

NORTHWESTERN WATER AND SEWER DISTRICT
Policy Governing the Extension and Control
of Water Service and Sewer Connections

SECTION I. DEFINITIONS

1. **Accommodation Tap** - extension of water or sewer services for individual use where a distribution or collection line is not immediately available. Should a line become available, the user agrees to disconnect, pay his share of the new line and use it instead. (i.e. conditional use). This use may require a one-time payment of a System Development Fee when an accommodation tap permit is issued.
2. **Agricultural Deferment** - acreage which meets the State of Ohio's and the Wood County Auditor's definition of agricultural use as identified in an agricultural district. This allows the owner to "defer" the assessment until such time as the parcel (whole or part) is taken out of agricultural use or is no longer eligible for a deferment. See website for form and instruction information.
3. **Application for Service** - A written request for service that must be made by an owner, tenant, or their designee along with the payment of the appropriate fees that must be completed prior to a service tap.
4. **Assessment** - Amount levied per parcel, to pay for the cost of a water and/or sewer line.
5. **Association of Property Owners** - group of one or more property owners seeking service of water and/or sewer. This group will be handled under the District's regular rules and conditions.
6. **Benefitting Property Owner - BPO** - property "benefitting" or "receiving benefits" from extension of water and sewer services extending across their property.
7. **Board of Trustees** - the legislative body of the Northwestern Water and Sewer District appointed by the municipalities and townships who joined the District and the Board of the Wood County Commissioners. Each group of these three entities appoints 3 members.
8. **Clean Water Connections** - includes connections such as roof drains, downspouts, foundation drains, sump pumps, etc. of ground water and storm water discharge.
9. **Common Customer Facilities** - facilities or appurtenances used "commonly" or generally by all (i.e., water towers, pump stations, etc.).

10. **Conditional Use** - (same as accommodation tap) extension of water or sewer service for individual's use where a distribution or collection line is not immediately available.
11. **Customer Connection Facilities** - the "tap" or the materials necessary to make the "tap", which is the physical connection into the main water or sewer line.
12. **Customer Specific Facilities** - facilities or appurtenances serving "specific" users or serving users of areas of restricted service.
13. **Debt Project Monthly Charge**- Unit Charge (loan debt service) + O/M
14. **Developer** - an applicant for water and/or sewer service to a platted subdivision, a group of platted or re-subdivided lots, or land tracts upon which more than one residential, commercial, or industrial establishment is to be erected.
15. **Environmental Orders**- Legal directive from the Ohio EPA or any local County Health Department to the District. (See also "Orders")
16. **Executive Director** - Chief Executive Officer of the District as named by the Board of Trustees and reporting to the same.
17. **Extension of Service** - facilities necessary to deliver potable water or sanitary sewer service to a user(s).
18. **Footage Charge** - a charge levied on benefitted property's footage for the cost of installing water and/or sewer lines. Examples of how these charges may be levied on parcels of differing sizes are in the exhibits of this policy.
19. **Municipal Customer** - an applicant for water and/or sewer service to a political subdivision operating under rules of the Ohio Revised Code of the State of Ohio.
20. **Orders**- Legal directive requiring the District to design public water or sanitary sewer plans in order to serve the area to alleviate a documented public health hazard.
21. **Permit** - the form or the receipt authorizing a user to connect or "tap" into the system.
22. **Petition Process** (Petition for Extension of Service Procedure) - the District will utilize a petition process to determine the necessity or need for a project. At least 60% of the owners of benefitting parcels must sign a petition for the District to consider proceeding with a project with assessments.
23. **Pressure Reducing Valve**- A device which is installed & maintained by a homeowner's water inlet to reduce the water pressure fluctuations caused by the

District's water pumping stations.

