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PREAMBLE

All rules and regulations are established under the Ohio Revised Code, Section 743.01 through 743.04 and Chapter 6109 - Safe Drinking Water, and Chapter 6111 - Water Pollution and 3745-95 of the Ohio Administrative Code.

The adoption of Rules and Regulations is not for the purpose of imposing unnecessary or burdensome regulations upon the users of water from the Findlay municipal water supply system but only to provide for the orderly conduct of the business of the Findlay Water & Wastewater Departments, to prevent the waste of water and to ensure equal treatment of all customers of the departments and to protect the public health & safety.

Reasonable diligence and care will be exercised to provide a continuous and sufficient supply of water to all customers at a normal pressure and to avoid any shortage or interruption in delivery. However, there is neither an express or implied guarantee that a continuous supply, fixed pressure or full volume shall be maintained at all times, the service being subject to all the variable conditions that could affect the ability of the Findlay Water & Wastewater Departments to maintain normal service.

The following supersedes all previous publications of the Rules and Regulations for the City of Findlay Water and Wastewater Departments.

APPROVED AS AMENDED THIS

1ST DAY OF JANUARY 2024

**EFFECTIVE DATE: 1ST DAY OF JANUARY 2024**



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Robert Martin  
Service-Safety Director  
City of Findlay, Ohio

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## I. DEFINITIONS

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The following definitions shall apply in the interpretation and enforcement of these rules and regulations:

1. “**BUILDING DRAIN**” means that part of the lowest horizontal piping of a drainage system that receives the discharge from soil, waste or other drainage pipes inside the walls of a structure and conveys it to the building sewer which begins three (3) feet outside the outside face of the wall of the structure.
2. “**BUILDING SEWER**” means the extension of the building drain to the public sewer or other place of disposal.
3. “**CITY**” means the City of Findlay, Ohio.
4. “**CITY ENGINEER**” means the City Engineer of the City of Findlay, Ohio.
5. “**COMBINED SEWER**” means a sewer intended to convey both wastewater and storm or surface water.
6. “**CONSUMER**” means the owner or person in control of any premises connected to the sewer system in any manner.
7. “**DEVELOPER**” means any corporation, individual or the City.
8. “**ERU**” means Equivalent Residential Unit, which is defined as a water consumption of 6,000 gallons per month.
9. “**INDUSTRIAL WASTES**” means solid, liquid or gaseous waste from any industrial, manufacturing, trade or business process or from the development, recovery or processing of natural resources.
10. “**NATURAL OUTLET**” means any outlet, including storm sewers and combined sewers, into a water course, pond, ditch, lake or other body of surface or ground water.
11. “**NORMAL DOMESTIC SEWAGE**” means wastewater with characteristics similar to the discharge expected from a typical single family residence.
12. “**OEPA**” means the Ohio Environmental Protection Agency.
13. “**OFFICE**” means Water and Wastewater Utility Billing Office.
14. “**PERSON**” means the state, any political subdivision, public or private corporation, individual, partnership or other legal entity.
15. “**POTW**” means publicly owned treatment works.
16. “**PUBLIC SEWER**” means a common sewer controlled by a governmental agency or public utility.

## I. DEFINITIONS

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17. “**ROTARY SEWER**” means any sewer constructed without grants or assessments.
18. “**SANITARY SEWER**” means a sewer that conveys liquid and water-borne wastes from residences, commercial buildings, industrial plants and institutions together with minor quantities of ground, storm and surface waters that are not admitted intentionally.
19. “**SERVICE DIRECTOR**” means the Service Director of the City of Findlay, Ohio.
20. “**SEWAGE**” means water-borne human wastes or a combination of water-borne wastes from residences, commercial buildings, industrial plants and institutions together with such ground, storm or surface water as may be present.
21. “**SIGNIFICANT INDUSTRIAL USER**” means:
  - A. All industrial users subject to categorical pretreatment standards; and
  - B. Any other industrial user that: discharges an average of 25,000 gallons per day of process wastewater to the POTW; contributes a process waste stream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW; or has a reasonable potential, in the opinion of the Service Director, to adversely affect the POTW or for violating any pretreatment standard or requirement.
22. “**STORM SEWER**” means a sewer intended to convey surface water, ground water, subsurface water or unpolluted water from any source of natural origin.
23. “**SUPERINTENDENT**” means the Water Pollution Control Superintendent or his authorized deputy, agent or representative.
24. “**USER CHARGE**” means the charge levied against a sewer user which has been determined to be that user’s fair and equitable share of the costs associated with the operation and maintenance of the POTW.
25. “**USER CLASSES**” means:
  - A. Industrial user who discharges industrial wastes to the POTW.
  - B. Non-industrial user, e.g., all other users of the POTW.
26. “**WASTEWATER**” means the spent water of a community, which may be a combination of the liquid and water-borne wastes from residences, commercial buildings, industrial plants and institutions together with any ground water, surface water and storm water that may be present.

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## II. GENERAL PROVISIONS

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### 1. Responsibility for Wastewater System

The City Engineer shall have complete supervision and regulation of the design, construction and inspection of the entire wastewater system of the City.

The City Engineer shall issue all necessary permits and licenses for the construction and installation of all building sewers and their connection to the main wastewater collection system of the City.

The Superintendent shall have complete supervision of the operation and maintenance of the wastewater system.

