



12611 Ravenwood Drive, Suite 390  
 Chardon, OH 44024-1068  
 Phone: 440-279-1970  
 Fax: 440-285-9549

## APPLICATION FOR WATER 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: \_\_\_\_\_

Description of Building: \_\_\_\_\_

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.*

## FOR SANITARY ENGINEER USE ONLY

Number of Units: \_\_\_\_\_. Connection is \_\_\_\_ feet N E S W from hydrant at \_\_\_\_\_ Engineer: \_\_\_\_\_

### ESTIMATED COSTS

#### Water Service

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

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

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

Meter Pit: \_\_\_\_\_

2<sup>nd</sup> Source Cost Sharing: \_\_\_\_\_

Meter: \_\_\_\_\_

Meter Assembly: \_\_\_\_\_

Meter Program: \_\_\_\_\_

Backflow Preventer: \_\_\_\_\_

Sub-Total: \_\_\_\_\_

#### Fire Supply Service

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

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

Tap: \_\_\_\_\_

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

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

Backflow Preventer: \_\_\_\_\_

\_\_\_\_\_:

\_\_\_\_\_:

Sub-Total: \_\_\_\_\_

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

Notes:

1. Water permits expire one year from the date of issuance.
2. Property Owner and/or Installer is responsible for verifying and obtaining all necessary permits including but not limited to a roadway permit from County Engineer, ODOT or Township Road Department and building permit.
3. Property Owner and/or Installer is responsible for contacting the Ohio Utilities Protection Service (OUPS) at least 48 hours prior to excavating.
4. Owner must call GCDWR within 5 days of water connection to have meter installed. 48 hour notice is required for all meter installations.
5. Water meters must be programmed within 14 days of title transfer. Failure to comply may result in fines.
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. If house is under construction please advise in writing, as soon as possible, of expected occupancy date. This will delay your billing.
10. Access to the curb box, curb valve or cleanout to ensure proper operation, shall be the responsibility of the owner.
11. Any damage to the County System as a result of work related to this connection shall be the responsibility of the owner.
12. Unauthorized use of water is subject to fines and/or prosecution.
13. Notify GCDWR in writing of any changes in ownership and/or billing address.
14. All billing commences on the date of approval by the GCDWR inspector.
15. 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.
16. It is the responsibility of the owner/installer to acquaint themselves with all applicable rules and regulations.
17. Owner/Installer shall check with the GCDWR for current charges.
18. In the event of emergency (water shortage, sewer backup, etc.), please call:  
Monday – Friday from 8:00 AM to 4:00 PM (GCDWR): 440-279-1970  
After hours and weekends call: 1-866-286-7292, or 440-286-7292