24. **Refusal of Service** - the District may deny extension of water and/or sewer service for reasons outlined under Section II.4 or V.7.
25. **Service Connection Charge** - the permit , tap, or assessment fee authorizing the right to connect or tap into the system.
26. **Single Customer** - an applicant for water and/or sewer service to a single-family dwelling, multiple-family dwelling, commercial or industrial building or other establishment. This type of customer may be established under various legal makeup. A single customer may be an individual (or natural person), firm, company, business trust, estate, trust, partnership, limited liability company, association, corporation or other business entity.
27. **System Development Fee** - fee charged a new customer to connect to the water/sewer system of the District, in an amount approximating the new customer's pro rata share of the District's cost of developing the common capital improvements of the system. If a customer is connecting to a District line, but receiving treatment via another government's trunk, this may be waived or used to purchase capacity from that entity, or perhaps waived, even. See [website](#) for current fee schedule.
28. **Tap** - the physical connection into the main water and/or sewer line.
29. **Tap Fee** - the physical cost to make the tap; based on estimated, average administration, labor and materials and/or inspection.
30. **The District** - the Northwestern Water and Sewer District which is a political subdivision operating under the rules of the Ohio Revised Code (ORC) Section 6119 to provide water and/or sewer services to users within the District or its service area.
31. **Unit Charge**- Charge to offset total project cost assessed to each owner of a developed parcel..

NORTHWESTERN WATER AND SEWER DISTRICT
Policy Governing the Extension and Control
of Water Service and Sewer Connections

SECTION II. CONDITIONS OF SERVICE

SECTION II.I GENERAL

This policy is implemented in recognition of the fact that the Northwestern Water and Sewer District (hereinafter called "District") operates water and sewer utilities for the benefit of the users in and around Wood County. The charges assessed to each benefitted property owner should relate, as uniformly as possible, to the benefits received. The District's assessment/debt project calculation method is attached and labeled **Exhibits 1 & 2**. The District reserves the right to vary from this depending on the project in question.

The District will require sufficient charges or deposits of whatever nature the District may deem necessary to assure that the costs of each project are assumed by the benefitted parties and not by the general water and sewer customers of the District. Each extension or addition to the system should be justified on the basis of the revenue anticipated from such project. It is the District's intent to provide service at a fair and equitable basis while recognizing each project may have unusual characteristics which could materially affect the cost.

Any premises located within the District may receive water and/or sewer service, upon compliance with this policy and applicable County, District and municipal codes and ordinances, contingent upon the District's service and supply contracts with municipalities or with the County. Property shall be considered as being within the District and eligible for water and/or sewer service if such property is located or improved in such a manner that all of the following conditions are satisfied:

- a. The property is a parcel located totally or partially within the District. The District area includes most unincorporated areas of Wood County and a portion of Jackson Township in Seneca County and portion of Scott Township in Sandusky County as well as various municipalities who may or may not be members of the District. The District contract areas may also outline areas of service.
- b. A portion of the property abuts a dedicated street that is within the District and the street provides access to the property.
- c. Any property to be served with water and sewer must be in the District within its service area.

An applicant for water and/or sewer service from the District system shall provide the District with a site plan and a complete legal description of the property on which water

and/or sewer service is desired. The site plan and legal description shall become part of the application for service and shall be used in calculating the extension charges as provided in Section IX of this policy. No water and/or sewer service may be extended to any building or property unless such building or property is identified in an application for service.

Providing water and/or sewer service directly or indirectly to any building or property other than that identified in the application for service is a violation of these rules and regulations and shall be cause for discontinuance of service in accordance with Section VIII of this policy unless previously approved by the District.

Any extension of water and/or sewer systems shall conform to this policy, to the design and construction specifications of the District, and to the District's Master Plan as adopted by the District for water and wastewater systems development. Copies of the above mentioned documents are available at the District's office. Exhibits for such service are attached which outline the process for these extensions.

SECTION II.2 SERVICE AREA

The service area to which this policy applies includes the unincorporated areas of the District, and the service areas of townships and municipalities served either directly or by contract.

If a customer outside the District requests service, the Board may at its discretion provide the service.

SECTION II.3 APPLICATION FOR SERVICE

An application for a permit to tap the water and/or sewer service line shall be made at the District's office. Application shall be made on a form prescribed by the District.

