

SALEM UTILITIES DEPARTMENT

City of Salem, Ohio

Page 1

WATER and SANITARY SEWER SERVICE APPLICATION

Complete Application [type or print only]

Application Number _____

[by: Salem Utilities Department]

Applicant's Name: _____
Applicant's Address: _____

City _____ State _____ Zip Code _____

Applicant's Telephone Home () _____ / Work () _____
FAX () _____ / E-Mail Address _____

PROPERTY OWNER

Current address of property owner requesting to be served with water or sanitary sewer service:

Owner's Name: _____
Owner's Address: _____

City _____ State _____ Zip Code _____

Property Owners's Telephone Home () _____ / Work () _____
FAX () _____ / E-Mail Address _____

Property owners who are requesting water or sanitary sewer services from the City of Salem whose property is in whole or in part outside the City limits yet contiguous to the City of Salem shall first annex into the City of Salem before receiving a water or sanitary sewer service tap-in.

Property owners whose property is exclusively outside the limits of the City of Salem, but whose property is contiguous to an existing City water main or City sanitary sewer main or any such water or sanitary sewer main constructed in the future, may make application for water or sanitary sewer service with the Salem Utilities Department and if the application is approved, said property owner shall provide a deed restriction agreeing to annex into the City of Salem at such time as the property being served becomes contiguous to the City limits. The deed restriction shall be in the exact form provided by the Salem Utilities Department. Upon approval of the deed restriction by the Salem Utilities Department, the property owner shall have said restriction recorded on the property owner's deed at the respective County Recorder's Office with jurisdiction over said property and a copy of the recording of the deed restriction shall be delivered to the Salem Utilities Department together with the payment of the appropriate fees before the water or sanitary sewer tap-in is made. The property owner shall be required to begin the process of annexation to the City of Salem within ninety (90) days of said property becoming contiguous to the City and shall be required to cooperate and participate with the City and other adjacent or contiguous property owners by signing an application for annexation pursuant to any mass or multiple property annexation which can or should result in said owner's property becoming contiguous to the City of Salem.

Salem City Ordinance No. 090203-07

PROPERTY ADDRESS

Address of property to be served with water or sanitary sewer service:

Address of Property: _____

City _____ State _____ Zip Code _____

Inside Salem City Limit Outside Salem City Limit

Township _____ County _____

Parcel Number _____

SALEM UTILITIES DEPARTMENT

WATER and SANITARY SEWER SERVICE APPLICATION

Complete Application [print or type only]

Page 2

INFORMATION TO BE PROVIDED BY OWNER

- | | | | |
|--------------------------|-------------|------------|------------|
| * Copy of Property Deed | Yes | No | |
| * Detailed Site Plan | Yes | No | |
| * House or Building Plan | Yes | No | |
| * Type of Building | Residential | Commercial | Industrial |
| * Type of Construction | Wood Frame | Masonry | Steel |
| Other [Provide details] | _____ | | |

Commercial or Industrial Owners

Number of Occupants _____ Number of Employees _____

WATER USE

Domestic Manufacturing Cooling Agriculture

Other [Explain] _____

Lawn Irrigation Water Use:

- Owner must complete a **“Lawn Irrigation Water Application”**.

Industrial Water User: Daily expected water use: _____ Gallons

Industrial - Commercial Fire Suppression System Requirements:

- Owner must complete a **“Fire Suppression Water Use Application”**.

SANITARY SEWER USE – TYPE OF WASTE

Domestic Manufacturing Commercial

Other [Explain] _____

Industrial and Commercial Sanitary Sewer User:

- Industrial Sanitary Sewer User must complete and return an ***“Industrial Wastewater Discharge Permit Application in addition to this application.”***

Signature of Owner	Signature of Agent
Print or Type Owner’s Name	Print or Type Agent’s Name

APPLICATION APPROVAL

_____ Date _____	_____ Date _____
Salem Utilities Department Accounting	Chairman, Salem Utilities Commission
_____ Date _____	_____ Date _____
Salem Utilities Department Distribution/Collection	Vice Chairman, Salem Utilities Commission
_____ Date _____	_____ Date _____
Superintendent of Utilities	Member, Salem Utilities Commission

