



470 Center Street, Bldg 3  
Chardon, OH 44024-1068  
Phone: 440-279-1970  
Fax: 440-285-9549

## APPLICATION FOR SEWER SERVICE

*This form shall be completed and approved before a sewer connection permit is issued*

Date: \_\_\_\_\_ Commercial Property \_\_\_\_\_ or Residential Property \_\_\_\_\_

Parcel #: \_\_\_\_\_ Account #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Construction/Service Address: \_\_\_\_\_

Sublot #: \_\_\_\_\_

Legal Owner's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Connection Installer: \_\_\_\_\_

*(Installer must be licensed with this Department)*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of building to be connected: \_\_\_\_\_

Expected date of construction: \_\_\_\_\_

Signature of Applicant or Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*The above signed individual has read and understands all notices on the reverse of this application.*

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### FOR SANITARY ENGINEER USE ONLY

Number of Units: \_\_\_\_\_

Lateral is \_\_\_\_\_ Feet, Upstream or Downstream, from manhole No. \_\_\_\_\_ Engineer: \_\_\_\_\_

#### ESTIMATED COSTS

Issuance: \_\_\_\_\_

Comments: \_\_\_\_\_

Inspection: \_\_\_\_\_

Tap-In: \_\_\_\_\_

Review: \_\_\_\_\_

Cost Recovery: \_\_\_\_\_

\_\_\_\_\_ :

Total Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Notes:

1. Sewer connection permits expire one year from the date of issuance.
2. Property must be included in the township section 208 plan to connect to a sanitary sewer.
3. New construction must provide a driveway permit.
4. Property Owner and/or Installer is responsible for verifying and obtaining all necessary permits including but not limited to a roadway permit from the County Engineer, ODOT or Township Road Department and building permit.
5. Property Owner and/or Installer is responsible for contacting the Ohio Utilities Protection Service (OUPS) at least 48 hours prior to excavating.
6. 48 hour notice is required for all inspections. Failure to notify GCDWR will result in service charges commencing on date of issuance of permit.
7. Inspection hours spent by GCDWR personnel beyond normal working hours will be charged at one and one-half times the regular charge.
8. All inspections exceeding three hours shall be charged additional per hour inspection fees.
9. Access to the curb box, curb valve or cleanout to ensure proper operation, shall be the responsibility of the owner.
10. Any damage to the County System as a result of work related to this connection shall be the responsibility of the owner.
11. Unauthorized use of the sanitary system is subject to fines and/or prosecution.
12. Notify GCDWR in writing of any changes in ownership and/or billing address.
13. All billing commences on the date of approval by the GCDWR inspector, unless **Expected date of construction** on front side of application has been filled in.
14. Arrearages on billing cycle 6, if not paid by mid-October, will be certified as delinquent charges and collected with a 6% surcharge with the property taxes.
15. It is the responsibility of the owner/installer to acquaint themselves with all applicable rules and regulations.
16. Owner/Installer shall check with the GCDWR for current charges.
17. In the event of emergency (water shortage, sewer backup, etc.), please call:  
Monday – Friday from 7:30 AM & 4:30 PM (GCDWR): 440-279-1970  
After hours and weekends call: 1-866-286-7292, or 440-286-7292