The entire wastewater system shall be under the direction, control and enforcement of the Service Director.

### 2. Use of Sewers

No person shall maintain any wastewater facilities, or other facilities for sanitary use, on any property where the public sewer is located in a street, alley or right of way abutting such property.

No person shall, for sanitary purposes, connect more than one house, building or other structure to any sanitary sewer in the City system, except for a private garage or similar structure used as an adjunct to and located on the same property, with any house, building or other structure.

The City reserves the right to deny connections to the POTW for reasons of insufficient capacity.

The City of Findlay does not permit the use of air admittance valves as a substitute for structural venting unless approved in writing by the City Health Department Plumbing Inspector. The use of these valves could result in unsanitary conditions and possible personal property damage when the City of Findlay's jet flushing equipment is used to maintain the collection system.

### 3. Private Sewage Disposal Systems

Where a public sanitary sewer is not available, the building sewer shall be connected to a private sewage disposal system complying with all requirements of the OEPA, City Engineer and City or County Board of Health.

At such time as a public sanitary sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made to the sanitary sewer within one (1) year of the time the sewer becomes available for use. Any septic tanks, cesspools and similar private sewage disposal facilities shall be removed or abandoned in accordance with OEPA and City or County Board of Health requirements.

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## II. GENERAL PROVISIONS

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The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the City and in such a manner as not to create a public nuisance.

Downspouts, sump pumps or footer drains are not permitted to be discharged to the septic system.

### **4. Unauthorized Connections**

No person shall fail to remove any private drain connecting with any public sewer in the City which is constructed contrary to the provision of these Regulations within ten (10) days of being notified by the City Engineer that the same is unlawfully made. A penalty in accordance with the law shall be incurred for each day after notification that the prohibited connection continues in place.

No connection with, or opening into, any sewer constructed by order of the City shall be made except as provided in these Regulations. A penalty, in accordance with the law, shall be incurred for each day the prohibited connection continues to exist after notice from the City Engineer to remove same.

### **5. Connections with Public Sewer**

No building sewer shall be constructed to connect with a public sewer nor shall any connection to be made to a public sewer within the City except in accordance with these Regulations.

No tap or connection of any kind or nature shall be made to any sanitary sewer without first obtaining a permit for such connection from the City Engineering Department. All such connections shall be inspected by the City Engineering Department or his authorized representative before the trench is backfilled. The fees for such permits are provided in the rate schedule.

After a permit has been issued, and before making the connection, written notice shall be provided to the City Engineering Department by the person who will make the connection stating when the work will be ready for inspection.

All permits issued as herein provided are valid for a twelve (12) month period.

A trap for the interception of grease and oil, satisfactory to the City Health Department, shall be provided on all connections from hotels, restaurants, clubs, public garages, car washes and institutional kitchens.

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## II. GENERAL PROVISIONS

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### 6. Sewer Tapper's License

No person shall excavate or construct sewers for the purpose of making a connection to any public sewer in the City except by virtue of being licensed to do so.

The City will, upon application therefore, issue such license to any person for the period ending December 31 of that year upon payment by the applicant of the fee stated in the rate schedule and provided the following conditions are met:

- A. The person applying for the license demonstrates that he is skilled and experienced in the construction of sewers and the making of sewer connections.
- B. The person has provided a bond to the City in the amount of five thousand dollars (\$5,000) conditioned that he shall hold the City harmless from any and all damages to any person or property because of any fault, neglect or default on his part in the exercise of his occupation.

### 7. Responsibility of Service Laterals

The City of Findlay shall maintain all sanitary mainline sewers throughout the wastewater collection system and all storm mainline sewers within the corporation limits. The service connection to these mainline sewers from any buildings or property shall be the responsibility of the individual property owner or owners.

### 8. Temporary Discharge Permit

A permit can be granted for temporary discharge into the City of Findlay collection system. This permit must be obtained through and approved by the Water Pollution Control (WPC) Superintendent.

A fee payable to the City of Findlay Water Pollution Control will be required for this permit and it will be effective for 30 days. All fees are shown in the current rate schedule.

If large quantities of water are to be discharged into the collection system, the WPC Superintendent has the right to request a discharge meter be used to register the amount of gallons being discharged. The permittee will then be charged at the current domestic sewer rate for all water discharged.

Testing shall be conducted on this discharged water and a copy of all analytical data shall be provided to the WPC Superintendent. The WPC Superintendent has the right to request any additional testing that he deems necessary to protect the collection system and the treatment works.

The permittee will be required to conform to all general discharge prohibitions set forth in the City of Findlay Codified Ordinance 925.06 unless otherwise permitted by the WPC Superintendent.

## **II. GENERAL PROVISIONS**

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The City of Findlay has the right to cancel this temporary discharge permit for any reason at any time.



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### III. SEWER EXTENSIONS

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#### 1. Within Corporate Limits

The City Engineer may permit the installation of sewers to serve new real estate subdivisions or any lot or part of a lot within the corporate limits. They shall be connected to the proper sewer system, sanitary or storm, either existing or new sewers, unless the proposed sewers will result in overloading existing sewers in which case permission for connecting to an existing sewer may be denied until such time as the necessary corrective measures have been taken.

All new sewers, whether sanitary or storm, and appurtenances shall meet the specifications adopted as standard by the City for the construction and installation of same and any plans or specifications approved by the City Engineer.

