARD” means a condition posing an actual or potential threat of damage to the facilities of the City Water System or a Consumer’s Water System.
39. “USED WATER” means any water supplied by a water purveyor from a public water system to a Consumer’s water system after it has passed through the service connection and is no longer under the control of the water purveyor.
40. “WATER PROVIDER” means the City of Findlay Water System.

II. WATER SERVICE INSTALLATION

1. All connections, taps and services, up to and including two (2) inches, from mains to curb stops must be made by an employee of the Water Distribution Department. Applicant shall install the service from the building to a point approximately seven (7) feet into the right-of-way, between the sidewalk and curb where the meter setting will be installed by the Water Distribution Department. If a customer's service is short of this point for any reason the service will not be installed.

2. Applicant's service should be in front of the structure and have a minimum cover of forty eight (48) inches, avoiding driveways, large trees and sidewalks, and be installed with a controlling valve. The Water Distribution Department will make the tap and the owner or contractor shall install any service larger than two (2) inches.

3. No plastic piping is allowed in the City Water System. All services up to and including two (2) inches, shall be copper pipe. Any service larger than two (2) inches shall be ductile cast iron. Any exceptions to this rule must be approved by the Water Distribution Department.

4. All proposed service locations shall be identified by owner, applicant or contractor with permit number, address or lot number on a sign, or other means to insure the proper service is installed. A grade stake shall also be provided, by the owner of the property or his contractor, to show final grade of the yard in the area where the meter is to be installed, before the Water Distribution Department will complete the service. A sidewalk stake shall be provided by the owner of the property or his contractor, to show where the sidewalk will

II. WATER SERVICE INSTALLATION

be installed. The owner of the property, or his authorized agent, must meet the personnel of the Water Distribution Department at the site before installation of the meter will take place.

5. When the Water Distribution Department is notified that a new service is ready for installation there will be a minimum of two (2) working days delay. This will allow the Ohio Utilities Protection Service, in accordance with the laws of the State of Ohio, time to notify all utilities involved so that they can mark their underground utilities.
6. If the Water Distribution Department goes to the job site and applicant is not in compliance with one of the rules and regulations covered herein, the service will not be installed and a trip fee will be charged for returning to complete the service. Billing for water service will begin the day the tap is completed and meter set.
7. When there are multiple service lines to be installed at the same location (duplex, tri-plex, or more), each service line must be marked as to what unit they will serve. They must be plumbed so that they are complete in each unit and we can verify when the water is turned on as to what unit the service line serves. A blind service line with a valve on it in a crawl space will not be accepted as a finished unit.
8. Taps larger than two (2) inches for service lines, fire lines, or a combination of both must be performed by the Water Distribution Department. The tapping sleeve, valve and line shall be installed by the owner or his/her contractor. All tapping sleeves shall be ductile cast iron, or

II. WATER SERVICE INSTALLATION

cast iron, gates shall open clockwise (red nut). The only approved tap sizes are ¾", 1", 1 ½", 2", 4", 6", 8", 10", and 12".

9. All services shall be provided with a fully operational stop where it enters the building, easily accessible and so installed that the water can be shut off by the owner or tenant. If the building has no fully operational stop and the Water Distribution Department or Office has to turn the water off for repairs, the water will not be turned back on until such stop is installed and approved by either the Water Distribution Department or the Office.

10. Water service to two (2) or more separate structures is prohibited and any arrangements of this manner shall be corrected within ninety (90) days of notification to do so.
 - a. The relocation of any water main, fire hydrant, service line, or meter setting up to and including two (2) inches must be approved by the Engineering Department and the Water Distribution Department. Work will be done by the Water Distribution Department and the total cost of relocation will be charged to the party or parties requesting the change. Any service line, privately owned fire hydrants, private mains, or mains that are not to be installed on City right-of-way or utility easement must be approved by the Water Distribution Department and the work done by the Consumer or contractor.
 - b. When any renovation is done to an existing building, all backflow prevention requirements of the State Plumbing Code and OEPA must be met.

11. Curb stops, valve boxes and meter pits may be used by City Water System employees and plumbers registered by the City to shut off water for repair. Any damage to curb stops by the

II. WATER SERVICE INSTALLATION

plumber will be repaired by the Water Distribution Department and the cost charged to the property owner.

