



CITY STANDARDS FOR NEW DEVELOPMENTS

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

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

- STEP 1 Schedule a Site Visit.** It is crucial to identify where the water utility is located and in decide the best placement for your water tap and meter pit location before any excavation is done. The meter pit/shut off must be installed close to the city's right-of-way and is not allowed to be installed within the driveway. At least a 48-hour notice is necessary to schedule a site visit. During the site visit, a completed application must be signed for approval by the Utilities Department (see step 2). This must be done before the permit can be issued. To schedule your site visit, call 330-633-0851.
- STEP 2 Complete a Water and Sewer Permit Application**, available at the Zoning Department, 46 North Ave, lower level or download from www.tallmadge-ohio.org. **APPLICATION MUST BE SIGNED AT THE SITE VISIT.**
- STEP 3 Submit the application and necessary fees.** Once the site visit is completed and the location for water service is determined, you will need to submit the approved Tap-In Permit Application and pay the necessary fees at the Zoning Department. The cost of the permit is a minimum \$2,600 plus additional costs (Right-of-Way Bond and/or inspection fees), if necessary. In the event a Right-of-Way Bond is required, the Contractor will be required to register with the City prior to issuance of the permit. The bond will be returned once all required inspections are completed by the Utilities Department.
- STEP 4 Contact the Utilities Department to install the meter.** Once the service has been connected, the developer or contractor **MUST** contact the Utilities Department to have the meter installed at the street and the water service turned on.
- STEP 5 Sign the contract within 2 weeks.** Billing commences once the water is turned on. A contract must be signed within two weeks after the service is turned on to avoid disconnection.

Please contact the Utilities Department at 330-633-0851, Monday – Friday, 6:30 am to 3 pm with any questions.

Please note that as the developer/contractor, you are responsible for the installation of the water line that runs from the structure to the water main. The City may provide general markings and locations of the water main after an OUPS request has been submitted. **OUPS can be reached at 1-800-362-2764 or by dialing 811.**

The following standards for installation must be followed:

- Water line must be 1 inch or larger and 5 feet deep
- Pipe used must be Type K copper tubing
- Line must be straight from the structure to the ditch or curb line, curled up to grade level
- Water line must have an initial 18 inches of backfill consisting of sand
- All water lines must be inspected by the Utilities Dept. before covered up, especially those with unions, joints, and other fittings
- Once the inspection is made, the service connection will be made by the contractor
- Water service material supplied by the Utilities Dept will include the meter setting, meter, meter pit, casting and lid
- The water line and sanitary sewer line must be installed in separate ditches with a minimum of 10 feet horizontal separation and have an 18-inch vertical clearance when crossing
- In the event the city water main is on the opposite side of the street, the water line shall not be installed directly across from the driveway approach or sewer line
- Service line must be insulated as it enters the basement through the wall or floor and extend not less than 4 inches before being fitted with a stop and waste cock (shut-off valve) – not to exceed 12 inches where the line enters the basement
- Street numbers must visible and easily identifiable in plastic, metallic, or painted numerals before meter is installed
- Any jumpers found in place of the meter will be removed and water shut off at the curb. Water will not be turned on until a fee of \$250.00 has been paid.

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



WATER AND SEWER PERMIT APPLICATION

Ordinance 62-2020

PROJECT ADDRESS:	
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APPLICANT NAME:			
PHONE:		EMAIL ADDRESS:	

PROPERTY OWNER INFORMATION

Name					
Mailing Address					
City		State		Zip Code	
Phone Number			Email Address		

CONTRACTOR INFORMATION

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

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

NEW WATER TAP-IN:

- 1" Tap (5/8" Meter) \$ 2,600
- 1" Tap \$ 4,800
- 1½" Tap \$ 9,500
- 2" Tap \$ 15,200
- Over 2" Size _____" *\$ _____
- ERT \$110.00

UTILITY IN ROW

- Not Required
- Required Bond* \$ _____

**To be determined by Director of Public Service*

NEW SEWER TAP-IN:

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

- Portage County Sewer
- Summit County Sewer

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

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

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

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

Applicant Signature: _____ Date: _____

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