THE SALEM UTILITIES DEPARTMENT
WATER / SANITARY SEWER APPLICATION INFORMATION

CITY OF SALEM
231 South Broadway Avenue
Salem, Ohio 44460

Telephone (330) 337-8723
Fax (330) 332-9615

Two (2) Weeks shall be allowed for Review and Approval of Application

APPLICATION INDEX

CUSTOMER COPY

1. Payment of Fees
2. Architectural / Engineering Drawings
3. Property Site Plan
4. Deed Restriction Required for Non-City Residence
5. Zoning Permit Issuance Notice [City of Salem]
6. Water Main Tapping Charges
7. Water Main Service Taps Larger Than One (1) Inch Cost
8. Water Meter Reading Equipment
9. Water Backflow Equipment Requirement
10. Customer Water Service Line Materials, ¾ to 2 Inch Diameter
11. Water Service Required for Multiple Dwellings
12. Private Development or Community
13. Sanitary Sewer Inspection Fees
14. Sanitary Sewer Lateral
15. Sampling Manhole Required [Commercial, Industrial Services]
16. Industrial Discharge Application Required
17. Water or Sanitary Sewer Mains Constructed on Public Right-Away or Dedicated Easement
18. Water or Sanitary Sewer "Construction Cost Recovery"
19. "As Constructed Drawings" Required, for Industrial or Commercial
20. Owner's Responsibility For Water or Sanitary Sewer Service Usage Bill
21. Understanding of Water and Sanitary Sewer Service Rules and Regulation
22. Owners Certification

1. PAYMENT OF FEES

Upon approval of the application for water and sanitary sewer service, fees will be calculated and payable to:

The Salem Utilities Department, 231 South Broadway Avenue, Salem, Ohio 44460.

2. ARCHITECTURAL / ENGINEERING DRAWINGS REQUIRED

Detailed Building Plan Drawings of the Main Floor or Basement levels shall be submitted with each Application.

3. PROPERTY SITE PLAN

- A. **Property Site Plan** showing the building that will receive the water or sanitary sewer service must be submitted with the Application. On this plan indicate **accurately** where the proposed water service line and sanitary sewer lateral from the building to the street is to be located.

4. DEED RESTRICTION IS REQUIRED FOR NON-CITY RESIDENCE

When water or sanitary sewer service is permitted in accordance with Salem City Ordinance No. 980303-28, a **"Deed Restriction – Running with the Land"** is required. The exact language of the Deed Restriction is provided with the Application. No service permit will be issued until a copy of the property deed with the restriction has been properly recorded at the Columbiana County Recorders Office and delivered to the Office of the Salem Utilities Department.

THE SALEM UTILITIES DEPARTMENT
WATER / SANITARY SEWER APPLICATION INFORMATION

5. ZONING PERMIT ISSUANCE NOTICE [City of Salem, Ohio]

No water or sanitary sewer service application will be accepted without a Zoning Permit having been first issued.

Salem Planning and Zoning Office address: **Salem City Hall, 231 South Broadway Ave., Salem, Ohio.**

Salem Planning and Zoning Office Telephone No.: **(330) 332-4590**

6. WATER MAIN TAPPING CHARGES ¾ and 1 inch

	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
¾ inch Water Tap -	\$ 795.00	\$ 795.00
Construction Water [3 months minimum]	\$ 809.28	\$ 812.85
1 inch Water Tap -	\$ 915.00	\$ 915.00
Construction Water [3 months minimum]	\$ 947.52	\$ 955.65
1 inch Water Tap	\$ 860.00	\$ 860.00
(5/8 inch meter) Construction Water [3 months minimum]	\$ 892.52	\$ 900.65

NOTE: The department requires that the customer's water service meter be installed within three (3) months after the water tap is made.

SIX MONTHS ALLOWED FOR SERVICE TAPS

All Water or Sanitary Sewer Service Taps shall be made within six (6) months of application review, application approval and fee payments. Otherwise the funds paid will be refunded. Arrangement must be made with the Salem Utilities Department to extend the six (6) month limit and the customer shall pay for any cost adjustment that may have occurred.

Residential Water Tapping Fees Sized ¾ and 1 inch include:

- * Water Main Corporation Valve, Curb Stop and Curb Stop Valve Box
- * K-Copper (Water Main to Curb Box)
- * Dual Check Backflow Prevention Valve (*Residential service*)
- * Neptune ARB Water Meter and Meter Reading Equipment
- * Labor and Excavation (*water main to curb*)

7. WATER MAIN SERVICE TAP COST LARGER THAN ONE (1) INCH

Water Tapping Fees for service above one (1) inch shall be computed following authorization of a tap, Completion of an Application and approval, and a request for a tapping fee cost.

8. WATER METER READING EQUIPMENT

The Salem Utilities Department utilizes radio reading equipment to read each water meter to measure the volume of water used. The owner / contractor is responsible for installing the radio read wire supplied by the Salem Utilities Department. The wire shall be installed from the water meter to outside the building used to house the City water meter. This wire is part of the communication system.

