

**VILLAGE OF CHAGRIN FALLS  
WATER DEPARTMENT**

**PUBLIC WATER  
RULES AND REGULATIONS**

VILLAGE OF CHAGRIN FALLS  
UTILITIES DIVISION  
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**WATER REGULATIONS  
VILLAGE OF CHAGRIN FALLS  
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## **AUTHORITY**

In order to provide for an orderly growth of the Village's water system and to assure equitable treatment for all users of the water system, Section 931.02 of the Codified Ordinances of the Village of Chagrin Falls, Ohio authorizes the Chief Administrative Officer to promulgate regulations, not inconsistent with the Charter and Codified Ordinances, as may be necessary for the safe, economical, and efficient management and protection of the Municipality's water system. These regulations have the same validity as an ordinance of Council and a current version is available in the office of the Village Administrator.

## **ORGANIZATION**

The Charter of the Village of Chagrin Falls authorizes the Chief Administrative Officer to serve as the head of the Water Department and authorizes the Chief Administrative Officer to manage, conduct, and supervise all operations of the Municipally-owned utilities. Section 133.05 of the Codified Ordinances provides for a Superintendent of Services who serves under the direct supervision of the Chief Administrative Officer and is responsible for the operation of the water supply system.

## **SEPARABILITY**

The invalidity of any section, clause, sentence or provision of these Regulations shall not affect the validity of any other Section of these Regulations which can be given effect without such invalid part or parts.

## **GENERAL DEFINITIONS**

"Chief Administrative Officer" means the Chief Administrative Officer appointed by the Mayor of the Village and confirmed by a majority vote of all members of Council as provided in Section VI-1 of the Charter.

"Department" means the Water Department unless otherwise stated.

"Village" means the Village of Chagrin Falls, Ohio.

## **SECTION 1 - GENERAL REGULATIONS**

1.01 **FIXED PRESSURE NOT GUARANTEED.** The Water Department does NOT guarantee consumers full volume, fixed pressure or an effective, continuous supply of water, such matters being subject to the varying, conditions which may affect the operation and maintenance of the mains, service, pumping stations, supply, reservoirs and other parts of the water supply system.

1.02 **WATER QUALITY NOT GUARANTEED.** The Water Department does NOT guarantee that the water quality involving aesthetic appearance, taste or odor of the water will always be satisfactory. The use of hydrants may temporarily affect the appearance of the water which may result in staining of clothes or other materials washed with such water. These events cannot be controlled by the Water Department and care should be exercised by all customers in the use of water.

1.03 **UNAUTHORIZED WATER CONNECTION PROHIBITED.** It is unlawful, for any person other than an employee or other authorized agent of the Water Department, to tap any pipe, or make attachments to any water pipe under the control of the Village of Chagrin Falls except as specifically authorized by these Regulations. It is unlawful for any person other than an employee or other authorized agent of the Water Department to turn off or on a water service connection at the curb box or meter pit.

No person shall obtain water from a fire hydrant except public employees doing so for purposes specifically authorized by the Chief Administrative Officer.

1.04 **INSPECTIONS.** Authorized employees of the Water Department shall have the right, at any reasonable time, to enter the premises for the purpose of inspecting any water service line or fire protection service and any or all piping or equipment connected thereto, including meters to verify compliance with all applicable laws and regulations. If entry is unreasonably withheld by the owner, the water service may be terminated.

1.05 **ADHERENCE TO REGULATIONS REQUISITE TO CONTINUED SERVICE.** The Chief Administrative Officer shall be authorized to discontinue service for failure to comply with any portion of these regulations.

1.06 **UN-METERED WATER USE.** Except as provided within these Regulations, no water service shall be provided without first being fully metered. There are two (2) exceptions to this Regulation:

- (1) Fire service using a detector check assembly and meter; and;
- (2) domestic water service during the period of construction of an industrial, commercial, or residential use building as per the charges set forth in Schedule I. After construction has been completed and the plumbing inspection has been approved, the meter will be installed. A meter shall be installed prior to occupancy of industrial, commercial, or residential premises.

## **SECTION 2 - SERVICE LINES**

### **2.01 PROCEDURE WHEN TAP (INCLUDING BRANCH SERVICE LINE TO PROPERTY LINE) HAS ALREADY BEEN INSTALLED.**

Prior to installation of a customer service line, the applicant, or person designated by the applicant, shall apply for a plumbing permit from the Water Department. The application shall be on the form provided by the Water Department and the applicant shall pay all fees associated with the permit.

### **2.02 GENERAL PROCEDURE WHEN TAP (CONNECTION TO MAIN) HAS NOT BEEN PREVIOUSLY INSTALLED.**

(A) GENERAL REGULATIONS FOR ALL CONNECTIONS. Application for water service lines and water meter service may be made by any property owner or by his or her authorized agent. Each individual property served shall have an independent and exclusive water service line with a curb stop under the control of the Water Department.

By making application for water service lines, or by using or permitting the use of such lines, the owner and any other person using his or her service line agree to be bound by all the provisions of these Regulations.

Applications for fire lines must be accompanied by three (3) sets of plans illustrating the proposed fire protection system and must conform to Regulations governing such installations.

Applications for lines to serve both fire protection and other purposes must meet the requirements for both types of service. Where, in the opinion of the Chief Administrative Officer, a main is inadequately supported by other mains, applications for domestic service equal to the size of the main will not be accepted. When the proposed installation is for commercial or industrial purposes and requires water for more than the necessary sanitary facilities for the occupants, the applicant shall submit a complete set of plans, a statement of the industrial or commercial use intended, and the mechanical designer's recommendation for the size of line and meter.

Property served must abut a roadway. No service line shall be installed to serve any premises unless the premises abuts a street or road in which a distribution main has been installed across the entire abutting frontage of the premises to be served or the owner of such premises has paid his or her portion of the cost of extending a distribution main across the entire abutting frontage of his or her premises.

However, where a premise abuts a street or road in which a distribution main has not been installed, and it is not, in the opinion of the Chief Administrative Officer, feasible to extend a water main across the entire frontage of such premises, a service line may be laid in a strip from the nearest distribution main, provided all of the following conditions are met:

(1) the applicant agrees to maintain the line;

(2) the owner has an irrevocable easement over said strip of land permitting the installation and maintenance of a water service line;

(3) the owner of said premises executes an agreement, in the form prescribed by the Chief Administrative Officer, which shall be recorded, at the expense of the owner, in the Recorder's Office of the county in which the property resides and which shall provide:

a) in the case of premises located within the Village of Chagrin Falls and water lines owned by the Village of Chagrin Falls, that the owner will, at the request of the Village of Chagrin Falls, petition and pay his or her portion of the cost of an extension of a water main to serve his or her premises and;

b) that a failure of the owner of the premises to observe the conditions and requirements of the agreement shall be grounds for the termination of water service.

(B) INSTALLATION OF SERVICE LINE. When a service line is installed, the tap connection to the water main and so much of the line as is within the right-of-way to the property line shall be installed in accordance with (i), (ii), and (iii) below:

(i) The Water Department shall install a utility service line up to 1" in size, except under (ii) and (iii) hereof, from the water supply main to the property line where it abuts the right of way at which point a curb stop or meter pit will be installed. The service line from the main to the curb stop shall remain the property of the Water Department.

(ii) It is the obligation of every developer, or sub-divider, whose development includes the extension of the water supply system owned and operated by the Village of Chagrin Falls to provide a separate water line for every lot and/or facility abutting proposed streets or rights-of-way within the development, which water service line shall be installed from the water main to the rights-of-way or property line and shall become the property of the Village of Chagrin Falls upon acceptance by the Village Engineer.

(iii) In a development or subdivision which is not dedicated to the Village of Chagrin Falls, such as a condominium complex or apartments, the developer or owner is responsible for the proper installation, altering or repairing of the service lines in accordance with the ordinances of the Village of Chagrin Falls and these Regulations issued by the Chief Administrative Officer.

No water service line shall be used for water supply purposes without a water meter.