SECTION II.4 RIGHT TO REFUSE TO RENDER SERVICE

The District reserves the right to refuse to render water and/or sewer service including, but not limited to:

1. The District has unpaid bill, assessment or claim relating to water and/or sewer services against the applicant or property owner.
2. The applicant fails to conform to this policy or to the applicable Federal, State, County, District or City Codes or ordinances.
3. The applicant fails to conform to rules and regulations of the District. Once the claim is settled or failure cured or failure resolved, the application for service may be granted. The District may otherwise authorize a contract for service if the District determines that the claim or failure to conform was based on a good faith claim or right, or there is a reasonable possibility that the applicant will be

successful on such claim or defense.

Upon written request, an aggrieved applicant shall be granted an informal hearing with a three member panel representing the District. This panel may include a member of the Board, the Executive Director and legal counsel. The informal hearing shall be conducted in a manner to provide the applicant a fair opportunity to be heard.

SECTION III. CUSTOMER CLASSIFICATIONS FOR SYSTEM EXTENSION PURPOSES

The following classifications are being used hereafter:

- Single customer
- Developer customer
- Municipal customer
- Association customer

SECTION IV. PROTECTION OF WATER SUPPLY

SECTION IV.1 GENERAL

Any or all customer(s) who receive water service from the District or its contract providers must have an agreement with either the District or its agent in order to use the District's lines or services.

Every customer shall permit the inspection of their water supply system by the District at any reasonable hour to determine whether conditions on the premises are a potential hazard to the general health, safety or welfare of the public.

If the location for the water meter box outside the property line is not practical, the water meter box shall be located on the customer's premises near the point where the serviced pipe crosses the property line, and where the meter will be accessible at all times for inspection, testing and reading. An applicant or customer shall permit the District to set the meter box on the property of the customer if necessary, and no rent or other charge may be made by the customer against the District for placing the meter box, service pipe, or other equipment upon such premises. Customer shall agree to allow access to the meter box for reading, maintenance, repair or replacement.

The District assumes no responsibility for inspecting or approving any part of a customer's installation of water or sewer devices beyond the meter.

SECTION IV.2 DIRECT OR INDIRECT CONTAMINATION

The District may determine that a condition exists on the premises that could, directly or indirectly, cause contamination of the public water supply. In the event the District makes such determination, the customer shall accept delivery of water in a manner to be determined by the District to assure that possible contamination will be prevented

and that the public water supply will be protected. The cost of any contamination prevention device or devices deemed necessary by the District to prevent contamination or to protect the public water supply shall be paid by the customer. The cost of such device or devices shall be determined as the sum of the actual cost of the device plus the actual cost of installation of the device, including any and all restoration required to the facilities and/or grounds of the customer and those facilities or grounds of the affected customers.

Pressure reducing valves or (PRV's) may be required when pressures are excessive in the District's mains, ensuring practical and safe working pressure. Local plumbing codes may require a PRV on domestic systems where the water main's pressure may be excessive.

SECTION IV.3 TAMPERING

No customer shall tamper with or damage any water supply or water main constructed under Section 6119.07 and Section 6119.08, inclusive of the Ohio Revised Code, or any apparatus or accessory connected through or pertaining thereto including meters.

No person shall make any connection with such water supply or water main without prior permission obtained pursuant to this policy. No person shall refuse to permit inspection by the District of any such connection or willfully cause the pollution of any water supply. Violations of this section shall be prosecuted to the full extent of the law.

NOTE: For similar violations of sewer facilities, tampering will be dealt with in like fashion as outlined in Section V.7.

SECTION V. PROTECTION OF SEWER SYSTEM

SECTION V.1 GENERAL

No customer may be connected to the sewerage system or discharge any matter into the system until he has executed a contract with the District. The contract shall entitle the customer to discharge only liquid wastes of "normal" quality. "Normal" quality is that which does not exceed any of the limits established by the Ohio Environmental Protection Agency, NPDES Permit limitations, the United States Environmental Protection Agency or the municipality providing treatment service to the customer.