Sewer extensions into new real estate subdivisions will not be permitted until the plat of such subdivision is approved by the Planning Commission of the City and accepted by City Council.

#### 2. Outside Corporate Limits

The Service Director, upon authorization by City Council, may permit the installation of storm and/or sanitary sewers outside the corporate limits and allow the same to be connected to existing or new sewers within the corporate limits provided the sewers meet the specifications adopted as standard by the City and plans or specifications approved by the City Engineer.

#### 3. Expense of Extensions

All extensions of sanitary or storm sewers to serve new real estate subdivisions or any lot or part of a lot within the corporate limits shall be constructed by the subdivision or lot owner at his own expense, unless the extension is made under the provision of Section III.5, which includes the full cost of installation of the sewers, including any and all inspection costs and related expenses.

#### 4. Procedures

The subdivision or lot owner shall submit proper plans and cost estimates for the sewer and shall obtain the approval of the City Engineer for the plans and estimates.

The determination of the estimated cost of any proposed sewer extension shall include all items of materials and labor, including any costs associated with the opening of pavement, street surfacing and rock excavation, together with allowances thereon for engineering and general office expense pertaining to the purchase, storage, delivery and installation of all materials necessary for the extension.

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### III. SEWER EXTENSIONS

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Prior to beginning any installation or construction of proposed sewers, the subdivision or lot owner shall be required to post a bond, the amount to be determined by the City Engineer, to ensure compliance with these Regulations and proper and complete installation of the sewers.

In dedicated streets or new real estate subdivisions, the Engineering Department may permit an owner to arrange for the construction of a sewer extension by private contract; the performance of the work shall be done under the supervision and control of the Engineering Department. In the construction of any extension, the plans shall have the prior approval of the Engineering Department. Only duly approved and inspected materials will be permitted. The contractor shall be required to furnish a bond, either cash or surety, as a guarantee against defective workmanship or materials and shall be required to pay for inspection and supervision of the work unless otherwise exempted by the City Engineer.

#### **5. Assessment Arrangements**

The owners of property to be served by a proposed sewer extension may petition for the construction of such an extension and the assessment of the cost thereof in accordance with the provisions of the Ohio Revised Code.

#### **6. Rights of City**

All sewers installed, with the exception of service laterals and master meter installations, whether within or outside the corporate limits, shall become the sole property of the City upon connection with City sewers and shall thenceforth be maintained by the City.

The City shall have the right and authority to further extend any extension, under any of the procedures set forth herein, to serve additional properties beyond any earlier or original extension of sewers without reimbursement to any person who may have contributed to the cost of an earlier or original extension.

At locations where waste water is not available and the property owner/developer desires the use of the public waste water, the property owner/developer shall cause a waste water line to be constructed from an existing waste water line to, along and/or across the entire parcel that the property owner/developer desires to serve. The entire cost associated with the construction of the waste water line, including engineering and approval, shall be borne by the property owner/developer that desires the waste water service. After construction and acceptance by the City, the waste water line becomes the property of the City of Findlay. This line shall be considered a "rotary line" and eligible for rotary fees that may be in effect at the time of acceptance by the City from future taps.

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## IV. DISCHARGE RESTRICTIONS

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In the installation of a sewer connection and in the issuance of a permit for the use thereof, the following requirements shall be observed:

1. Sewage, including wastes from water closets, urinals, lavatories, sinks, bath tubs, showers, laundries, cellar floor drains, garage floor drains, bars, soda fountains, cuspidors, refrigerator drips, drinking fountains, stable floor drains and other objectionable wastes shall be discharged into a sanitary or combined sewer, and in no case into a stormwater sewer.
2. Industrial waste shall not be discharged into a stormwater sewer, but may be discharged into a sanitary sewer if the waste is of such character as not to be detrimental to the POTW or public sewer. Where such waste is detrimental to the POTW or public sewer, it shall be otherwise disposed of in a satisfactory manner or so improved in character through pretreatment as not to be detrimental.
3. Surface water, rainwater from roofs, downspouts, subsoil drainage, building foundation drainage, cistern overflow, clean water from condensers, wastewater from water motors and elevators, and any other clean and unpolluted wastewater shall be discharged into a storm sewer and in no case into a sanitary sewer. No surface water, rainwater from roofs, downspouts, subsoil drainage, building foundation drainage, cistern overflow, clean water from condensers, wastewater from water motors and elevators, sump pumps, or any other clean and unobjectionable wastewater shall be discharged into a combined sewer without first obtaining a permit for each and every such connection from the City Engineer. The City Engineer shall prescribe uniform rules, regulations and specifications concerning the installation of surface water, rain from roofs, downspouts, subsoil drainage, building foundation drainage, cistern overflow, clean water from condensers, wastewater from water motors and elevators, and other clean and unobjectionable wastewater drainage into combined sewers, and any such connections shall be prohibited except in accordance with such rules, regulations and specifications as prescribed by the City Engineer, but in no event shall any such connection be made into any combined sewer without the installation of separate storm and sanitary lines past the sidewalk or into the street right of way, and then joined before being connected to any such combined sewer.
4. Swimming pool drainage and swimming pool filter backwash water shall be discharged into the nearest storm sewer, which include yard drains and street catch basins. The water shall not be pumped into the street at a rate that could cause a traffic hazard. The water shall not be pumped in a manner in which the water will drain onto any neighboring properties. Under no circumstances shall this water be pumped or drained into a sanitary manhole unless pre-approved by the City of Findlay Sewer Maintenance Department (419-424-7179). The only way permission will be granted is if there is no storm sewer adjacent to the location.
5. Connection with a cesspool or a privy vault shall not be made into a sanitary, combined or stormwater sewer.
6. No person shall discharge into a building sewer or shall tap a building sewer for the purpose of discharging into it any waste or drainage water prohibited by the provisions of this Section. Any existing connection in violation of the provisions of this Section shall be abandoned or removed.