## 2.03 APPLICATION FOR SERVICE TAP

PROCEDURE FOR SERVICES. Application for a permit to connect a new service tap with distributing pipes shall be made to the office of the Chief Administrative Officer and the charges set forth in Schedule II shall be deposited in advance.

Installation, including the tapping of the main line, installation of the service line from the main to the curb stop, and the installation of the curb stop including the box (which will normally be

installed as near as possible to the edge of the right of way), will be performed by Village crews. The Chief Administrative Officer reserves the right to require the installation of a large service line (over 1") by a qualified contractor. When this occurs, all work shall be performed in accordance with instructions issued by the Chief Administrative Officer and/ or the Superintendent of Utility Services.

All costs for work performed by the Village will be billed to the person or firm making the application for the tap. If the cost is less than the amount deposited, the difference will be refunded. Costs include labor, material, equipment, supervision, and other costs computed as follows:

- (i) Labor: Direct labor (hourly rate times hours worked) multiplied by 1.4 for all overhead charges.
- (ii) Material: Actual invoiced cost of material plus 10%.

**2.04 CHARGES FOR WORK PERFORMED.** In the event that the charges billed for service line installation work performed by the Village are not paid within thirty (30) days after the date invoiced, water service supplied by the connection will be discontinued until payment has been received.

## **SECTION 3 - WATER SERVICES**

**3.01 PERMITS.** No plumber or other person shall make a connection with any curb stop or other valve or connect to any water service line for the purpose of installing a water service to any building, structure or for any use where Village water will be consumed or used, whether inside or outside of the Village, until an application has been made in writing and a permit has been issued by the Chief Administrative Officer. . The Chief Administrative Officer shall issue the permit if, in his or her opinion, the application is properly made and after the applicant has paid the required fee. All work shall be performed in accordance with all applicable ordinances and regulations, including the plumbing code, and inspected for conformance. Permanent water service will not be furnished until approval of the work is given.

The part of the water service extending from the curb stop to the main stop within the building or structure shall be installed and maintained at the expense of the consumer and shall be installed to meet the requirements of these Regulations.

A building will be considered approved for installation of a water meter if it has a solid foundation, exterior walls of a standard type, and the building or structure will be heated in cold weather as determined necessary by the Water Department.

### **3.02 DEFINITIONS.**

**MAIN** – A water pipe owned and operated or maintained by the Water Department which is used for the purpose of transmission or distribution of water, but does not include the “utility service line” or “customer service line”.

**UTILITY SERVICE LINE** – The portion of the distribution line that transports water from a main to a meter pit, or, if there is not a meter pit, up to and including the curb stop.

**CUSTOMER SERVICE LINE** – The portion of the distribution line that transports water from the meter pit to the main stop immediately inside the customer’s premises, or, if there is not a meter pit, from the curb stop to the main stop immediately inside the customer’s premises just before the meter.

**CURB STOP** – The valve controlling water flow located on the utility service line. Curbs stops are for the exclusive use of the Water Department and control the water supply to individual customers. Curb stops are generally located at or adjacent to the customer’s property line, but not on the customer’s premises. The control of the water supply by the customer is by means of a separate valve, installed by the customer, and located on the premises.

**METER** – Any device, or instrument, which is used by a utility in measuring a quantity of water for billing purposes. The meter is the property of, and will be maintained by, the Water Department. No water meter shall be installed or removed by any person other than an employee of the Water Department or its explicitly authorized representative.

**WATER WORKS SYSTEM** – All facilities owned by the Village of Chagrin Falls and managed

by the Water Department for the collection, production, purification, storage, transmission, metering, and distribution of potable water.

**MAIN STOP-** The valve required to be installed in all buildings or structures using Village water by which all water supply pipes within the building or structure can be turned off, and will be referred to in these Regulations as "main stop".

**WATER SERVICE LINE-** The pipe supplying Village water to a consumer from the water main to the main stop within a building or structure. The water meter within a building shall be installed at the outlet side of this main stop. The meter shall be considered part of the water service line.

**3.03 GENERAL INSTALLATION REQUIREMENTS.** All service lines shall conform to the following requirements:

(A) **SIZE** - Minimum size of service line shall be one(1) inch.

The following are minimum service and meter requirements for water service for domestic service of residential buildings:

	Service Size	Meter Size
1 Family	1 inch	5/8 x 3/4 inch
2 - 5 Family	1 inch	1 inch
6 - 8 Family	1-1/2 inch	1-1/2 inch
9 - 12 Family	2 inch	1-1/2 inch
13 - 20 Family	2 inch	2 inch
21 - 50 Family	4 inch	4 inch
51 - 115 Family	4 inch	4 inch

Service lines and meter sizes for commercial and industrial use shall be determined based upon the demand of water required. The table below lists the maximum allowed for each meter size:

Size of Meter	Maximum Flow in Gallons per Minute
5/8 x 3/4 inch	20
3/4 inch	30
1 inch	50
1-1/2 inch	100
2 inch	160
4 inch	500
6 inch	1,000

The minimum sizes as set out in the above table for service lines and meters are sufficient for average conditions. Where unusual demands of water will be required, the sizes shall be increased to provide for the expected demand. The Water Department does not guarantee that the minimum sizes of lines and meters will be sufficient for a particular customer's needs.

Based on appropriate information from the application for water service and additional interviewing, if necessary, the Water Department will establish the size of the service line and meter to be installed. However, it is the responsibility of each customer to determine his or her own water demand.

Fire line services shall be six (6) inch minimum. No approval will be given for service lines larger than the water main.

Normally, a separate service line is required for each metered service. However, at the owner's option, one service line may be installed to serve more than one metered service provided service lines are divided near the property line, individual curb stop valves accessible to the Water Department are installed, proper sizing is made of the service lines, and the property served cannot logically be divided for sale.

Only one meter is required for each building or development complex. However, at the owner's option and with the permission of the Chief Administrative Officer a meter may be installed for each dwelling unit.

Proper provision shall be made to permit the Village to discontinue every metered service individually either by:

(i) Installation of separate curb stop valves in the public right-of-way or easements and separate lines from the curb stop to the meter, or

(ii) Where one service is run into a meter room and each individual service is taken from a manifold, the owner shall provide lockout valves on the individual meters and the right to enter upon the private property by the Water Department to the location of the meters and lockouts. Denial of the right of entrance will result in the disconnection of the water service at the water main.

It is expected that the situation detailed in (ii) above will be for multiple living units

(B) PIPE MATERIAL. All service line pipes in sizes 3/4" through 2" shall conform to the latest Federal Specification WWT-779 for seamless type K soft temper copper tubing. There shall be no joints in type K soft temper tubing between the curb stop and the meter. On service lines longer than one continuous length of type K copper tubing, the meter shall be placed in a meter pit. Such pits shall be located where the service crosses from the public right of way onto private property. Under no circumstance, shall any service line be more than one hundred (100) feet between the meter and the curb stop. All piping and fittings 3" and larger for waterline installation shall conform to the Village Engineer's standard for the installation of water mains

and appurtenances (cast iron or ductile iron cement lined pipe or plastic).

(C) DEPTH OF LINE - A minimum of 48" cover is required for all service lines. No service line shall have more than 60" cover.

(D) NO CONNECTIONS AHEAD OF METERS - No water connections shall be made on the Village side of the water meter except for fire line connections that are metered either completely or by a detector check assembly.

(E) MULTIPLE SERVICE CONNECTIONS - When water is supplied through two or more interconnecting service lines, each line shall be separately metered and each line shall be equipped with an all bronze horizontal check valve installed to prevent the water from flowing back into the Village water system. The check valve shall meet or exceed the minimum standard pertaining to check valves as defined in Federal Specification WW-V-51-A CI-A. If the interconnected services are for fire protection only, each line shall be equipped with a separate detector check assembly. If a fire protection service is interconnected with a line supplying domestic or commercial water services each shall be fully metered and equipped with an approved check valve as specified. The detector check assembly shall be Grinnel or Viking in manufacture or equal approved by the Water Department.