Every customer connected to the sanitary sewage system shall comply with this policy, County, District and City codes and ordinances, and the regulations of the United States Environmental Protection Agency and the Ohio Environmental Protection Agency. Every customer shall permit inspection at reasonable hours by the District and authorized officials of other governmental agencies to determine whether conditions exist that may be a violation or cause a violation of this policy, the County, District and City codes and ordinances or other applicable regulations or requirements.

New "Permits to Install" approved by the Ohio EPA may include responsibilities under anti-degradation. For more information on this, please contact the Ohio EPA or the District's Engineer.

SECTION V.2 STORM WATERS

No person shall discharge, or cause to be discharged, any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters into any sanitary sewer. This includes all forms of current or proposed discharges as identified under Ohio EPA's anti-degradation rules.

SECTION V.3 PROHIBITED DISCHARGES

No customer or person shall discharge or cause to be discharged into the sewer system any of the following:

- a. waters or wastes containing substances which are potentially hazardous or injurious to the sewer system or to humans or animals;
- b. which may interfere with or impede the proper collection and treatment of sewage; or,
- c. which may create hazardous conditions in the plant effluent or in the receiving streams, or
- d. all forms of storm water including those caused by "clean water" connections.

SECTION V.4 PRETREATMENT OF WASTE

Customers discharging water or wastes which are potentially hazardous or injurious to the sewer system, to humans or animals, or which may interfere with or impede the proper collection and treatment of sewage, or which may create hazardous conditions in the plant effluent or in the receiving stream shall pre-treat such water or wastes to reduce the amount of harmful substances in conformity to regulations adopted by the United States Environmental Protection Agency, Ohio Environmental Protection Agency and any applicable NPDES permits. Inspectors representing the District or the municipality providing treatment may verify customer compliance with such rules and regulations. **See Exhibit 2.1.**

SECTION V.5 MONITORING FACILITIES

Every customer whose wastewater effluent is required to be monitored shall provide and operate at his own expense adequate monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems. Monitoring facilities normally should be situated on the customers' premises. When such a location would be impractical or cause undue hardship on the user, the

District may allow the facility to be constructed in the public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles.

Such customer named above shall provide adequate space in or near the sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. Such facility and sampling and monitoring equipment shall be maintained by the customer at all times in a safe and proper operating condition. The costs of such maintenance shall be the responsibility of the customer.

Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the District's requirements and all applicable local construction standards and specifications.

SECTION V.6 INSPECTION AND SAMPLING

The District shall inspect the facilities of any customer to ascertain whether the purpose of this policy is being met and all requirements are being complied with. Customers who create or discharge wastewater shall allow the District ready access at all reasonable times to the premises for the purposes of inspection, sampling, monitoring, records examination, and performance of any of the duties required by the District. The District shall have the right to install devices on each customer's property to conduct sample inspection, compliance monitoring and/or metering operations. Customers who are discharging storm waters into the District's sanitary lines will be required to eliminate them.

If a customer has security measures in force which require proper identification and clearance before entry into its premises, such customer shall make suitable arrangements to permit the District to enter such premises without delay, for the purpose of performing the duties and responsibilities authorized by this policy. The District reserves the right to inspect all types of users.

SECTION V.7 TAMPERING

No person shall tamper with or damage any sanitary sewer constructed under Section 6119.07 and Section 6119.08, inclusive of the Ohio Revised Code, or any apparatus or accessory connected through or pertaining thereto.

No person shall make any connection with such sanitary sewer without permission or inspection obtained pursuant to this policy. No person shall refuse to permit inspection by the District of any such connection or willfully cause the pollution of any sanitary sewer system. Violations of this section shall be prosecuted to the full extent of the law.

NOTE: For similar violations of water facilities, tampering will be dealt with in like fashion as outlined in Section IV.3.