#### **IV. DISCHARGE RESTRICTIONS**

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7. No surface water, rainwater from roofs, downspouts, subsoil drainage, building foundation drainage, cistern overflow, clean water from condensers, wastewater from motors and elevators sump pumps or any other clean and unobjectionable wastewater shall be discharged into any combined or storm sewer without first obtaining a permit for such a connection from the City Engineer. Fees for these permits are provided in the current rate schedule.
8. Wastewaters that are strictly prohibited from being discharged to any public sewer and those substances for which specific limitations on their concentrations have been established may be determined by contacting the Superintendent at 1201 South River Road.
9. No person shall discharge trucked or hauled pollutants, including industrial wastes, into any location of the sewer system or POTW at any time. Septic tank, holding tank, and leachate wastes from properly licensed and permitted haulers are accepted at applicable fees. Licensing, permitting, and fees are as outlined in the current rate schedule.
10. Grease interceptors shall not be discharged into any public sewer. (See Code 925.06E of the Codified Ordinance of the City of Findlay.

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## V. BILLING FOR SERVICE

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### 1. Account Responsibility

All accounts are listed in the name of the property owner. Bills may be rendered to a tenant if so ordered by the property owner except in the case of multi-family dwellings which must be billed to the property owner unless a separate water service and meter is provided for each dwelling unit.

The property owner is responsible, pursuant to Ohio Revised Code Section 729.49 through 729.51, for all bills left unpaid by their tenants.

A change in the name of the person to be billed must be ordered by the property owner or his duly authorized agent. A fee will be assessed each time a change in the billing name is ordered. The amount of the fee is given in the current rate schedule.

Each service charge levied pursuant to these Regulations becomes a lien upon the lot or premises served by a connection to the wastewater system of the City. If the charge is not paid within thirty (30) days after it is due and payable, it shall be certified to the Hancock County Auditor who shall place the same on the tax duplicate of the County, with the interest and penalties allowed by law, and collected in the manner other taxes are collected.

### 2. Initiation of Service

At the time of application for a permit to make a connection to the sewer system, the consumer will be required to make the following payments:

- A. *Deposit* - A deposit will be required of applicants. Owner billed properties may be exempt from the deposit with a satisfactory record of payment with the Findlay Water Department from a previous account or a letter of satisfactory credit from a current account with another Water and Wastewater Department. The amount of the deposit is provided in the current rate schedule.

The deposit, without interest, on rental properties billed to the tenant, will be applied to the final bill when service is discontinued. Deposit monies in excess of the final bill will be refunded to the deposit name and address on record.

The deposit, without interest, on owner billed properties will be returned after a record of prompt payment of sewer bills for a period of two (2) years. Deposit will be refunded to the owner through the Findlay Auditor's Office or applied to the account.

- B. *Connection Permit* – A fee for processing an application for a permit to connect to the storm sewer or sanitary sewer as shown in the current rate schedule.
- C. *Wastewater Treatment Capacity Charge* - In order to partially pay for the investment made by the City for wastewater treatment facilities to serve additional consumers, a wastewater treatment capacity charge will be assessed on all new connections. The amount of the charge is shown in the current rate schedule.

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## V. BILLING FOR SERVICE

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- D. *Impact Fees* – All new connections to the wastewater system will be required to pay the Impact Fee stated in the current rate schedule. Impact fees shall fund the enlargement or renewal of the Findlay Wastewater System or for debt service related to said sewer system.
- E. *Impact Fees and Capacity Fees* are charged based on an Equivalent Residential Unit (ERU) consisting of a usage rate of 6,000 gallons per month (200 gallons per day). The usage rates are estimated based on a guideline published by the Ohio Environmental Protection Agency or actual usage records for a 2-year period provided by the applicant.
- F. *Rotary Fee* -A Rotary Fee for new sanitary sewers in accordance with the policy defined in Section VI of these Regulations.

### **Basis for Billing**

Wastewater user charges are based on the amount of water consumption registered on the consumer's water meter. Any residential consumer who does not have City water service will be billed for wastewater service on the basis of 800 cubic feet (6,000 gallons) per month. The fee for billing a nonresidential consumer without City water service will be determined by the City Engineer. The current rate schedule for wastewater service is provided in the current rate schedule.

### **3. Major Industrial Consumers**

Industrial waste shall not be discharged into a stormwater sewer but may be discharged into a sanitary sewer if the waste is of such character as not to be detrimental to the POTW. Where such waste is detrimental to the POTW it shall be otherwise disposed of in a satisfactory manner or so improved in character by pretreatment as not to be detrimental to the POTW.

Any major industry situated within the service area of the City wastewater system and having any connection with that system or otherwise discharging industrial waste, either directly or indirectly, into said system will be billed in accordance with the rate schedule provided in the current rate schedule. The volume used for computing the charge for wastewater service shall be the metered water consumption of the industry except as provided hereinafter.