(F) GENERAL LOCATION - Service lines shall be run in a straight line, substantially perpendicular to the right of way, from the curb stop to the front wall of the building, or to the nearest point of the building wall abutting the location of the meter. Curb stops will be furnished with rising rod for ease operation.

(G) GENERAL REQUIREMENTS - Each tap service line shall be fitted with a main stop immediately on entering the building. Where the meter is set indoors, this valve may be a part of the meter set. The main stop shall be an all bronze general purpose gate valve meeting Federal Specification WW-V-54 or equal. In addition, each meter shall be valved on both sides to prevent loss of water from interior plumbing when the meter is removed.

Where meters are set indoors, the service line must enter the building no higher than four (4) feet to center of the meter above the floor on which the meter is set.

A pressure reducing valve shall be installed on tap service lines where the water pressure normally exceeds 80 PSI. On all meter sets, this valve shall be located on the house side of the main stop.

Service lines shall be laid at least ten (10) feet horizontally from any existing or proposed drain or sewer line. If local conditions prevent a lateral-separation of ten feet, a water service line may be laid closer than ten (10) feet to a storm or sanitary sewer line, provided that the service line is laid in a separate trench or on an undisturbed earth shelf located on one side of the sewer line and at such an elevation that the bottom of the service line is at least eighteen inches above the top of the sewer line. When it is impossible to obtain vertical or horizontal separation, the sewer line must be relaid and constructed with cast iron pipe with mechanical compression joints and

shall be pressure-tested to assure water tightness before backfilling.

(H) REPLACEMENT - A permit shall be required to replace any existing water service which has become faulty or replacement is required for any other reasons. When a service is replaced, the service and meter location shall meet the same requirements as a new service.

3.04 MAINTENANCE OF SERVICES. The Water Department shall maintain all utility service lines from the publicly owned water main up to and including the curb stop or meter pit, but not the customer service line. The owner shall maintain the customer service line to assure a safe potable water supply and in a structural condition that will permit water service without leakage. No repairs to service lines will be permitted except in case of damage to a portion of the line. Complete replacement must be made when the Chief Administrative Officer determines the line is unserviceable. Lead or galvanized steel service lines will be replaced when found.

3.05 RELOCATION AND REPLACEMENT OF WATER FACILITIES. Relocations of water service lines, curb stops, meter or pits are accomplished in the following manner:

(A) SERVICE LINE, ALL COPPER - On service lines that are all copper pipe, that portion of the service line from the main to and including the existing curb stop shall be, if required, replaced or relocated by the Water Department. The customer shall pay any associated costs for labor and materials for such relocation. That portion from the existing curb stop to the house, not including the curb stop, shall be relocated or replaced by the owner at the owner's expense. It is permissible to leave the existing curb stop on the service line and install a new one in the proposed relocation.

(B) SERVICES - COPPER, MAIN TO CURB STOP METER PIT: GALVANIZED PIPE FROM CURB STOP OR METER PIT TO HOUSE - If the service line is other than copper or other material approved by the Water Department from the main to the curb stop or meter pit, and requires replacement, the Water Department will, replace this portion at its expense. The galvanized portion from the curb stop or meter pit to the structure served shall be replaced with copper by the owner in accordance with these Regulations.

(C) ALL GALVANIZED SERVICE LINE - On service lines that are galvanized from main to the house and require replacement or relocation, the Water Department, at its expense, will relocate and replace the utility service line from the main to the proposed location of the curb stop or meter pit. Curb stops and meter pits are located where the service line crosses the public right of way onto private property.

(D) RELOCATION OF METER PITS - Meter pits shall be, if required, replaced or relocated by the Water Department. The customer shall pay any associated costs for labor and materials for such relocation. That portion of the customer service line from the existing meter pit to the house, not including the meter pit, shall be relocated or replaced by the owner at the owner's expense. If approved by the Chief Administrative Officer, the meter may be relocated inside the house and an approved meter installed at the owner's expense. Meter pits for larger meter

installations shall be relocated as directed by the Water Department. Undamaged meter pits, rings, covers and lids, curb boxes, curb stops, and meter sets maybe reused.

**3.06 BACKFLOW PROTECTION.** If, in the judgment of the Chief Administrative Officer, the integrity of the public water system is, or could be, endangered by back flow from an actual or a potential cross-connection within the plumbing system of a water customer, the Chief Administrative Officer may order the installation of an approved back flow prevention method or device consisting of either an air-gap, double sanitary check valve assembly, vacuum breaker, reduced pressure principal back flow preventer or any combination thereof at the water service connection to the premises. Back flow preventers shall be installed according to all applicable EPA and/or Health Department rules and regulations. All new water service connections and applicants for plumbing permits shall install a residential double-check valve assembly and expansion tank.

## **SECTION 4 - FIRE PROTECTION SERVICES FOR PRIVATE PREMISES**

A fire service line from the main shall not be used for other than fire fighting purposes, except when a dual service is installed.

Where a fire service line has outlets such as fire hydrants or hose outlets, and was installed prior to the Regulations requiring detector check meters, the Water Department shall seal each outlet. The seal shall not be broken except when necessary for fire fighting.

The Chief Administrative Officer may order a fire service line metered and converted to a domestic account to be billed at the rates for general consumers for any of the following reasons:

(A) Use of water for other than fire fighting purposes. Flushing of debris, clean up or flushing of spillage, watering of dumps and other dry areas, shall not be considered as fire fighting purposes.

(B) Failure to repair a leak or leaks on the fire service line or fire protection system.

(C) Use of water to control or extinguish self-made fires.

(D) Unauthorized breaking of a seal or seals on outlets of a fire protection system.

(E) Registration on a detector check meter indicating unauthorized use of water.

It is the responsibility of the owner of the property served, or their agents, to notify the Water Department in writing, within forty-eight (48) hours, stating when a seal, or seals, on any outlet was broken and the reason, or reasons, for such breakage.

All private fire protection systems shall contain a detector check assembly unless the fire line is fully metered.

Application for a dual service line may be accepted provided the size of the line is not larger than the distribution main. All dual service lines shall be installed in accordance with the specifications and Regulations of the Water Department.

Applications for fire protection service lines must be accompanied by applications for all meters required. Three (3) sets of prints showing the property line, layout of the fire line, fire hydrants, hose connections and buildings must accompany application.

No application for a fire protection service line will be accepted where the size of said line exceeds the size of the main serving such line.

When an additional fire line is installed to supplement an existing system and the two are

interconnected, the entire system becomes an open system and detector check valves with a detector check meter assembly must be installed on BOTH lines, regardless of the status of the original system.

All fire line dual or combined services must be inspected up to, and including the meter setting or check valves, by the Fire Safety inspector of the Village.

It is the responsibility of the owner of the property, or an authorized agent, to request and obtain approval when alterations are made in the piping or equipment attached to any new service line. Requests for approval of additions or alterations shall be accompanied by two (2) sets of plans.

There will be no charge for water used for fire fighting purposes. All detector check meter settings must be inspected in the same manner as standard meter settings.

For any period in which water is used for fire fighting, a credit for the excess over the normal bill will be issued upon receipt of an application for credit and approval of such application by the Chief Administrative Officer.

All new water mains servicing new developments or streets shall be supplied with fire hydrants every two hundred fifty (250) feet or as otherwise required by the Village Engineer.

## **SECTION 5 - METER SETS**

5.01 DEFINITION. A meter set is an assembly connected in the service line which consists of a meter and valves.

5.02 CLASSIFICATION OF METER SETS. Meter sets are classified by location into two categories; indoor meter sets and outdoor meter sets. Meter sets are further classified by the use as follows:

Domestic water meters, sprinkling meters, and fire line detector.

5.03 GENERAL REQUIREMENTS FOR METER SETS. All meter sets shall conform to the following requirements:

(A) All- meters shall be set in an approved nonhazardous place, and accessibility shall be maintained at all times.