SECTION VI. CUSTOMERS RIGHTS AND RESPONSIBILITIES

SECTION VI.1 GENERAL

The customer shall provide to the District information that specifies the size of metered water service and the size and number of sewer taps requested by the customer. Each property or developable unit shall have a separate water meter and separate sewer tap; and in no instance may two properties owned by different individuals or entities nor properties separated by a street or alley be served by one meter or by one sewer tap. Unless otherwise authorized by the District (subdivisions allow shared sanitary laterals, sewer only).

Once System Development Fees and other appropriate fees have been paid, the right to the allowable service connection, whether used or not, shall be vested in the property. However, should a service connection remain inactive for more than one year, the service may be disconnected. At the option of the District, reinstallation of such service shall require a new service connection charge. All quotes for service will be valid for no more than 120 days. **See Exhibit 3.**

Each customer shall comply with all building, health and plumbing codes of Wood County or other county equivalent and the municipality providing treatment services or in other areas where the District may operate.

The customer shall be responsible for furnishing and installing a water service line from the meter into the property, for furnishing and installing a sewer service line from the tap at the main into the property, for providing all equipment to control and utilize such services within the property, and for maintaining such lines and equipment in safe working condition. Exceptions to this rule may occur with the use of sewer grinder pump equipment, which must meet District's specifications. No customer may extend water or sewer lines to property other than that on which charges provided herein have been paid.

The customer agrees to accept such conditions of water pressure or service as may from time to time exist and to hold the County and the District harmless for damage caused by low or high pressure, fluctuations of pressure, or interruption of service.

Due to the age of homes throughout the District area, pressure reducing valves or (PRV's) and expansion tanks may be needed. These devices can help alleviate hot water tank damage caused by heating and cooling of water within a home's plumbing.

The customer agrees to accept the elevation and location of all sewers as laid by the District and shall, where necessary, install and operate on the premises of the customer and at the expense of the customer all necessary lifting equipment or backup protection devices. Any customer having drain or fixture outlets into the house connection, which were installed by contractors at an elevation lower than the top of the nearest downstream sanitary sewer manhole shall protect the premises from possible backup of sewage by the installation of backflow or other devices to prevent sewage backup and flow out of such outlets.

The District shall not be responsible for any loss or damage caused by the improper installation, condition, or use of the customer's equipment or by any negligence or wrongful act of the customer or his agents, employees or licensees. Nor will the District be held responsible for acts of God such as flooding which could cause damages.

Damage to any equipment of the District caused by the negligence or wrongful act of the customer or his agent, employee or licensee shall be paid by the customer upon presentation of a bill therefore.

The District may install grinder pumps which aid in the removal of the sanitary sewerage flows. The District may take responsibility of the operation and maintenance of units on a case by case basis, depending on our ownership, spec, brand and ability.

SECTION VII. DESIGN AND OWNERSHIP OF FACILITIES

The District will design, operate, and maintain all of its water and sewer facilities with due regard to present and future requirements of capacity, system operation and efficiency, and materials connecting the water meter with the main. Title to all such installations will remain with the District.

Public fire hydrants may be installed on dedicated streets or as approved by the District.

Before any water and/or sewer extensions are made in public streets, easements or public alleys, such public streets, easements or public alleys shall be legally dedicated and such extensions approved by the District.

When service is requested to a property that is not adjacent to a water main and/or a sewer line from which conventional service can be provided and, when in the opinion of the District, it is not feasible to construct a main that would provide service, the District may grant permission to the applicant to make an accommodation tap at the nearest existing adequate main (**See Exhibit 4**).

Such accommodation tap applicant shall pay the appropriate charges as provided herein, including the one time payment of system development fees, computed as though the main were adjacent to the property. This accommodation tapped customer shall pay all cost of installation, maintenance and other charges of a pipeline from the water meter and/or sewer connection to the property, and assume all responsibility, liability and the payment of all costs and damages growing out of such installation, operation or failure of the pipeline. A condition of service-Customer must agree to provide easements at an agreed upon appraised value. Some lines may be left-owned by the homeowner, given their use.