If the industry discharging industrial waste into the public sewer obtains any part, or all, of this water from sources other than the City water system, all or part of which is discharged into the public sewer, the industry shall install and maintain at its expense water meters of a type approved by the City Engineer for the purpose of determining the volume of water obtained from those other sources.

A significant industrial user discharging industrial waste into the public sewer may install and maintain at its expense metering facilities for determining the volume of waste being discharged. The metering instrument shall be of a type acceptable to the City Engineer.

The City Engineer may require the installation of an instrument for measuring the volume of waste being discharged if the volume cannot otherwise be determined from metered water

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## V. BILLING FOR SERVICE

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consumption records. Any measuring instrument required by the City Engineer shall be installed and maintained at the sole expense of the industry and shall not be removed without the written consent of the City Engineer.

Industrial wastes with concentrations of the following parameters in excess of the established limits that are discharged to the Public Sewer shall be charged for in accordance with the rates stated in the current rate schedule.

Chemical Oxygen Demand	-	800 milligrams per liter
Suspended Solids	-	300 milligrams per liter
Total Phosphorous	-	25 milligrams per liter
Ammonia	-	100 milligrams per liter

Industries having an OEPA permit to discharge cooling water to the stormwater system may be provided a credit on its bill for wastewater service if a meter is installed on the connection to the system.

### 4. Billing Schedule

The billing schedule depends upon the service classification as shown below:

Residential - Bimonthly

Commercial - Monthly or bimonthly, as determined by the Office

Industrial - Monthly

Wastewater bills are due and payable at the Water and Wastewater Office on or before the twelfth (12<sup>th</sup>) day of the month or the first business day following the twelfth if the twelfth falls on a holiday or weekend. This is the due date for the net amount of the bill.

If the bill is not paid in the office by the due date, the customer will be charged the gross amount.

### 5. Returned Check Policy

A fee will be charged for all checks returned from the Consumer's bank. The fee is shown in the current rate schedule.

Consumers will be given one (1) business day to pick up the check at the Office after being notified that the check has been returned. If the returned check is not picked up within the allotted time, service will be discontinued without further notice. Additional charges for turning the service off and back on, shown in the current rate schedule, will also be imposed.

Consumers who have their service discontinued due to a returned check will not be permitted to write checks to the City for a period of one (1) year following receipt of the returned check.

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## V. BILLING FOR SERVICE

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Should the City receive two (2) returned checks in a two (2) year period, no City Department will accept checks from the Consumer for a period of two (2) years following the most recent returned check.

Consumers who provide proof of overdraft protection on their checking account may have their check writing privilege restored. A Consumer whose check writing privilege is restored, either by overdraft protection or the passage of the two (2) year period, and who is responsible for another returned check will have his check writing privilege revoked forever.

When check writing privileges have been revoked, payment of water bills must be by certified check, money order, cash or credit card through Official Payments.

The City reserves the right to refuse to accept checks from any person for reasons other than the aforementioned.

A Consumer using the Auto-Pay system of the Office who has inadequate funds to cover the transaction or who has the transaction stopped for any reason may have his Auto-Pay service terminated and will be charged the returned check fee shown in the current rate schedule.

6. Utility Bill Adjustment process in response to the reconciliation of utility bills status post the water meter transmitter replacement project.

A. The following is the criterion to determine if an adjustment is warranted and how it will be calculated:

- The last actual read recorded in the billing system will be compared to the actual read at the time of installation of new equipment or repairs.
- If the last estimation is higher than the actual, physical read, credit will be issued for the account.
- If the last estimation is lower than the actual, physical read, the difference will be evaluated.

- o If the difference between the billed amount and the recorded usage is greater than five hundred percent (500%), a one-time adjustment may be made to the account up to a seventy-five percent (75%) discount with approval from the Mayor and/or Service-Safety Director of the City of Findlay, Ohio.

- o If after the adjustment, a payment is still needed, please refer to the Section titled "Utility Billing Payment Plan Rules".

B. Underground leaks unfounded during the transmitter replacement project, prior to a bill being issued, a one-time adjustment to the account up to a seventy-five percent (75%) discount with approval from the Mayor and/or Service-Safety Director of the City of Findlay, Ohio, may be considered. This is only for situations that have met the criteria set forth in Section 4 "Adjustment for Leak".



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## V. BILLING FOR SERVICE

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C. If the underestimation is for any other situation, please refer to section titled "Utility Billing Payment Plan Rules".

### 7. Utility Billing Payment Plan Rules.

The City of Findlay understands the criticality of having working water and sewer services. It is common practice for the Utility Billing Office to be in contact with account holders to aid in keeping their utility bills current. It is the City's desire to make every effort to support the account holder should a payment plan become necessary due to financial hardships stemming from a large utility bill.

Upon completion of an extensive investigation of an account, including but not limited to payment history, payment status of other accounts, current payment history and circumstances that caused the large account balance, the Utility Billing staff may offer the below Payment Plan to the account holder.

Negligence of the account holder or property owner excludes the account from the Payment Plan.

If the account holder is a tenant, the landlord's signature is required before the plan can be established. This can be accomplished in person at the Utility Billing Department or by completing the Variance Authorization Letter which can be found on the City of Findlay Water Department website.

