



Swan creek Water District

5565 County Road D

Delta, OH 43515

Phone: 419-822-3656

Email: scwd5565@gmail.com

TO: Residents **with a Curb Stop** interested in Hooking up to the City Water

FROM: Swan creek Water District

RE: Information Packet on Getting Hooked Up to the Water Main System

Property owners who are not licensed contractors may install their own service lines, but may only dig up to 10' from the curb stop. However, only contractors who are registered with the Water District are permitted to expose or make the actual connection from the service line to the District's Water System. This includes the installation of the meter.

You may not connect any two systems together in any manner that could cause contamination to the District's water supply. For example, you may not connect your well water to the Water District's water supply. No cross connections are allowed.

Registered Contractors

See attached list of contractors who are registered with Swan creek Water District. These contractors are insured and bonded and are authorized to do all the work required to install and connect your water service.

Material Specs for Water Line from the Road to the House

- 1" K-Copper or SDR9, 200 PSI Plastic with Tracer Wire; at least 14 gauge May be used.
- Depth of Line – 4 Feet Minimum

Connection Fees & Meters

- There is a \$635.00 connection fee, which includes a 5/8" x 3/4" meter with remote reader, pressure-reducing valve, and inspection. This does **not** include the cost to get the line from your tap in your home.
- The meters will be placed inside the homes and must be in a heated location that is easily accessible to Swan creek Water District personnel for purposes of inspecting and maintaining the water meter. Any other location needs contractor recommendation and inspector authorization prior to installation. If the homeowner wishes to incur additional costs for a meter pit (an outside meter which is installed in a pit where the service line connects to the District's main water line), please see "meter-pit" notes.
- The water meters are the property of the District and may be changed, maintained and altered solely at the District's discretion. Upon notification by a customer of a suspected faulty or inaccurate meter the District shall replace the meter. If the replaced meter is found to be accurate within the manufacturer's limits, the District may levy a replacement charge. A suspected inaccuracy or faulty meter is not grounds for non-payment of a bill.

Meter Pits

- Meter pit is required if the dwelling is more than 250 feet off the road and/or if there is a ditch crossing between the curb stop and dwelling.
- Meter Pit Specs – Plastic 30" (minimum) with a plastic lid that has a hole for the remote reader's transmitter. This pit must be installed by a registered contractor and must be adjacent to the curb stop.

Inspections

- An inspection must be done by the Swancreek Water District prior to turning on the service. The cost for an inspection (based on a 1-hour inspection) is included in your connection fee cost. If there are problems with the line or the connections and more time is required, the rate is \$50.00 per hour.
- The Swancreek Water District shall be given at least 48-hours notice when an inspection is required. In order to minimize the interruption of water service, the contractor is responsible to schedule the inspection.
- A Swancreek Water District Inspector must be present when tap is made at the curb stop.
- Note: The entire trench needs to be left open for inspection.
- The inspector will be doing the following:
 1. Checking the Connection at the curb Stop
 2. Checking the Service Line for Depth, Material Used, and Making Sure there are no Cross Connections
 3. Check the Meter Assembly and Installing RTR
 4. Turning Service On and Checking For Leaks

Water Rates & Billing

- **Current Minimum Bi-Monthly Charge:** Every residential customer, regardless of the amount of water actually used, shall pay a minimum charge of \$63.05 bi-monthly. If you exceed the minimum amount, you will just be charged the standard water rate.
- The minimum bi-monthly charge is based on 5,000 gallons or less and shall be charged regardless of whether or not the water service is used during the month, including seasonal disconnections.
- **Standard Water Rate:** \$12.61 per 1,000 Gallons.
- **Billing** is done every two months. (February, April, June, August, October and December).

Application for Residential Tap Permit

- We have enclosed an Application for Residential Tap Permit. You may not have any connections made prior to obtaining a permit. In order to obtain a tap permit, the District will need this completed application along with payment for the meter, remote reader, regulator, and inspection (**\$635.00**). Please make checks payable to: Swancreek Water District.

In compiling this information, we have tried to answer all questions that may arise. However, if you have any other questions or concerns, please feel free to call our office at (419) 822-3656.