Such accommodation connection and pipeline may be a temporary installation only; and, at such time as an adequate main is installed adjacent to the property and on written demand of the District such customer shall install a regular service at his expense, and shall discontinue the use of the temporary connection and pipeline and shall pay the District the appropriate charges for a regular tap or service connection

and/or assessment, including system development fees, if unpaid previously and if applicable.

SECTION VIII. DISCONTINUANCE OF SERVICE

The District shall have the right, upon written notice to the customer, to discontinue the water and/or sewer service for any of the following reasons:

- a. non-payment of service charges for excessive use or waste of water (i.e., leaks);
- b. for violation of any Federal, State, County, District or City codes or ordinances related to water and sewer services;
- c. for illegal unauthorized connections;
- d. for supplying service to property other than on that which the appropriate charges have been paid;
- e. for furnishing false or erroneous information whether directly or indirectly in any application for service;
- f. or for the violation of any provision of this policy.

Service shall remain discontinued until all errors are corrected and/or violations have ceased and delinquent bills paid. These reasons are more fully explained and outlined in the District's billing policy document.

SECTION IX. FISCAL REQUIREMENTS AND CONNECTION OF CUSTOMERS TO THE WATER AND SEWER SYSTEM

This portion of the regulations governing water and sewer service to customers addresses the financial aspects of system expansion. The intent of this section is to provide for an equitable distribution of system expansion costs between new and existing customers of the water and sewer systems.

SECTION IX.1 REQUESTS FOR WATER AND SEWER SERVICES BY DEVELOPERS

Developers are responsible for funding the costs of three types of system improvements:

- a. customer connection facilities,
- b. customer specific facilities, and
- c. common customer facilities.

Payment for these facilities is discussed below.

SECTION IX.1.1 CUSTOMER CONNECTION FACILITIES

Developers may “pay” for the cost of connection facilities in any one of two ways:

- a. installation of all connection facilities at the Developer’s cost;
- b. payment by the Developer for the actual cost of project-related expenses including all construction costs.

SECTION IX.1.2 CUSTOMER SPECIFIC FACILITIES

Developers shall construct any customer specific facilities for their development at their own cost, and ownership thereof will be vested in the District upon completion and acceptance.

SECTION IX.1.3 COMMON CUSTOMER FACILITIES

Payment by Developers for common facility needs is largely dependent on the availability of such facilities in the area where development occurs. Thus, if development is occurring in new areas where few, if any, common facilities are available, the Developer shall be responsible for constructing the necessary facilities and incurring the related cost as well as payment for tap fees, system development fees, etc. If development occurs in existing service areas where most, if not all, common facilities are in place, the Developer shall be responsible for only System Development Fee(s).

SECTION IX.1.3.1 DEVELOPMENT IN NEW SERVICE AREA

Developers shall construct all common customer facilities needed to serve their development at their own cost, with ownership of the facilities vested in the District upon project completion and acceptance. All work must be done in accordance with the policies, rules and regulations of the District.

SECTION IX.1.3.2 DEVELOPMENT IN EXISTING SERVICE AREA

When sufficient capacity is available in existing facilities to serve the proposed development, a Developer or owner is liable for payment of the System Development Fee(s) in effect at the time the permit is requested and purchased. If sufficient capacity for the development is not available in one or more types of common customer facilities, the Developer must construct such facilities needed for that development. Ownership in the facilities shall be vested in the District upon completion and acceptance.

SECTION IX.1.3.3 REQUEST TO OVERSIZE COMMON FACILITIES

The District, particularly in a new service area, may request a Developer to oversize selected common facilities in anticipation of future service needs. When the District

makes such a request, the Developer is entitled to a negotiated refund for the cost of such oversized facilities. The amount of the refund shall be negotiable at the time between the parties. The refund may be paid from extension charges collected from new customers served from such oversized facilities. Refunds will be based on collected fees and shall be made annually for up to a ten-year period after completion of the project and cumulatively may not exceed the incremental cost of such oversized facilities.

SECTION IX.2 REQUESTS FOR WATER AND SEWER SERVICE BY CUSTOMERS

A petition for extension of water/sewer service would be necessary for the District to provide tentative cost estimates. A copy of these documents and applicable rules are attached as **Exhibits 5 & 6**.