9. WATER BACKFLOW EQUIPMENT REQUIREMENTS.

- Back Flow valve or device must be approved by the Salem Utilities Department
- Back Flow valve or device must be **lead free.**
- Commercial Reduced Pressure Backflow Valve*
- Industrial Service Reduced Pressure Backflow Valve*
- Institutional Reduced Pressure Backflow Valve*
- Residential Domestic Unit; Watts No. 7, Wilkins No. 700 or as approved

NOTE: *All Reduced Pressure Backflow Valves require access to a floor drain.*

10. CUSTOMER WATER SERVICE LINES MATERIAL – ¾ to 2 inch diameter

- Water Service Lines ¾ to 2 inch diameter shall be of K-Copper from the Curb Stop to the water meter. All water service lines shall be buried a **minimum** of 3 ½ feet.
- Water Service Line shall be separated from any sanitary sewer lateral by **eight (8) feet**.
- Water Service Line shall not be installed in a residential driveway.
- All fitting shall be flared fittings.

NOTE: **The property owner shall be responsible to determine the size of water line that best suits the building needs.**

11. WATER SERVICE REQUIREMENTS FOR MULTIPLE DWELLINGS

All housing units or multiple dwelling units are required to have separate services devices (i.e. curb stop, curb box, water meter, meter reading equipment and backflow devices), unless the owner elects to have one water service and is responsible to pay the entire water and sanitary sewer use bill.

12. PRIVATE DEVELOPMENT OR COMMUNITY

All individual dwelling units within a private development or community shall have separate services devices (i.e. curb stop, curb box, water meter, meter reading equipment and backflow devices). All curb stop shall be located on the easement dedicated to the Salem Utilities Department.

13. SANITARY SEWER LATERAL INSPECTION FEE **\$ 60.00**

14. SANITARY SEWER LATERAL

- a. Property Owner shall be responsible to contact the Office of the Salem Service Director of the City of Salem, or the proper government agency for the current street opening fees and replacement requirements.
- b. Excavation to install the sanitary sewer lateral shall begin at the sanitary sewer main or the extended lateral; which ever exists.
- c. Contractor damaging any existing structures, appurtenances or the Salem Utilities Department Sanitary Sewer Mains shall be responsible for the repair of the same in accordance with the Specification of the Salem Utilities Department, or other government agency.
- d. Contractor shall be responsible for all safety requirements with regard to equipment, traffic and excavations.

- e. Contractor shall comply with all traffic control as required by the Office of the Service Director of the City of Salem or other government agency.
- f. Sanitary sewer laterals shall be constructed using **Schedule 40 polyvinyl chloride (PVC) or SDR 26 (PVC) pipe**. The pipe selected shall be properly installed and bedded as per manufacturer or Salem Utilities Department requirements. Pressure testing of the sanitary sewer lateral may be required.
- g. Applicant Has The Full Responsibility To Convey All Requirements And Specifications To Their Contractor And Shall Be Responsible For the Actions Of The Contractor.**

15. SAMPLING MANHOLE REQUIRED
[For All Commercial, Industrial, Special Services]

All commercial, industrial or special service businesses shall be required to install a sampling manhole as part of the sanitary sewer lateral to be connected to the Salem Utilities Department Sanitary Sewer Main. **[Sampling Manhole Drawing available at the Office of the Salem Utilities Department]**

16. INDUSTRIAL DISCHARGE APPLICATION REQUIRED

All **Industrial Businesses** applying for sanitary waste discharge shall complete an **“Industrial Waste Discharge Application”** as provided by the Salem Utilities Department.

17. WATER AND SANITARY SEWER MAIN CONSTRUCTION ON A PUBLIC RIGHT-AWAY OR DEDICATED EASEMENT

All water and sanitary sewer mains shall be constructed on a Public Right-Away or on an easement dedicated to the City of Salem, Ohio and properly recorded at the expense of the owner or developer on the property deed at the Columbiana County Courthouse.

The easement language shall be that language provided by the Salem Utilities Department.

Future maintenance, and replacement of the water and sanitary sewer mains and control valves located on easements dedicated to the City of Salem shall be the responsibility of the Salem Utilities Department. Buildings or landscaping will not be permitted on the dedicated easement and the Salem Utilities Department will have no responsibility to replace buildings or landscaping that inadvertently may become established on the dedicated easement. The Salem Utilities Department will be responsible for paving repairs only at the location of future sewer maintenance, repair or replacement. Street or driveway pavement repair is not to be understood as a street or driveway replacement.