(B) The size of the meter shall be the same size as the water service, except a smaller sized meter may be installed based upon the sizing shown in those Regulations or by special permission of the Water Department in circumstances where it can be demonstrated that the water demand is less than the rated capacity of the meter. When a meter is being used to measure greater volumes of water than the designed operating capacity of the meter, as evidenced by high readings, or frequent repairs, the owner will be required to pay for, and install, meter service large enough, as determined by the Water Department to properly provide the necessary service. The owner will be credited with the cost of the smaller meter removed (less installation) minus twenty percent (20%) of such costs for each full year that the meter was in service.

(C) A licensed plumber or an authorized person, as determined by the Chief Administrative Officer, shall furnish and install all pipe fittings, and valves necessary for the meter set, in accordance with the appropriate specifications and these Regulations. All meters shall have a valve installed immediately adjacent to the meter nipple on the inlet and outlet side of the meter.

(D) The Water Department shall install meters and charges shall be made in accordance with the effective schedule of charges set forth in Schedule III.

(E) Installation of meters. All meters shall be installed in the building or structure, except as otherwise provided. Under no circumstance, shall a water meter be installed in a bathroom, bedroom, or in any location where it would be necessary to go through a bedroom or bathroom to read the meter. Water meters shall be installed in a horizontal position as close as possible to the main stop. Where an approved basement is not or will not be available and the building or structure to be served is of a type of construction defined as approved, the water meter shall be placed within the building or structure in an accessible location in the utility room and if no utility room is available, the meter shall be placed in an accessible location in the kitchen or other location as approved by the Water Department. The water meter shall always be located to provide protection from mechanical injury and freezing temperatures.

(F) Meter Space. Accessible meter space shall be installed for all water services. Meters shall be so installed so as to be level. All meters shall be located as near as practicable to the point of entrance and in no case out of sight of the point of entrance. All meters shall be located in a position giving ample protection against freezing and other external damage. Water meters shall not be installed in sheds, garages, storage buildings, etc. that are not of standard construction or not properly heated.

If the meter is not located in a basement, the part of the water service under the building floor shall be installed not less than 18" below the first floor if such floor is concrete with fill to underside of concrete floor and not less than 12" below top of soil under building where wood joist or other construction is used and an unheated space exists between the floor and soil below.

(G) Meter Protection. The part of the water service that extends vertically from the excavated trench through the first floor shall be protected from freezing by enclosing same with a 6" diameter galvanized conductor pipe. This conductor pipe shall be securely fastened to the floor joist in such a manner that the water service will be located in the center of the 6" conductor pipe tube, which shall extend to the underside of the flooring. The space between the conductor pipe tube and the water service shall be filled in an approved manner with mineral wool or other approved insulation. The 6" conductor pipe tube shall be installed by the plumber when the water service is provided for, and shall be accessible for inspection before the floor is laid. Any part of the water service under a building will not be considered accessible for inspection unless it is entirely visible without crawling under the building.

No water service shall be installed so as to come in contact with cinders, ashes, or cinder concrete. When cinders are encountered in the excavation, the water service pipe shall have at least 12" of sand, gravel or soil placed between any part of the pipe and soil or fill containing cinders.

At no time shall the vertical water service pipe or the fixture supply pipes be allowed to come into direct contact with cement or concrete.

(H) Setting of Meters. Meters shall be installed on water service lines as soon as practical after installation of the line, but only after the final inspection required by the applicable building code.

5.04 INDOOR METER SETS - SMALL METERS. All indoor meter sets for meters less than two (2) inch shall conform to the following requirements:

(A) Meters shall not be set higher than four (4) feet to center of connection above the floor.

(B) Meters shall not be concealed and obstructed by cabinets, benches, or other built-in fixtures.

(C) Indoor meter sets shall be made as near as possible to the point where the service line enters the building and in no case out of sight of the service line entrance.

(D) Meter sets shall be installed according to these Regulations.

(E) All meters shall have a remote meter register which will permit the reading of the consumer's water meter without entering the building in which the meter is located, or which will permit the reading of the meter by entering some portion of the building designated by the consumer; provided, however, the location of the remote meter register shall be subject to the approval of the Chief Administrative Officer, in order to ensure that it will be reasonably accessible to the meter reader.

(F) All meters shall be installed with a valve, acceptable to the Water Department, on each side of the meter.

(G) Remote registers will not be installed inside any enclosure which can be locked or is not accessible to the Water Department at all times.

(H) Remote meter registers shall be installed by authorized employees of the Water Department. The Water Department is not responsible for defacement or damage to property caused by necessary holes, fastenings, or other work required for proper installation.

(I) The Water Department will maintain remote registers under the same provisions as meters are maintained.

(J) The Chief Administrative Officer is hereby authorized to fix reasonable charges, for pipe, cocks, meters, metering devices, fittings, remote meter registers and appurtenances to be furnished for water service installations and to establish standard specifications therefore.

(K) A charge for repairs to any remote register or connections thereto, necessitated by damage or neglect by the consumer or owner, shall be made in addition to any other charge provided.

**5.05 INDOOR METER SETS - LARGE METERS.** Meters two (2) inches and larger will be permitted to be set indoors only under the following conditions:

(A) A clear access way to the meter set shall be maintained at all times. This access way shall be large enough to accommodate an industrial truck.

(B) Meter set shall be made in such a locality that reading and changing of meter shall in no way interfere with the customer's normal course of business.

(C) The customer shall allow the use of lifting tackle and industrial trucks for the changing and transporting of meters on the premises.

(D) Meter sets, valves and piping shall be made as shown in these Regulations.

(E) Meters shall be set near drains for the purpose of testing.

5.06 OUTDOOR METER SETS - LARGE METERS. All outdoor meter sets for meters two (2) inches and larger shall conform to the followings requirements:

(A) Meter sets shall be placed on private property.

(B) Outdoor meters must be in a location accessible to vehicles of the Water Department.

(C) Pit and materials for meter set shall be as approved by the Water Department.

(D) Meter pits are the property of the owner and shall be maintained by owner.

5.07 METERS. A service fee shall be paid in advance by the customer or customer's agent for furnishing a water meter and its installation. This will be a one-time service fee for each size of each meter. A separate fee will charged for each meter in the case of a domestic, sprinkling and/or fire service. The meter remains under sole control of the Water Department and shall not be removed or tampered with by unauthorized persons. Unserviceable or defective meters up to one (1) inch will be replaced by the Water Department. Maintenance of the meter is the responsibility of the Water Department. However, if a customer requests a meter accuracy test, the Village will comply, after the payment of a fee by the customer for the service in accordance with the fee set forth in Schedule V.

5.08 SERVICING OF METERS. The maintenance of meters shall occur during normal working hours of the Water Department. In the event that these hours are inconvenient to a customer, the customer may request an after hours service call; however, the customer is responsible for all additional costs associated with this service.

5.09 CHARGES FOR CHANGE OF METERS. Whenever it is requested by the customer to change an existing meter for one of a different size, the authorization for such action shall be given in writing to the Water Department. All costs of changing meters shall be borne by the customer making the request. The customer will be credited with the cost of the meter removed (less installation) minus 20% (twenty percent) of such costs for each full year that the meter was in service.

5.10 PROTECTION OF METERS. The property owner is responsible for the meter in his or her custody and shall pay all costs associated with damage to the meter including, but not limited to, freezing weather conditions, hot water damage, vandalism, or theft. .

5.11 METERS REQUIRED. All water service lines shall be metered.

5.12 NUMBER OF METERS. The supply of water from the service connection may be measured by one or more meters. When more than one meter is used, they shall be set in an area not under the control of any tenant and accessible to the Water Department at all times. In all cases, the meter or meters must satisfy the minimum requirement for service lines and meters as

provided for by these Regulations and each separate service shall be subject to the same Regulations as a service where one line serves a single meter.

Meter readings will be used to calculate charges, but the Water Department is authorized to use other means when it is apparent that a meter is not operating correctly, was removed, or a customer fails to return his or her meter reading card.

Meters set inside a building in manifold shall be, set in accordance with standards of the Water Department.

Meters set outside the building in manifold shall be, set in individual frost-proof boxes in accordance with standards of the Water Department.