A customer or group of customers requesting water and sewer service is responsible for funding the cost of three types of system improvements:

- a. customer connection facilities,
- b. customer specific facilities, and
- c. common customer facilities.

*Unless a waiver form is used for this purpose (**See Exhibit 7**).

Payment for these facilities is discussed below.

SECTION IX.2.1 CUSTOMER CONNECTION FACILITIES

Payment for customer connection facilities, such as the system development fee, and any other related charges shall be made at the time the customer purchases the permit in order to tap.

Other charges for extension for services will be outlined as explained in **Exhibit 3**. These may include tap fees, inspection fees, assessment, etc. All quotes for service will be valid for no more than 120 days.

SECTION IX.2.2 CUSTOMER SPECIFIC FACILITIES

The District will ordinarily construct the customer specific facilities needed to serve a new customer or group of customers. Each customer is responsible for payment of the cost of construction incurred by the District for customer specific facilities. When more than one customer is involved, the total cost of customer specific facilities will normally be divided between the customers on an equitable basis.

The payment of customer specific facilities may be financed through assessments. The District's assessment calculation is attached as **Exhibits 1 & 2**.

The District may eliminate the cost of customer specific facilities attributable to agriculturally deferred properties from the amounts to be paid by assessments upon property owners. Any such elimination can be done only if replacement funds are available from non-District sources. If a customer pays all the costs including those attributable to deferred customer accounts, any cost recovered from deferred accounts during the first ten years will be refunded to the property owners or to that customer. The amount of such refund shall not be greater than the amount attributable to deferred customer accounts which were paid by the customer and may be given as credit on their real estate tax duplicate billing.

SECTION IX.2.3 COMMON CUSTOMER FACILITIES

The District ordinarily has or will construct common customer facilities needed to serve new customers or groups of customers. If construction is required for residential or small commercial customers, such customers shall pay the cost of construction incurred by the District for that phase of common customer facilities needed to provide service to the requesting customer.

SECTION IX.2.4 EXTENSIONS UNDER FINANCIAL HARDSHIP

If a single applicant for water and/or sewer service substantiates a financial hardship condition in the application for service, the District may offer assistance to pay for the extension of service and connection to the system. The District may, upon finding a need to protect the public health, safety and welfare, authorize a main extension and a service line connection to such applicant's property. (Financial assistance to such applicant may be in the form of an extended payment term of up to ten years or use of the assessment procedure.)

SECTION IX.2.5 LARGE OR UNUSUAL REQUEST FOR SERVICE

If a large or unusual request for service is made, which materially may affect the operation or demand on the system, the Board will make every effort to accommodate this request, after review, on a case-by-case basis.

SECTION IX.2.6 EXTENSIONS DEEMED NECESSARY BY THE DISTRICT

Due to operations or developmental needs of the District's areas, the District may choose to proceed with a project outside the terms of this policy statement. It will seek to do these projects in a cost-effective manner in an effort to reduce the financial impact of the benefitting property owners.

SECTION IX.2.7 PETITIONS FOR EXTENSION OF SERVICE

Before passing a Necessity Resolution for a project, the District will review any petitions submitted as outlined under **Exhibits 5 & 6**.

SECTION IX.3 EXTENSIONS FOR SERVICE ORDERED BY OHIO EPA, LOCAL COUNTY HEALTH DEPARTMENT OR OTHER SUCH HEALTH AGENCIES DUE TO ENVIRONMENTAL RISK OR HEALTH FACTORS

After environmentally testing, the Ohio Environmental Protection Agency (EPA) or the appropriate local health department may “order” a studied area for water or sanitary sewer improvement. In such orders, the area to be served will be outlined in both written and map form for the District’s follow-up. Any county, state or federal orders shall supersede this Extension Policy.

The District will handle these orders in accordance with the law in an expeditious manner. Recognizing these regulations may change during the life of the project, the Board will make every effort to complete the project as ordered. The District will endeavor to address those orders in a chronological, historical order with the oldest being designed, explained and constructed first.

