



# CITY OF MUNROE FALLS

## Zoning Department

43 Munroe Falls Avenue, Munroe Falls, Ohio 44262  
330-688-7491 phone  
330-688-3720 fax  
[www.munroefalls.com](http://www.munroefalls.com)

### WATER TAP IN FORM AND APPLICATION

#### **GENERAL REGULATIONS FOR WATER TAP IN**

- A. PERMIT REQUIRED. The Owner of a property or his duly authorized agent shall apply for a service of water. In addition, a STREET OPENING PERMIT and/or RIGHT OF WAY PERMIT may be required .
- B. COMMENCEMENT OF WORK. The work shall commence within ten (10) days of the date of the issuance of the permit. Meter shall be set within seven (7) days of making the tap otherwise a monthly service charge will be levied.
- C. PERMITS ARE NOT TRANSFERRABLE
- D. PERMIT SHALL EXPIRE UPON COMPLETION OF THE WORK DESCRIBED IN THIS PERMIT

For complete rules and regulations see section 921 of the Munroe Falls Codified Ordinances

#### **DUTIES OF APPLICANT:**

1. Submit completed permit application with signature
2. Supply complete set of plans or drawings **in triplicate** - one set shall be returned to applicant
3. Pay permit fees (*see page 3*)
4. Complete and submit STREET OPENING PERMIT **and/or** RIGHT OF WAY PERMIT form and applicable fees *when required (as directed by Superintendent)*
5. Provide list of adjoining property owners *when required*
6. **Keep original copy of the approved permit application and approved copy of plans** while work is in progress
7. Complete and sign a *Water Service Contract* form

*Incomplete applications or applications without **complete** plans or drawings **will not be accepted***



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### APPLICATION FOR A SUPPLY OF WATER

**This application shall be submitted along with a COMPLETE set of drawings or plans, in triplicate  
WORK SHALL COMMENCE WITHIN TEN (10) DAYS OF THE ISSUANCE OF THE PERMIT**

#### CONTRACTOR PERFORMING WORK

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ email (if desired): \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

#### LOCATION OF PROPOSED SITE OF EXCAVATION (if more than one, use separate application for each)

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

START DATE: \_\_\_\_\_ METER INSTALL DATE: \_\_\_\_\_

*Contractor will do all excavating to expose water line. City Water Department will make the tap in. Contractor will cover and restore to original grade. Plumbing from curb box location through structure is the responsibility of the property owner. City Water Department will set water meter (inside) and transmitting unit (above grade) no later than seven (7) days from the date of tap. Otherwise, a monthly service charge will be levied to the property owner.*

#### LIST OF COSTS (determined by Superintendent)

1" Tap \_\_\_\_\_

Right of Way Permit \_\_\_\_\_

#### UN-METERED MONTHLY SERVICE CHARGES

3/4" Meter with MTU \_\_\_\_\_

Street Opening Permit \_\_\_\_\_

Residential: \_\_\_\_\_

Labor \_\_\_\_\_

Certificate of Liability Insurance \_\_\_\_\_

Commercial: \_\_\_\_\_

Materials \_\_\_\_\_

Performance Bond \_\_\_\_\_

(IF no meter after 7 days from tap in)

Inspection(s) \_\_\_\_\_

Deposit \_\_\_\_\_

Other \_\_\_\_\_

TOTAL: \_\_\_\_\_

## FOR CITY USE ONLY

Upon approval and submittal of ALL requirements, payments, forms and/or plans - this permit application shall serve as your permit.

KEEP ON SITE WHILE WORK IS IN PROGRESS

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:**

BY: \_\_\_\_\_

List of abutting property owners \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Evidence of materials/labor/equipment \_\_\_\_\_

DATE: \_\_\_\_\_

STREET OPENING PERMIT \_\_\_\_\_

RIGHT OF WAY PERMIT \_\_\_\_\_

**NOTES:**

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TOTAL PAYMENT \_\_\_\_\_

DATE OF PAYMENT: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

CLERK SIGNATURE: \_\_\_\_\_

CITY DATE STAMP

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant acknowledges receipt of one full set of plans or drawings

Owner has completed and signed the Water Service Contract form

**GENERAL RULES GOVERNING INSTALLATION OF WATER TAPS AND METERS (further requirements may be found in section 921 of the Munroe Falls Codified Ordinances)**

- (a) The property owner or his agent shall do all excavating and compacting, grading, planning or paving to expose the water line and to restore the property to its original quality.
- (b) Water taps up to one inch (1") in diameter shall be made by the City Water Department and all materials furnished to the curb box.
- (c) All taps larger than one inch (1") shall be done by the owner or his agent upon approval of the Director of Public Service. All pipe fittings and appurtenances shall be furnished and installed by the owner or his agent. All installations of water services shall be inspected by the City Water Department.
- (d) Water meters must be installed within seven (7) days from the date of tap, unless the City Water Department requires further time. An unmetered water charge will be levied for each month or any portion of a month effective from the date the tap is made and continuing until meter installation.
- (e) All services shall enter the lot to be served at the center of the front line of the lot unless otherwise designated by the owner but in no case shall they be placed diagonally. Service and house lines, between the curb stop and house, shall not be installed under driveways or laid at right angles to the curb or property line. However, when sub-surfaces or other conditions make it impracticable, the service may be otherwise laid upon the approval of the plans submitted by the owner showing the proposed location of the service.
- (f) Meter will not be installed unless conditions of the installation are approved by City Water Department. Conditions must be such as to protect meters against freezing or other damage. Submitting a request for a meter in no way limits the liability of the applicant for un-metered water when water is available at the curb stop.
- (g) Water must not be turned on /off at the curb stop under any condition by anyone other than an employee of the City Water Department.
- (h) All meters must be grounded with a ground cable from the incoming water line and around to the service line in such a manner that the meter is completely grounded against electrical damage.
- (i) All meters must have a shut off valve on the incoming water line behind the meter and in front of the meter.
- (j) Water service found on, as recorded as being off is subject to a fine of \$100.00.
- (k) The owner may not waive charges for metered or un-metered water.
- (l) Maintenance of water lines from the curb to the structure and beyond is the responsibility of the property owner. Any repairs made by the Water Department to waterlines will be charged to the owner.
- (m) Separate second meters are available for sprinkler system usage at the request of the owner or applicant providing the plumbing is installed in such a way as to separate the sprinkler consumption from the household water consumption. The City does not offer "deduct metering".