This is offered for residential customers with extraordinary situations only. The plans are not to be used with regular, delinquent/shut off notices. These plans are limited to one time per customer unless evaluated by the Mayor and Service-Safety Director of the City of Findlay, Ohio for extreme situations. The following points must be adhered to:

- o Payment plans will be established in person at the Utility Billing Office.
- o The payment plan remains with the property and is the responsibility of the tenant to inform the property owner.
- o If a tenant moves and stays in the City, the payment plan will remain with the tenant.
- o If a tenant leaves town, the payment plan will be the responsibility of the property owner.
- o If an account becomes delinquent and water is shut off due to nonpayment, the balance of the payment plan, the current bill, and the reconnection fee shall be due prior to the water service being restored to the property.

Account Balance	Length of Payment Plan
Under \$100	Not eligible for payment plan
\$100-\$500	Up to Six (6) months to pay
\$501 - \$1,000	Up to Twelve (12) months to pay
\$1,001 - \$1,500	Up to Eighteen (18) months to pay
\$1,501 and above	Up to Twenty-four (24) months to pay

## **V. BILLING FOR SERVICE**

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Payment plans must be approved by the Mayor or Service-Safety Director of the City of Findlay, Ohio. Once a plan is approved, then penalties and fees are waived for duration of the payment plans as long as the following stipulations are maintained during the term of the payment plan:

- o Bills must remain current during the agreed upon payment plan term.
- o Payment plans will be paid on a monthly basis by the due date (generally the 12th) of each month.

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## VI. ROTARY FEE POLICY

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1. A connection charge will be required for new connections to a sewer line that has previously been extended to, along and/or across a property without an assessment against the property having been made or without cost to the owner of the property at the time the extension was completed. The funds realized from connection charges will be deposited in a rotary sewer fund. These charges shall be paid at the time of application for service. Connection charges are provided in Number 7 of this section.
2. Developers or individuals who extend a sewer line (hereinafter referred to as “extender”) are entitled to be reimbursed from the connection charges collected from property owners who connect to the sewer line that the extender has installed. If the cost of the project is supplemented by the City or County, the developer or individual will be reimbursed only his proportionate share.
3. Reimbursement will cease twelve years after the sewer line has been accepted by the City and placed in service. In order for the line to be accepted by the City and eligible for rotary reimbursement, the line must meet with City of Findlay’s Specifications for Water and Sewer Construction.
4. At the time of construction, to be eligible for reimbursement of the rotary, the extender must submit a letter or statement to the City which verifies who is entitled to receive the payment. The statement shall include the extender’s name, mailing address, and location of extension. During the 12 years of rotary eligibility, any change that occurs to the information must be submitted to the City in writing.
5. During the 12-year period, the extender shall be eligible for reimbursement in the amount of 90 percent of the rotary amount collected. Reimbursement will occur only upon written request from the extender. Any request for reimbursement from the rotary sewer fund must include the extender’s name, mailing address, and location of the extension.
6. The City shall retain 10 percent of the rotary amount collected to cover the City’s cost of maintaining records, construction of new services, and maintenance of existing services.
7. There is established a charge based on diameter and depth of the sanitary sewer for extensions of and direct tap connections to a sewer main line that has previously been extended to, along and/or across a property without an assessment against the property at the time the extension was completed.
  - A. Direct tap – Charge based on the following table per foot of lot frontage
  - B. Extension – Charge based on the following table per foot of original extension.
  - C. Branch Extension – Charge based on the following table per foot using the distance between the branch extension connection to the downstream connection to main sewer line.
  - D. Minimum rate of two hundred (\$200.00) per connection per lot to be served by sewer facilities owned and operated by the City

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## VI. ROTARY FEE POLICY

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Pipe Diameter (inches)

Pipe Depth (feet)	8", 10", or 12"	15 inch	18" or larger
0 – 8'	\$22.00	\$24.00	\$26.00
8 – 10'	\$23.76	\$25.92	\$28.00
10 – 12'	\$25.66	\$27.99	\$30.33
12 – 14'	\$27.71	\$30.23	\$32.75
14 – 16'	\$29.93	\$32.65	\$35.37
16 – 18'	\$32.33	\$35.26	\$38.20
18 – 20'	\$34.91	\$38.08	\$41.26
20 – 22'	\$37.70	\$41.13	\$44.56
22 – 24'	\$40.72	\$44.42	\$48.12
24 – 26'	\$43.98	\$47.98	\$51.97
26 – 28'	\$47.50	\$51.81	\$56.13
28 – 30'	\$51.30	\$55.96	\$60.62
30 – 32'	\$55.40	\$60.43	\$65.47