Attempts will be made to fund these projects utilizing available local, state and federal funding.

NOTE: **A project may be petitioned for service yet the adjacent homes or residents could be ordered to connect if a home or improved sanitary sewer user’s foundation falls within the appropriate local health department rule of the available sanitary sewer. Please check with your appropriate health department.**

Once these final orders are received by the District, the District’s Director will send a copy of these to the local elected officials of the affected area, local newspaper and the appropriate county auditor’s office in an effort to notify the public of this order. In addition, the District will add this to its website. All of this effort is to better notify the probable area of affected properties.

SECTION X. SEVERABILITY

If any part of this policy is void, that part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this policy.

SECTION XI. SYSTEM DEVELOPMENT FEES AND CHARGES

The Northwestern Water and Sewer District and its predecessor, the Wood County Regional Water and Sewer District, endorse the concept of growth-pays-for-growth, cost-of-service methodology in setting rates and fees. Thus, the District charges a system development fee for all new users of the District’s water and sewer lines. This fee, as further explained in **Exhibits 8 & 9**, requires all users to pay or “buy-in” to the capacity of the system available for new users. This fee will be charged proportionately to the water meter size, which determines the pro-rata capacity which can be drawn.

If a user has purchased a meter and paid a system development fee, the user can upgrade to a larger meter by paying the difference in the system development fees.

The fees will be reviewed on a regular basis and are subject to change. Please click the following [link](#) to view the District's current SDF.

OTHER CHARGES

Other charges for connection to water and sewer services may be due. These could include tap fees, unit charges, deferred assessments, inspection fees, etc. Since many projects are financed, the exact charges may vary. The Executive Director and Engineer will quote these on a case-by-case basis using **Exhibit 3**.

SECTION XII. ACCOMMODATION WATERLINES AND TAPS

Accommodation waterline/sewerline and taps are defined in Section 1 as accommodation taps.

Anyone seeking an accommodation tap shall file an application for such service with the District. The Board's Service Delivery Committee of the District may grant such application subject to the conditions as set forth below. Upon the approval of the application by this committee, the parties shall sign an agreement setting forth the terms of the agreement between the parties (**See Exhibit 4**).

SECTION XIII. ALLOCATION OF CAPITAL COSTS

Depending on the project, and its financing, the District will usually allocate the balance of a project's cost on the local benefitting property owners.

This may be done in several different ways, but most often these pro rata, allocated costs will be charged, allocated, or assessed in one or two ways. These changes may be assessed or charged and collected by:

1. Assessment charged as a lien against real property and collected over a (probable) 20 year period on their real estate tax duplicate. (Owner will have option to pay cash).
2. Monthly (or quarterly) debt charge levied and collected through a user's regular water and/or sewer bill.

SECTION XIII.1

In situations where we will be assessing real property, the Ohio Revised Code sections 6119.27-6119.58 details the process for the District to follow. Exhibits attached to this policy reflect the Board's intent to follow this.

SECTION XIII.2

The Revised Code does not address allocations of debt through a monthly or quarterly charge.

However, the Board believes all benefitting property owners in a project should be

advised of their estimated, probable cost of a project in advance of the construction; after a necessity decision has been made by the District's Board.

In a process similar to ORC 6119.47, tentative assessment ranges would be mailed notifying the property owner of their costs in a monthly (unit) amount.

SECTION XIII.2.1

The District would follow Ohio EPA's Suggested Flow Guidelines for setting an allocation of debt by individual improved property (re: sewer structure) based on estimated sewer flow. Multiple charges may occur for structures determined to be larger sewer users such as multi-family dwellings, commercial, industrial, institutional (school or government office), etc.

SECTION XIII.2.2

An assessment equalization board (similar to ORC 6119.49) would be named and seated to hear concerns relative to the "estimated assessment."

amended: Resolution 2002-87-November 21, 2002

Resolution 2004-70-June 10, 2004

Resolution 2007-71-May 10, 2007

Resolution 2008-53-March 27, 2008