All water meters placed in manifold shall have the inlet valve equipped with padlock wings.

Meters may not be placed in manifold unless the total of such meters satisfies the minimum requirements determined by the size of the service line utilized.

All Regulations which apply to the billing and collecting for individual service shall apply to each meter in manifold. A meter set in manifold is considered an active account until the inlet valve is locked in the off position and the meter is returned to the Water Department.

Maintenance of the water meter does not include maintenance of the setting or the box in which the meter is installed. These items are the responsibility of the property owner.

**5.13 TAMPERING WITH THE PUBLIC WATER SYSTEM.** No person except an authorized Water Department employee shall tamper with the public water system. Actions which constitute tampering include, but are not limited to, the following;

- Unauthorized connection or reconnection of a water service;
- Removal or reversal of a water meter;
- Unauthorized bypassing of a meter;
- Tampering with locks, locking valves, meter seals or curb stops;
- Unauthorized water taps;
- Disconnection of remote readers;
- Unauthorized use of a fire hydrant;
- Tampering with public valves, apparatus or water facilities;
- Interfering with duties of Water Department personnel;
- Unauthorized entrance into meter pits, tampering with a meter or meter valves;
- Any interference with an authorized Water Department employee or representative which prevents the Water Department from obtaining a water meter reading.

Violations may result in the termination of water service without notice, assessment of all costs associated with the investigation and repair, restitution for damaged Water Department property and un-metered or lost water. The Water Department, at its discretion, may pursue criminal prosecution.

Where a meter is found to have been unlawfully removed, the water service will immediately be

shut off and the Water Department shall assess charges for the estimated amount of water used. The water shall not be turned on again until the payment equal to the cost of the water used, new meter if required, testing, and installation is paid. When a seal is found broken, the Water Department is authorized to remove and test the meter, and assess charges for performing this service.

5.14 DEPARTMENT TO HAVE ACCESS TO METER. Authorized employees of the Water Department have the right, at any reasonable time, to enter any premises where a meter is installed, for the purpose of reading, examining or testing the same on the premises, or for the purpose of removing the same from the premises for examination, testing, repair, or replacement.

Inability of employees to readily enter and safety gain access to the meter is sufficient cause for the Water Department to discontinue service.

Failure or refusal, by a customer, to make suitable arrangements for the water meter to be read at regularly scheduled meter reading times is sufficient cause for the Water Department to discontinue service.

Ample clear space shall be provided and always kept available at every water meter and remote reader for purposes of reading and maintenance.

If the Water Department is unable to remove, repair, install or replace a meter due to defective valves, or plumbing, the property owner will be given thirty (30) days written notice to make the necessary corrections. Failure to replace defective material within the allotted time may result in the discontinuance of service.

5.15 SPRINKLING & POOL METERS. The Chief Administrative Officer shall, at the request of any water and sewer customer and upon payment by the customer or the customer's authorized agent of the prescribed service charge, permit the installation of a sprinkling meter for recording such water usage that does not enter the sanitary sewer system. The metering of such water shall be accomplished on a completely separate line isolated from and before the regular building meter. Water for such use shall only be for hose cocks or yard hydrants which are for connection or use on the outside of the building. All sprinkling and pool lines must be equipped with an approved back flow prevention device.

## **SECTION 6 - APPLICATION FOR WATER SERVICE**

**6.01 APPLICATION FOR WATER SERVICE WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF CHAGRIN FALLS.** Written application for water service shall be made by the owner for each property. The owner shall be held responsible for all charges accrued during time of ownership.

(A) Written application shall be made during regular working hours to the Water Department on the form provided by the Water Department.

(B) Each applicant shall state the name in which the account shall be carried together with the address where statements and bills of the account shall be mailed and a drawing showing all details of the proposed connection and service line.

(C) Each applicant shall state whether he or she is the owner, or if not, how he or she is authorized as agent and provide the owner's name and address.

(D) When a customer's name carried on an account is changed to the name of another, a final statement will be sent if requested, provided an employee of the Water Department is able to obtain a water meter reading.

(E) When requested, water will be turned on at the curb stop valve, provided that the owner or an authorized agent is on the premises at turn-on time, that the valve is accessible, and that the serviceman is able to obtain a reading of the water meter. The Water Department is not responsible for any water damage caused by a turn-on.

(F) When requested, water will be turned off at the curb stop valve if the premises are not occupied.

(G) Every effort will be made to turn water on or off when requested. However, the Water Department assumes no liability for failure to do so.

(H) Services for water service turn-off and turn-on are set forth in Schedule IV.

**6.02 APPLICATION FOR WATER SERVICE OUTSIDE THE CORPORATE LIMITS OF THE VILLAGE OF CHAGRIN FALLS.**

(A) For new construction where a Village water main crosses the front of the property the procedure shall be the same procedure as set forth in section 6.01, however, the written application of the property owner must also contain a copy of a valid/current building permit issued by the municipality in which the new construction is located. Payment of any assessment not previously levied for the construction of the water line must be paid prior to the installation of the service line.

(B) On existing buildings where a Village water main crosses the front of the property, the

procedure set forth in Section 6.01 applies. The fact that a building exists at the present time is evidence to the Water Department that a building permit was issued at the time of building construction.

(C) Where a water main extension of any length is required to serve a property or properties, the application shall be submitted by the authority responsible for the water utility in that municipality where the proposed water main extension would take place. Water main extensions must be approved by the Chief Administrative Officer and Village Engineer. Plans of any water main extension approved by the Council of Chagrin Falls must follow all these Regulations and specifications of the Water Department and must be approved by the Village Engineer. All main extensions shall be done by the property owner at the owner's expense including any easements required by the Village of Chagrin Falls Council or Water Department. All work performed shall be inspected by the Chagrin Falls Village Engineer and Water Department at the owners expense. Any main extension shall not serve any user until it has been accepted by the Water Department.

## **SECTION 7 - WATER RATES AND SERVICE**

7.00 SCHEDULE OF WATER RATES. Water and sewer rates are set forth in Schedule IV and are subject to change as authorized by an ordinance of Council.

7.02 TEMPORARY DISCONTINUATION OF SERVICE. On premises where the supply of water has been discontinued at the request of owner or tenant for various reasons (off for winter, vacant, etc.), water service charges will not be assessed for time during which the water supply is off at curb stop. There will be no charge for this service work during regular working hours. The Water Department will not drain pipes in house or protect traps or other fixtures from frost.

7.03 CHARGE FOR UN-METERED WATER FOR CONSTRUCTION. Un-metered water shall be paid for on the basis of tap size and duration of time that the un-metered water is available for use. This time will be determined between the date of the issuance of a plumbing permit and the date the meter is to be installed.

(A) Charges shall be paid at the time of application for the meter service.

(B) Charges for water to be used in connection with the construction of a building shall be in accordance with Schedule I.

(C) These charges include all water used in excavating the site, settling trenches, constructing the building, testing plumbing, and building walls, walks and driveways. Additional charges may be assessed for water used for sodding, seeding, or planting.

(D) Waste of water is not permitted and, at the discretion of the Chief Administrative Officer, service may be discontinued for such waste.

7.04 TEMPORARY USE OF WATER THROUGH METERED HYDRANT. Where water is needed for temporary use in connection with building, highway or other construction, or for any other temporary operation, on premises not supplied, or insufficiently supplied with metered water, application shall be made to the Water Department for a permit to use metered water from the fire hydrant or other available source.

Applicant shall give his or her name, location where water will be used, date service wanted, phone number on location, if any and name, address, and phone number of the person who is responsible for all charges associated with the water use.

Temporary water is to be used solely from the source, for the purpose and at the location specified by the Water Department. A separate request is required for each source, purpose, or location.

7.05 USE OF WATER THROUGH HYDRANT METER WITHOUT PERMIT. It is unlawful to use or to be connected to use water from a fire hydrant or other available source unless a properly authorized connection is made. This prohibition does not apply to service lines for new construction when a permit is obtained prior to use of the water

The Chief Administrative Officer is authorized to remove and confiscate any unlawful hose, connection or appurtenance found attached to a fire hydrant or other available source of water. When such unlawful use occurs or when water is used without a permit, the Chief Administrative Officer is authorized to double the charges and the violator is required to pay such charges.