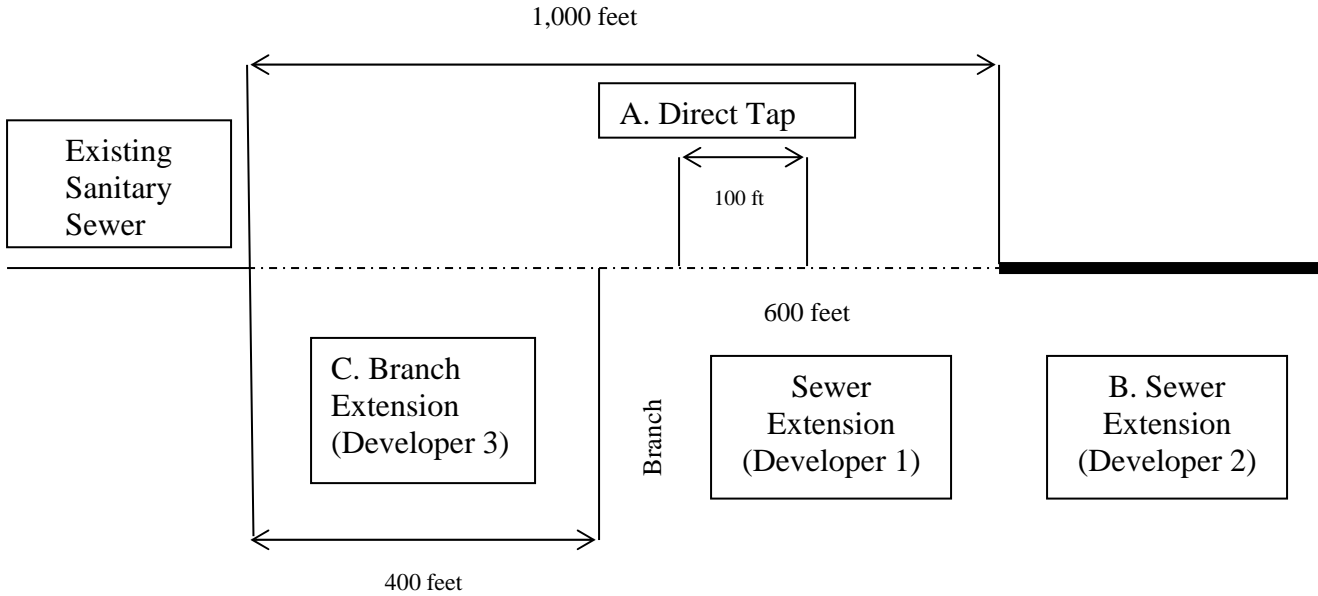
8. The above rates are base rates which shall be increased or decreased in direct proportion with the increase or decrease of sewer line construction costs. Council shall approve the rate change only after satisfactory evidence has been presented by the City Engineering Department to justify such changes.

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## VI. ROTARY FEE POLICY

### SEWER ROTARY EXAMPLE



Based on 8-inch sanitary sewer with average depth of 9 feet (\$23.76/ft)

- A. Direct tap pays \$2,376.00 (100 ft @ \$23.76/ft) for connection. Developer 1 receives \$2,138.40 (\$2,376.00 @ 90%)
- B. Extension (Developer 2) pays \$23,760.00 (1,000 ft @ \$23.76/ft). Developer 1 receives \$21,384.00 (\$23,760.00 @ 90%)
- C. Branch extension (Developer 3) pays \$9,504.00 (400 ft @ \$23.76/ft). Developer 1 receives \$8,553.60 (\$9,504.00 @ 90%)

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## VI. SEPTAGEE RECEIVING PERMIT CONDITIONS

### HAULED WASTEWATER DISCHARGE PERMIT

#### GENERAL PERMIT CONDITIONS

#### **VIOLATION OF ANY OF THESE PERMIT CONDITIONS CAN RESULT IN THE SUSPENSION OR REVOCATION OF THE PERMITTEE'S DISPOSAL PRIVILEGES.**

The City of Findlay Water Pollution Control Center is operating a new Septage Receiving Facility (SRF) at 1201 South River Road. This facility was constructed to provide environmentally safe, cost effective and convenient disposal of septic and holding tank wastewaters. The following guidelines are set up to protect the City of Findlay's Water Pollution Control Center (WPCC) from any problems or upsets.

1. **TYPES OF WASTEWATER ACCEPTED:** In general, any wastewater that is non-toxic to the biological processes and has no adverse impact on any physical/chemical treatment processes at the WPCC. Any wastewater that is biodegradable and has no adverse impact on the WPCC operation and discharge effluent will be considered for acceptance.

**a) Normally Acceptable Wastewaters:**

- ❖ Residential Septic Tanks
- ❖ Residential Holding Tanks
- ❖ Commercial holding/septic tanks used for domestic type sanitary wastewater.
- ❖ Landfill leachate.

**b) Prohibited Wastewaters:**

- ❖ Any wastes as defined in Section 50.06 Part (C) 1 – 15 of The City of Findlay Codified Ordinances, including any wastewaters with unacceptable levels of heavy metals.

**IN ALL CASES, THE WPCC RESERVES THE UNCONDITIONAL RIGHT TO ACCEPT OR REJECT ANY HAULED WASTEWATER AS IT DEEMS NECESSARY TO PROTECT ITS EMPLOYEES, FACILITIES OR TREATMENT PROCESSES. ANY WPCC EMPLOYEE MAY UNCONDITIONALLY REFUSE TO ACCEPT A LOAD OR STOP AN UNLOADING IN PROGRESS.**

2. **ADMINISTRATIVE PROCEDURES:** Only licensed septage haulers (license obtained from Hancock County Health Department) shall obtain a valid Hauled Wastewater Discharge (HWD) Permit from the City of Findlay and shall comply with all conditions of this HWD permit. The HWD permit shall be valid for one year from date of approval. Licensed haulers shall apply for the HWD permit on forms provided by the

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## VI. SEPTAGEE RECEIVING PERMIT CONDITIONS

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City of Findlay Water Pollution Control Center and shall submit together with the permit fee the appropriate application and proof of vehicle insurance.