II. METERS

1. The Water Distribution Department installs all meters up to and including two (2) inches. All meters larger than two (2) inches and all size meters for detector checks shall be provided and installed inside the structure by the property owner, with the prior approval of the Water Distribution Department. The meters will be inspected by the Water Distribution Department after they have been installed. All meters set inside the structure shall be Badger Low Profile with Absolute Digital Encoder (ADE) head in cubic feet. All material for meters set inside shall be supplied by the owner or his/her contractor. Meter sizes 5/8", 3/4", 1", 1 1/2", and 2" shall be installed in a pit with copper and brass materials. Meters larger than two (2) inches shall be flanged ductile cast iron. Compound meters shall be Neptune Tru-flo with Pro Read radio read head.
2. All meters shall have cubic foot gears and registers. Once the meters are connected to the City's Water System they become the property of the City Water System. Any damage, due to carelessness or neglect of the water Consumer, or his agent or contractor, will be charged to the property owner. All meters will be maintained by the City for as long as possible. If the meter starts to fail and can no longer be repaired by the City, the owner shall be notified that the meter no longer registers correctly and must be replaced at the owner's expense. Any changeout of meters larger than two (2) inches shall be performed by a contractor approved by the City at the expense of the property owner.
3. All meters are to be installed in the street right-of-way or utility easement by the Water Distribution Department, unless an alternate location is approved by the Supervisor or his authorized representative prior to installation. Where the meter is inside a structure and prior

II. METERS

approval has been obtained from the Supervisor the service shall have a corporation stop at the main and a curb stop outside of the structure. The curb stop location must be approved by the Water Distribution Department.

4. The property owner will be charged for the labor, equipment and material cost of any pit installed by Water Distribution Department for services larger than 3/4". Any meter pit larger than four (4) foot diameter round ring type shall be installed by the owner and must have prior approval of the Water Distribution Department for the type of pit, pit size, pit location, lid weight and the position of the meter in the pit before the pit is installed. All pits installed by the owner shall be maintained by the owner.
5. Meters shall be easily accessible and shall not be hidden or covered with building materials, boxes, or any other obstruction.

IV. FIRE HYDRANTS AND FIRE PROTECTION SYSTEMS

1. Fire hydrants installed on the City's Water System must be purchased from the City. Hydrants installed in connection with new waterline construction may be installed by the contractor.
2. Hydrants connected to existing City mains will require a tapping gate and sleeve to be furnished and installed by the person requesting the hydrant. The charge for performing the tap and hydrant installation will be based on the actual cost of labor, materials and equipment plus fifteen (15) percent.
3. All fire lines must have a double detector check valve with a cubic feet detector meter approved by the Water Distribution Department and provided by the owner. All meters must be inspected by and approved by the Water Distribution Department. Once installed, the meters become the property of the City and will be maintained by the Water Distribution Department. All meters installed on firelines shall be Badger Low Profile with ADE head measuring in cubic feet.
4. Maintenance and repair of Standby Fire Service Lines and Combination Lines shall be at the expense of the owner of the property.
5. All proposed Fire lines connected to the City's Water System must have prior plan approval by the Water Distribution Department, Engineering Department, Fire Department and the Health Department before connections to the City Water System will be made. The owner

IV. FIRE HYDRANTS AND FIRE PROTECTION SYSTEMS

shall be responsible for all repairs to this fire line up to and including the tapping sleeve and tapping valve. All repairs must be performed by an Ohio licensed underground fire installer.

6. If there is a request for fire hydrants to be installed on a private fire line, prior approval must be obtained from the Water distribution Department, Engineering Department, and the Fire Department. If approval is granted, the contractor may install a purchased hydrant from the Water Distribution Department. The City shall perform all annual maintenance on this hydrant at no charge to the owner of the private fire line.

7. The Water Distribution Department reserves the right to discontinue this service for any violation of the rules of the Department. The use of a sprinkling system for any purpose other than in the case of a fire or accident must have the approval of the Supervisor. The City is not liable for damages caused by water used for fire fighting purposes or as a result of the malfunction of the sprinkler system.