Thank you,
Swancreek Water District Board Members

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APPLICATION FOR NEW RESIDENTIAL TAP PERMIT FOR/WATER SERVICE

DATE: _____ E-MAIL: _____

REGISTERED CONTRACTOR'S NAME: _____

PROPERTY OWNER'S NAME: _____

SERVICE ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: (HOME) _____ (WORK OR OTHER) _____

OWNER'S ADDRESS: (if different than service) _____

SIZE TAP REQUESTED: 1" NO. OF BUILDINGS FOR THIS PARCEL: _____

HAS THE PROPERTY CHANGED IN USE SINCE 1/2000? _____ YES _____ NO IF YES,
HOW? (I.E. ADDITIONS, CHANGE IN USE, PROPERTY NO., ETC)

Use bottom back side of this form for explanation.

PLEASE SELECT ALL CLASSIFICATIONS BELOW WHICH PERTAIN TO THE PROPERTY:

_____	Single Family Residence		
_____	Duplex		
_____	Triplex		
_____	Apartments	No. of units:	
		One BR	_____
		Two BR	_____
		Three BR	_____
_____	Condominiums	No. of units:	
		One BR	_____
		Two BR	_____
		Three BR	_____
_____	Manufactured Homes	No. of units: _____	
_____	Mobile/Manufactured		
	Home Park	No. of units: _____	

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NOTE: PROPERTY OWNERS WHO ARE NOT LICENSED CONTRACTORS MAY INSTALL THEIR OWN SERVICE LINES FOR TAPS THAT ARE ONE (1) INCH OR LESS; HOWEVER, ONLY CONTRACTORS WHO ARE REGISTERED WITH THE DISTRICT ARE PERMITTED TO CONSTRUCT SERVICE LINE CONNECTIONS TO THE DISTRICT'S WATER SYSTEM.

ACKNOWLEDGMENT

BY SIGNING THIS TAP REQUEST, I ACKNOWLEDGE THAT I HAVE GIVEN PERMISSION TO THE ABOVE CONTRACTOR TO INSTALL MY SERVICE LINE PER SWANCREEK WATER DISTRICT'S SPECIFICATIONS, AND TO CONNECT THE WATER SYSTEM TO THE LISTED ADDRESS. I STATE THAT THE ADDRESSES AND THE TELEPHONE NUMBERS AS SHOWN ARE CORRECT. IN ADDITION, I UNDERSTAND AND AGREE THAT THE CONTRACTOR WITH WHOM I HAVE ENTERED INTO AN AGREEMENT TO CONSTRUCT SAID CONNECTION IS NOT AN EMPLOYEE, AGENT OR REPRESENTATIVE OF THE SWANCREEK WATER DISTRICT AND THAT THE SWANCREEK WATER DISTRICT DOES NOT IN ANY WAY CONTROL, SUPERVISE, RECOMMEND OR ENDORSE THE WORK OF SUCH CONTRACTOR BY VIRTUE OF SAID CONTRACTOR POSSESSING A REGISTRATION WITH THE SWANCREEK WATER DISTRICT. I ALSO UNDERSTAND AND AGREE THAT IF THE USE OF MY PROPERTY CHANGES CAUSING A GREATER ESTIMATED USAGE OF WATER PURSUANT TO THE ABOVE TABLE OF USES, THAT I SHALL BE CHARGED THE DIFFERENCE BETWEEN THE CONNECTION FEE ACTUALLY PAID AND THE CONNECTION FEE THAT CORRESPONDS TO THE NEW USE OF THE PROPERTY.

I/We understand and agree that the District shall take one or more of the following actions when a service account becomes delinquent: a) Place the balance on the tax duplicate of the owner of the property for collection in the same manner as taxes and assessments; b) Send the account to an agency for collection; and/or c) Disconnect water service for non-payment.

PROPERTY OWNER(S) SIGNATURE: _____

IF THIS HOME/PROPERTY WAS PURCHASED IN THE LAST FIVE YEARS, NAME OF THE FORMER OWNER: _____.