3. **MANIFESTS:** Each hauler must complete and return to the WPCC a Hauled Wastewater (HW) Manifest for each source of wastewater on a truckload. HW manifests and multiple manifest load summary forms will be provided to the waste haulers by the WPCC.
4. **FEES:** Permit fees, disposal fees and any laboratory fees deemed necessary by the WPCC Superintendent are provided in the current rate schedule.
5. **SAMPLING AND TESTING:** Initial testing will be conducted on loads from each permitted hauler, spot sampling and testing may be required throughout the permit period to verify consistency of loads. The permittee will be notified of the cost of testing when manifests are turned in before dumping.
6. **COMPLIANCE:** A HWD Permit and the associated disposal privileges may be suspended or revoked immediately for any violation of the HWD Permit conditions.

### HAULED WASTEWATER DISCHARGE PERMIT

#### SPECIFIC PERMIT CONDITIONS

#### **VIOLATION OF ANY OF THESE PERMIT CONDITIONS CAN RESULT IN THE SUSPENSION OR REVOCATION OF THE PERMITTEE'S DISPOSAL PRIVILEGES**

1. Hauled wastewaters will be accepted from 8:00 am to 5:00 pm Monday through Friday and from 8:00 am to 12:00 noon on Saturdays. Hauled wastewaters will only be accepted from Hancock County and adjoining counties (Wood, Henry, Putnam, Seneca, Wyandot, Hardin & Allen).
2. The WPCC connection is a 4" male cam lock. Any additional hose or special adapters will be the responsibility of the Permittee.
3. Care shall be taken when connecting, disconnecting or unloading to prevent spillage of any materials around the receiving station. It is the responsibility of the Permittee and their employees to leave the receiving station in a satisfactory condition. If necessary, the area shall be washed down by the Permittee (or employees) before departing the site.
4. The original Hauled Wastewater Discharge (HWD) permit shall be kept on file at the Permittee's office. Each registered hauling vehicle shall carry a copy of the permit at all times. A WPCC representative may request to see the permit at any time.
5. All Permittees shall use a City of Findlay (HW) Manifest for each pump-out. All pump-outs must include a completed HW Manifest including:

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## VI. SEPTAGEE RECEIVING PERMIT CONDITIONS

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Section 1: Wastewater stream identification – Information indicating volume (gallons), type and source of hauled wastewater.

Section 2: Generator of wastewater – Information indicating name, address, and telephone number of all pump-outs.

Section 3: Hauler of wastewater – Indicating company name, HWD permit number, vehicle license number, pump-out date and signature.

Section 4: Acceptance by City of Findlay WPCC – A WPCC representative must sign the HW Manifest for any approved loads. The white copy of the manifest will be left at the WPCC office and filed. The WPCC office must stamp all Manifests with the date/time.

6. The Permittee shall allow the WPCC to sample the wastewater from any vehicle. The Permittee shall comply with all information requests concerning the load. This may include information on pick up points, volumes and wastewater characteristics.
7. The permit shall be valid only when all other Federal, State and local permits that are required by the Permittee for transporting wastewaters are valid and current. The Permittee's vehicle insurance shall be kept current. Expired vehicle insurance coverage will result in the suspension of disposal privileges.
8. The Permittee shall immediately report in writing to the WPCC any changes in business name, ownership, address/telephone number and registered vehicles. Changes to vehicles include but are not limited to the modification of previously registered vehicles, the addition of vehicles, or the deletion of vehicles. The written notice for vehicle changes shall contain vehicle license number, make and model of vehicle, tank capacity and the nature of any modifications.
9. In case of multiple pump-outs included as one vehicle load, if any part of that load is prohibited or restricted, the entire load is unacceptable for discharge.
10. The WPCC reserves the unconditional right to refuse any load or stop unloading operation in progress at any time. Any WPCC employee can unconditionally refuse any load or stop unloading operation in progress at any time.
11. All vehicles used by the Permittee to haul wastewater shall be registered with the WPCC. The use of registered hauled wastewater vehicle for the transportation of hazardous materials, liquid petroleum fuels, waste oil, petroleum derivative wastes or corrosives are specifically prohibited.
12. The discharge of any wastes as defined in Section 50.06 Part (C) 1 – 15 of the City of Findlay Codified Ordinances is specifically prohibited. These wastes include but are not limited to; flammables, explosive, corrosive or wastes with unacceptable levels of metals.



## **VI. SEPTAGEE RECEIVING PERMIT CONDITIONS**

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13. The discharge fee will be based on the capacity of each registered vehicle. Partial loads will be considered as full loads. A laboratory fee will be charged if continuous monitoring is deemed necessary by the WPCCC Superintendent.
14. Port a John wastewater is considered to be a conditionally acceptable (must be pre-approved by the WPCCC Superintendent) hauled wastewater. Under no circumstances will this wastewater be accepted if it contains formalin or formaldehyde based deodorizers. Current MSDS sheets for all deodorizers used by the Permittee must be kept on file at the WPCCC.
15. Grease trap wastes will not be accepted under any circumstances.
16. Invoices will be prepared at the beginning of each month for the previous months disposal charges and will be due within 25 days. A 5% delinquent payment charge will be added to any invoices unpaid by the due date. If invoices are continuously late, all discharge privileges will be revoked.