## **SECTION 8 - UTILITY BILLING**

Within ten (10) days of transfer of property, each owner of property or a legal agent of the owner shall apply for water service with the Water Department.

**8.01 RESPONSIBILITY FOR PAYMENT.** Any person signing for water service obligates himself or herself for payment whether as an agent for the owner or the owner. The Water Department may proceed against either the tenant or the owner for collections of bills, at the discretion of the Department. This includes certifying past due accounts to the County Auditor for collection with property taxes.

All utility bills will be sent to the owner of the property served by the Water Department. It is the property owner's responsibility to obtain payment from any tenant for water service. If the property owner presents good reasons for billing the tenant directly (out of state, out of country, etc.), the Department may do so after receipt of a written request form signed by the property owner. The owner of the property shall remain ultimately responsible for the payment of the bill.

**8.02 TIME OF PAYMENT AND PENALTY.** Utility bills are payable at intervals of three months and payment shall be received on or before the date stated on the bill. Payment must be received at the office of the Water Department, or by agents duly authorized by the Department to receive payment, by the date stated on the bill. Partial payments may be accepted, however, a ten percent (10%) penalty is charged on any unpaid balance.

The Chief Administrative Officer may excuse penalties in the event the Water Department is clearly at fault in the processing of bills, or where the account has been improperly handled by the billing personnel or other extenuating circumstances. Water customers contesting the ten percent (10%) late penalty may be granted a one time waiver of the penalty during any two year period providing that the following conditions are met:

1. The request for penalty waiver is made in writing, signed and dated by the property owner or person on record with the department as being responsible for payment. The request must detail the reason for the request and pertinent facts;
2. No prior requests have been made and granted during the previous two years.
3. All delinquent charges, other than the penalty in question, for water and/or sewer service are paid in full.

There are two classes of accounts:

(A) Ordinary water service accounts where the meters are read quarterly and the consumer is billed quarterly.

(B) Fire Protection service accounts where the bill is payable yearly for service rendered the previous calendar year.

The Chief Administrative Officer shall schedule the utility bill mailing and payment dates for all accounts. Scheduled mailing dates shall be at least ten (10) days before the due dates.

A utility bill account is due when mailed and must be paid on or before the date shown thereon, after which date the account is past due.

8.03 PLACE OF PAYMENT - Utility bills are payable at the Cashier's Office of the Water Department, 21 W. Washington Street, Chagrin Falls, Ohio or at any agent duly authorized by the Village to receive payments. Payments may also be made by U.S. mail addressed to the Village of Chagrin Falls, Water Department, P.O. Box 951052, Cleveland, Ohio 44193.

8.04 DATE OF RECEIPT OF PAYMENT - For purposes of determining penalty dates or dates for turn-off of service, payment must be received at the Cashier's office before the closing hour of the date specified, or be placed in the depository at the Village Hall before office hours of the first business day after the date specified. The customer is solely responsible for the payment of the account by the date specified and no excuse will be accepted because of late delivery of mail or payment to an agent not authorized by the Village to receive payments.

8.05 REMITTANCE FOR PAYMENT - A check or money order shall be made payable to the Village of Chagrin Falls for the exact total amount shown on the utility bill. The proper cashier's coupon or payment stub shall be submitted with each remittance. Customers are requested to show account numbers on checks and money orders.

8.06 RECEIPT FOR PAYMENT - When a utility bill is presented for payment with a remittance, the cashier's stamp constitutes an official receipt. When paid by mail or placed in the depository, a receipt will not be issued unless the entire statement and a self addressed stamped envelope accompany the remittance. Any receipt is void if the check submitted fails to clear through the banks.

The Water Department is not responsible for the failure of a customer to receive a bill or notice. Bills are normally mailed on the same date of each billing month and if a bill is not received at the usual time of the billing month, inquiry should be made by the customer. It is the customer's responsibility to keep the billing office notified of the correct billing address.

#### 8.07 REFERRAL OF UNPAID BILLS TO DEBT COLLECTION AGENCY.

The Village may, at the discretion of the Chief Administrative Officer, forward past due accounts to a professional debt collection agency for collection. The customer is responsible for any and all charges associated with such debt collection service. The current fee for debt collection services is 33.33% of the unpaid account balance. This fee is in addition to the unpaid account balance.

#### 8.08 SERVICE DISCONNECTION FOR NON-PAYMENT OF WATER SERVICE

CHARGES. Water service will be discontinued when any account is in arrears for more than thirty (30) days. In the event payment is not made by the date specified, a penalty notice will be mailed. This penalty notice will include the date of service disconnection, which will not be less than thirty (30) days or one month from the specified due date of the original bill. No further notice will be sent. The customer shall take appropriate steps to avoid service disconnection by keeping his or her account current. In the event that the account does become delinquent, the customer shall contact the Water Department upon receiving the penalty notice to present

reasons why service should not be discontinued. The customer will be given the opportunity to discuss the matter and to arrange the terms and schedule of payments if full payments cannot be made. The Water Department shall duly consider the request of the customer to continue service even though the account is past due and shall either accept or reject the request depending upon the circumstances and the history of the payment of the account. In no case shall an account remain delinquent for more than one year.

In the event that no request for consideration is made before the disconnection date, or the request has been rejected for just cause, service is subject to turn-off after the due date without further notice. In the event the amount of the bill or the accuracy of the meter is questioned, the customer shall pay the amount billed to avoid service disconnection. After the matter has been resolved, any excess charges paid by the customer will be refunded by the Water Department or will be credited to the customer's account at the discretion of the Chief Administrative Officer.

**8.09 TURN-ON OF SERVICE AFTER DELINQUENT PAYMENT IS MADE.** If a past due account is not referred to a professional debt collection agency, water service will be restored after payment is made for that portion of the account that is past due more than thirty (30) days. Payment must be received at the office of the Water Department. No payment to a service employee or agent of the Village can be accepted. In addition to the account indebtedness, a service charge will be assessed. The water service will be turned on the next regular working day after payment is received and during normal working hours. No exact time can be promised except that the Department will try to schedule work within reason, but is not responsible for delays. If payment is received before noon, it may be possible to schedule the service turn-on the afternoon of the same day. Exception to this rule can only be made in extreme emergencies since proper scheduling of service work must be made for conservation of vehicle use and for efficient operation. Applications to turn on water service after business hours or on days not worked by the Department will be provided upon request of the customer, however, the customer is responsible for an additional service charge related to the Village's overtime payment expenses.

Service will not be provided to turn on water unless the premises are occupied at the time the service employee is ready to perform the turn on. An additional service charge will be made when the service employee has to make more than two (2) calls to turn on service. For the protection of the customer, service will not be restored unless someone is present at the property.

Water service will be restored to a past due account referred to a professional debt collection agency when the collection agency provides the Village with written confirmation that the delinquent account is paid in full. The property owner must make a written application for turn-on water service and the Department will contact the property owner to arrange a time for the service. Water service will not be turned on after business hours or on days not worked by the Department unless the customer pays, prior to turn-on service, an additional service charge and charges related to the Village's overtime payment expenses. The Department is not responsible for any delays in providing water turn-on service.

Water turn-on service will not be provided unless the premises are occupied at the time the service employee is ready to perform the turn-on. An additional service charge will be made when the service employee has to make more than two (2) calls to turn on service. For the

protection of the customer, service will not be restored unless someone is present at the property.

8.10 LEAKAGE. No reduction in water charges will be made for leaks or other situations where high water usage is indicated from the meter record. In the event of a serious leak, such as a service line break, which is not the result of the negligent action of the owner, the Chief Administrative Office may, at his or her discretion, charge the property owner for the water usage recorded on the meter at the lowest user rate.