18. WATER OR SANITARY SEWER “CONSTRUCTION COST RECOVERY”

“Water or Sanitary Sewer Construction Cost Recovery” may be required to be paid. If required, the cost shall be computed and paid for at the time the application for water or sanitary sewer service is approved.

THE SALEM UTILITIES DEPARTMENT
WATER / SANITARY SEWER APPLICATION INFORMATION

19. “AS CONSTRUCTED DRAWINGS” REQUIRED, for Industrial or Commercial Services

If this Application is for **Industrial or Commercial use**, three (3) copies of “As Constructed Drawings” must be submitted to the Salem Utilities Department within (60) days of the installation of the water / sanitary sewer service.

20. OWNER IS RESPONSIBLE FOR WATER AND SANITARY SEWER SERVICE USAGE BILL

The owner of residential, commercial or industrial properties having City water or sanitary sewer service is ultimately responsible for payment of all usage and delinquent charges. The owner may assign responsibility to a tenant to pay for their water or sanitary sewer usage, however the owner will be responsible for any bill for services for which the tenant fails to pay.

21. UNDERSTANDING OF WATER AND SANITARY SEWER SERVICE RULES AND REGULATIONS

Water and Sanitary Sewer Service granted by the Salem Utilities Department is conditional upon the customer acceptance of current or future Department’s Rules and Regulations.

22. OWNER and CONTRACTORS UNDERSTANDING

I, the undersigned, certify that I have thoroughly examined and understand the requirements of the Salem Utilities Department in order to be approved for water or sanitary service.

Signature of Owner

Date

Print Name of Owner

(_____) _____
Telephone Number

Signature of Contractor

Date

Print Name of Contractor

(_____) _____
Telephone Number

SPECIFICATIONS

The Salem Utilities Department Water and Sanitary Sewer Main Specifications are available at the Office of Superintendent of Utilities. These Specification shall be followed when service or extensions are required.

Use of the latest revision of specifications shall be required.

This page is purposely left BLANK.

FOR: WATER and WASTEWATER SERVICE Account Number _____ Date of Application _____

OWNER of Property _____ Address of Property Served _____

Telephone Number _____ Mailing Address _____

GUARANTEE OF PAYMENT FOR WATER / SEWER SERVICE – In consideration of the Salem Utilities Department of the City of Salem, Ohio supplying water and / or sewer service to the above named property whose address is shown above, as current owner / owners do hereby guarantee the payments for all water and / or sewer service or services connected therewith which said City may from time to time supply to this property including the current owner and any subsequent tenant who shall occupy the premises.

OWNER RESPONSIBLE FOR ALL WATER / SEWER PAYMENT – As owner / owners of the above named property I / we agree to be responsible for the payments in full of any water and / or sewer service payment and any which are delinquent to the Salem Utilities Department by my / our tenant or lessee. The tenant / lessee if authorized by the owner will pay for the service or services as the agent of the owner / owners and such owner / owners shall not thereby be relieved of the payment of any delinquencies that may occur.

WATER AND SEWER PAYMENTS – Water use and sewer service bill will be rendered monthly or quarterly and must be paid as specified on each bill.

DELINQUENT PAYMENT / WATER SERVICE TURN OFF – When a water use and / or sewer service bill has not been paid by the time specified on the bill, the said water service will be turned off after due notice. This water service WILL NOT be turned on again until the total amount of all charges against the service have been paid in full, together with the added current TURN OFF AND ON CHARGE.

OWNER TO RECEIVE NOTICE OF TENANT NON-PAYMENT OF BILL – If said tenant / tenants / lessee shall fail to pay any water use or sewer service bill for the services rendered, when due, notice of such non-payment shall be given the owner by mail at the following address:

Name _____ Address _____ City, State, & Zip Code _____

RESPONSIBILITY OF PERSON / PERSONS ACQUIRING A PROPERTY – It shall be the responsibility of a person or persons acquiring a property to investigate if all water use and / or sewer service bills have been paid. All bills are a charge against the property and must be paid or assumed by the new owner before the premise can be served with water or sewer service.

OWNER NOTIFICATION OF SALE OF PROPERTY – I / We or my / our agent of the above named property owner do further agree to notify the Utilities Department of the City of Salem, Ohio when this named property is sold or transferred to a new owner and agree to pay all unpaid final water use and sewer service charges.

In the presence of: City of Salem Representative or Notary _____ Signature of Owner(s) _____
Driver's License or ID # _____

NOTE: The above form shall be signed at the Salem Utilities Department Billing Office and be witnessed by the office staff OR in the presence of a NOTARY, whose commission has not expired.