8.11 SERVICE CHARGE FOR BAD CHECKS. Anyone tendering a check or other commercial paper which fails to clear through the banks and is returned to the Water Department shall be assessed a service charge of \$15.00 for each time such check or instrument is returned. This charge will be made against the premises served if the maker of the check or instrument maintains water service connections, in the same manner as charges for water service. The Water Department will try to contact the person when the check is returned to the Village and will permit the person one day to make payment in cash in exchange for the check unless the bank confirms the balance is then sufficient. In the event the check is not made good, any receipts for payment therefore shall be void, the indebtedness shall be restored to the account and the status of the account shall be as before. The Village reserves the right to turn over bad checks to the Chagrin Falls Police Department for further action.

8.12 TENANTS RIGHT TO OBTAIN WATER SERVICE. The Water Department will not be a party to forced eviction of a tenant by accepting a request by the owner or his or her agent to disconnect or discontinue water service where the account is not delinquent. Even when the account is delinquent, if the circumstances appear that the owner is trying to force eviction, water service will be maintained at the discretion of the Chief Administrative Officer.

8.13 ASSESSING CHARGES. The Chief Administrative Officer shall assess and collect proper charges for water, material supplied and work done. Any owner of real estate premises installing, or maintaining water service connections shall be considered as accepting the provisions of all Regulations of the Water Department and as agreeing, in particular, to be liable for all water service charges for such premises, whether the accounts for such premises are carried in the name of such owner or in the name of tenants or other persons.

Owners of property always remain responsible to the Water Department for any bills related to their property.

If by reason of inadvertence, oversight, or faulty calculation, errors occur in charges assessed against any premises, the owner shall not be relieved of the responsibility or obligation for payment of charges assessed to correct such errors.

8.14 OWNER'S RESPONSIBILITY. The maintenance of water service connections being a substantial and valuable benefit to land, any owner of real estate premises maintaining such water service connections shall assume responsibility for the total of all water service charges levied against the premises during his or her ownership in the same manner as the person who actually incurred the charges. This assumption of responsibility shall be a necessary condition to the continuance of water service to the premises and the failure to pay such charges when billed

shall constitute grounds for the Chief Administrative Officer to refuse water service to the premises.

In the event a person incurs an obligation to pay for services performed or water service, as an owner or tenant for one piece of property, and subsequently moves to another location, he may be denied service if he is delinquent in payment for service at the previous location. Likewise, a person owning multiple pieces of property may be denied service at one or more properties for delinquency at any location.

Upon receipt of any bill for water service charges made against real estate premises which the owner of such premises knows were incurred before his or her ownership, the owner may apply for relief of such charges, but only after all money held in escrow for payment of such charges have been paid to the Water Department.

Relief from charges incurred against a premises before the owner was in possession will be granted upon request establishing such history of property ownership and submission of a copy of the deed or other acceptable proof of the date of ownership.

Upon request of an owner or bona fide prospective purchaser or real estate premises, the Chief Administrative Officer shall supply information concerning water service charges known to exist at the time of the request. However, water consumption for one owner may not be the same as another owner even though circumstances appear the same.

**8.15 SALE OF PROPERTY.** It shall be the responsibility of any person, firm or corporation, or agent of any of these, who sells by deed, land contract, or otherwise, any interest in real estate within the Village of Chagrin Falls which is supplied by water from the Village to furnish the buyer, prior to such sale, a statement from the Water Department setting forth the current status of the water account of the property to be sold.

**8.16 BANKRUPTCY.** Where premises in arrears for payment of utility bills become subject to a bankruptcy or insolvency court, the Chief Administrative Officer may permit the supply of water to such premises to be continued or restored without previous payment of the utility bill accrued under the bankrupt or insolvent owner; however, owners of property are liable for all water and sewer charges against the premises whether assessed in the name of tenants or other persons who become subject to a bankruptcy or insolvency court.

All notices of bankruptcy naming the Village and/or the Water Department as a creditor shall be served upon the Village -at the Village Hall address. Thereafter, the Village will continue to seek collection of all water charges incurred post-petition and will seek adequate assurance of payment for all post-petition charges. If adequate assurance of payment is not received in accordance with 11 U.S.C § 366, the Village may, at its discretion, alter, refuse or discontinue service. All bankruptcy notices will be forwarded to the Law Director of the Village and handled accordingly.

**8.17 BILLS FOR MATERIAL OR SERVICE.** Charges for water main installations, service lines, meters, temporary use of water, fire protection services, work done, material furnished,

other service by Department forces or damages to Department property shall be payable as stated on bills or invoices rendered. If not paid as stated thereon, the charges shall be chargeable against the customer's premises or any premises for which the charges are made, as in the case of charges for water.

Where services are performed and charged to the customer, the charges will be determined by the Chief Administrative Officer based on actual price, plus the indirect cost as provided by section 2.03 of these Regulations.

Bills will be delivered by first-class mail by the U.S. Postal Service. When no directions are given, bills will be mailed to "Owner" or "Occupant" at the premises.

**8.18 FAILURE TO RECEIVE BILLS.** All bills shall be mailed to the premises served or other address known to the Water Department. Any property owner or his or her authorized agent may list a mailing address with the Department for use in mailing bills. Failure to request such listing or to receive any bill, invoice, or notice does not relieve the property owner from responsibility for payment as required. Duplicate bills may be obtained upon written application.

## Appendix A

### Chagrin Falls Water Department Materials Specifications

1. Watermain Pipe:  
Ductile Iron Pipe ANSI A21.51 thickness Class 52, Cement Lined ANSI A21.4. or PVC, AWWA C-900 DR-14 (200 psi) Min.
2. Service Connections:
  - A. 1-Inch (min.) Type K Copper (all flared fittings).
  - B. Saddle (for PVC taps) Mueller B2RB.
  - C. Corporation Stop: Mueller H15000.
  - D. Curb Stop: Mueller H15204 w/ 36-Inch x 1/2-Inch square extension rod and 2-piece 2-Inch cast iron box, size 94-E with old style top and cover.  
For 1-inch and 2-Inch services the box size is 144-R.
3. Hydrants: Mueller A-423 Centurian, Cleveland Std. Threads, 1-inch square top and nozzle nuts. 6-Inch Pipe from Main. 4 -Inch Pumper Nozzle and 2 x 2 -Inch Hose Nozzles. Note: 8/24/2006 switch main pumper nozzle to Storrs hookup nozzle.
4. Fittings: Full Body Length C110, Mechanical Joint ANSI A21.11. In various areas of the Village the Water Department may require polywrap on fittings.
5. Joint Restraints: Megalug Series 1100 (for DIP) at all fittings and within calculated restraining limits (no blocking).
6. Valves: Resilient Wedge Gate Valve, MJxMJ, Mueller A2360 Series, Open CCW.  
Valve Box is 2 piece 5 -Inch screw style cast iron box.
7. Bolts: Cadmium Plated Cor-Ten Steel w/ zinc protector caps or 316 Stainless Steel.

**VILLAGE OF CHAGRIN FALLS**

**Water Department**

**SCHEDULE I**

**UN-METERED WATER CHARGES AND INSPECTION FEES**

The following Schedule of Charges is for inspecting water service and the use of un-metered water during the construction of a building.

The charges are based upon the size of the building and the type of construction.

(1) Inspection fee of water line installation is \$20.00 (twenty dollars) per one hundred lineal feet or any portion thereof.

(2) Un-metered water:

(a) Frame building up to 3,000 sq.ft. of area - \$60.00

(b) Masonry building up to 3,000 sq.ft. of area \$90.00

(c) Larger buildings, for each additional. 1,000 sq.ft., or portion - add \$30.00

**VILLAGE OF CHAGRIN FALLS**

**Water Department**

**SCHEDULE II**

**CONNECTION FEES**

The connection fee for a 1" and 1.5" taps includes the tap, corporation stop, curb stop, meter pit, valve box, K-copper pipe from main to curb stop or pit, miscellaneous fittings, meter and labor.

(1) Within the Village

1" connection Without Pit	\$1,000.00	1.5" connection Without Pit	\$1,500.00
1" connection With Pit	\$1,400.00	1.5" connection With Pit	\$2,000.00

(2) Outside the Village

1" connection Without Pit	\$1,200.00	1.5" connection Without Pit	\$1,800.00
1" connection With Pit	\$1,600.00	1.5" connection With Pit	\$2,400.00

(3) On taps over 1.5", the owner or contractor shall make the, excavation, expose the main (with all required permits), supply tapping sleeve and valve (to Village Water Department specifications), and back fill with approved material. Contractor shall make all taps under the direction of the Water Department and to Water Department specifications.

The owner or contractor shall do any boring or pushing of pipe that is required on lines larger than 1.5".

The following fees are established for taps larger than 1.5" off a water main:

Size Tap	Fee Inside Village	Fee Outside Village
2" Tap	\$400.00	\$550.00
4" Tap	\$450.00	\$650.00
6" Tap	\$550.00	\$850.00
8" Tap	\$650.00	\$950.00

(4) The developer will be permitted, in a new subdivision to have his or her utility contractor install water service connections according to the specifications and requirements of, and under, the supervision of the Water Department. Where such connections are installed by the developer's contractor, he shall furnish all labor, equipment, and materials, including meter pits, or vaults where required, and he shall pay the Village the following charges:

- (a) For each 1" connection - \$500.00
- (b) Outside connections - \$600.00
- (c) All connections larger than 1.5" shall be installed by the Builder or Contractor according to the provisions of Section 3 and Section 4.

## TAP FEES

In addition to the previous fees, the following tap-in fees shall apply:

(1) Water tap-in fees for single family home;

<u>Period</u>	<u>Inside</u>	<u>Outside</u>
Through 12/31/2008	\$2000	\$3000
1/1/2009- 12/31/2013	\$2500	\$3750
1/1/2014- 12/31/2018	\$3100	\$4650

(2) For duplex and multi-family Residences, the tap-in fees shall be as follows:

<u>Type of Unit</u>	<u>Tap Fees</u>
Duplex Residence	2 times the applicable single family fee
1 Bedroom or Efficiency/per unit	0.7 times the applicable single family fee
2 Bedroom Apartment/per unit	0.75 times the applicable single family fee
3 Bedroom Apartment/per unit	0.8 times the applicable single family fee
4 Bedroom or More Apartment/per unit	1 times the applicable single family fee

(3) For connections, other than residential, the water tap-in fees shall be based on the number of plumbing fixture units. The fee per fixture unit shall be 0.05 times the applicable single family fee but in no case shall the charge be less than the single family fee.

For example, a commercial building applying for connection in 2009 inside the Village with a fixture count of 100 would be charged;  $100 \times 0.05 \times \$2500 = \$12,500$

Fixture unit values for typical uses:

Type Fixture	Fixture Unit
One Bath group*	6
Lavatory w/trap	1
Bath tub w/trap	1
Shower w/trap	1
Water Closet	4
Kitchen sink w/o garbage grinder	1
Kitchen sink with garbage grinder	2
Laundry tray	1
Wash fountain	1
Laundry & sink w/trap	1
Service sink	1
Service sink w/valve	2
Drinking fountain	1
Urinal w/washout	2
Urinal w/pedestal	2
Urinal trough (3 feet each)	1
Floor drain w/trap	2
Washing machine (domestic)	1
Washing machine (coin operated)	6

\*One bath group includes water closet, sink and bath or shower

For building conversions which derive use of the water system, require new water tap-in fees as determined by the Chief Administrative Officer based on the fixture unit values.

(5) Tap-in fees are to be paid prior to starting work, to the Water Department at the Village Hall.

## **VILLAGE OF CHAGRIN FALLS**

### **Water Department**

#### **SCHEDULE III**

#### **RATES FOR METERS AND INSTALLATION**

All meters will be supplied and tested by the Water Department. The Department will supply and install only meters that meet the specifications of the American Water Works Association. Charges for additional meters will be the current price of the meter, labor, and materials to the Water Department , plus 40%.

**VILLAGE OF CHAGRIN FALLS**

**Water Department**

**SCHEDULE IV**

**WATER RATES**

Rates published here are for informational purposes only. The ordinance setting the current rate is the final authority on the rate that shall be charged.

(1)The following water rates are hereby established and shall be collected quarterly on January 1, April 1, July 1, and October 1 of each year:

The resident rate for the consumption of each 100 cubic feet of water or part thereof not exceeding 3,700 cubic feet, the sum of:

**FOR YEAR 2008**

\$ 5.07 per 100 cu. ft. ( ord. 2007-54 )

**FOR YEAR 2009**

\$ 5.29 per 100 cu. ft ( ord. 2007-54 )

**FOR YEAR 2010**

\$ 5.52 per 100 cu. ft ( ord. 2007-54)

Minimum water charge each quarterly billing: \$30.42 for the year 2008

Minimum water charge each quarterly billing: \$31.74 for the year 2009

Minimum water charge each quarterly billing: \$33.12 for the year 2010

For the consumption of each 100 cubic feet of water or part thereof exceeding 3700 cubic feet, the sum of:

**FOR YEAR 2008**

\$6.03 per 100 cu. ft.(ord 2007-54)

**FOR YEAR 2009**

\$6.29 per 100 cu. ft ( ord 2007-54)

**FOR YEAR 2010**

\$6.56 per 100 cu. ft. (ord 2007-54)

(2)All water users outside the corporate limits of the Municipality shall be charged an additional twenty-five percent of the rates set forth in subsection (1) hereof, as follows:

For the consumption of each 100 cubic feet of water or part thereof not exceeding 3,700 cubic feet, the sum of:

FOR YEAR 2008

\$6.34 per 100 cu. ft.(ord 2007-54)

FOR YEAR 2009

\$6.61 per 100 cu. ft (ord 2007-54)

FOR YEAR 2010

\$6.90 per 100 cu. ft (ord 2007-54)

Minimum water charge each quarterly billing: \$38.04 for the year 2008

Minimum water charge each quarterly billing: \$39.66 for the year 2009

Minimum water charge each quarterly billing: \$41.40 for the year 2010

For the consumption of each 100 cubic feet of water or part thereof exceeding 3,700 cubic feet, the sum of:

FOR YEAR 2008

\$7.54 per 100 cu. ft .(ord 2007-54)

FOR YEAR 2009

\$7.86 per 100 cu ft (ord 2007-54)

FOR YEAR 2010

\$8.20 per 100 cu ft (ord 2007-54)

(3) There is a meter charge for both Inside and Outside Users based on the size of the meter as follows:

Meter Size	Meter Charge
1/2" and 3/4"	\$3.00
1"	\$4.50
1 1/2"	\$8.50
2"	\$12.00
4"	\$15.00
6"	\$20.00
8"	\$30.00

(4) Turn-off charge: During normal working hours \$ 0.00 During other than normal working hours \$25.00

Turn-on charge: During normal working hours \$ 0.00 During other than normal working hours\$25.00

## **VILLAGE OF CHAGRIN FALLS**

### **Water Department**

#### **SCHEDULE V**

##### **MISCELLANEOUS CHARGES**

Testing of Meters: Meters are subject to inspection and will be replaced or tested for accuracy at a frequency and for reasons determined by the Village. No charge will be made for this service when the action taken is initiated by the Village.

If a water service customer requests his or her meter be tested for accuracy and it does not appear to the Village that the meter is accurate, the meter will be tested upon prepayment of the fee for this service. The fee will be remitted and the service charges adjusted if the meter is found to record more than actual flow (subject to AWWA standards for meter accuracy for new meters). The Village cannot test meters larger than 3/4", therefore, any meter larger than 3/4" must be sent to the manufacturer's testing laboratory for testing and the customer will be charged the actual cost.

In the event a meter seal is found broken or removed from a meter in service, the meter will be removed and tested for accuracy. The following fee will be charged for this service:

For Meters within the Village- \$50.00 - 3/4", 1"

For Meters outside the Village - \$62.50 - 3/4", 1"

**Table of Administrative Revisions:**

<b><u>Date</u></b>	<b><u>Revision</u></b>	<b><u>Page No.</u></b>
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