

# CITY OF NORWALK

## DEPARTMENT OF STREETS AND WATER

### SEWER BY-LAWS

#### RULES AND REGULATIONS

Pursuant to the authority of the Ohio Revised Codes sections 729.50 and 729.51, the following By-Laws and Rules and Regulations are adopted and established by the Safety Service Director of the City of Norwalk, Ohio for the safe, economical and efficient management and protection of the water and water facilities. Such by-laws and regulations have the same validity as ordinances when not repugnant thereto or to the Constitution or the Laws of the State of Ohio.

#### **RULE 1 - Introduction**

The following regulations of the City of Norwalk, Ohio are published for the information and guidance of all users of the contract between the City of Norwalk, Ohio and each user and owner of premises whose sewage is received by the city.

#### **RULE 2 - Repair Responsibilities**

Whenever a break or leak occurs in a service line between the sewer main and the property owner's sewer facilities', it is the responsibility of the property owner to repair the break or leak within 14 days after notification. Failure to make repairs will result in the water and/or sewer service being turned off.

#### **RULE 3 - Mobile Home/Trailer Park Sewage Billing**

Charges for sewer services to Mobile Home and/or Trailer Parks shall be based upon a master water meter reading.

#### **RULE 4 - Readings/Billing/Payment/Delinquency**

Meter readings will be taken monthly and billed monthly. The net amount becomes due on the date indicated on the bills. Any bill remaining unpaid after the due date will be charged a penalty in the amount of 10% of the current billing. Failure to receive notice by mail will not excuse customer from paying the water and sewer bill.

Bills remaining unpaid by the 30<sup>th</sup> of the same month shall be subject to shut-off without further notice. If water is shut off, a turn on charge as determined by the Public Works Director shall be added to any outstanding charges and all charges must be paid before water service is restored unless otherwise approved by an authorized agent of the City of Norwalk. All unpaid accounts shall be a lien against the property served.

Final readings for accounts shall be billed to the customer. An additional fee may be charged as approved by the Public Works Director for excessive final readings requested.

Amounts less than the minimum charge for water and/or sewer in the case of a final bill for change of ownership of the property shall not be collected or refunded.

Any account for water and/or sewer service deemed uncollectible by the Finance Director after reasonable efforts to collect the same may be abated and written off when such determination is confirmed, in writing, by the Law Director.

#### **RULE 5 - Billing Appeal/Adjustments (Both Water and Sewer By-Laws)**

A customer may submit a request for a sewer adjustment if a determination is made by the City of Norwalk that excess water usage did not enter the sanitary sewer. Such adjustment shall be based on the average usage of the previous four billings. If a determination is made by the City of Norwalk that the excess water did enter the sanitary sewer, no adjustment shall be given however, if necessary, a reasonable payment schedule may be negotiated with the Director of Finance or Assistant Director of Finance.

The Director of Finance or Assistant Director of Finance may also adjust both the water and sewer billing based on the average usage of the previous four months, if the customer has received notification in writing from the City of Norwalk to purposely leave faucets open to help prevent freezing of water mains or if a determination is made by the City that as a result of construction of a waterline, air pressure may have activated the meter.

Any customer dissatisfied with the decision for adjustment made by the Director of Finance or Assistant Director of Finance may appeal to the Safety-Service Director.

Requests for adjustments for water usage must be made to the Safety Service Director.

All adjustments given either by the Director of Finance, Assistant Director of Finance or Safety Service Director shall be in writing and signed by such individual authorizing the adjustment and shall be kept on file in the Finance Department for auditing purposes.

**RULE 6 - Sanitary Sewer Connection Application Permit and Fee**

Applications for connections to the main sanitary sewer shall be made on the forms provided by the Department of Public Works and a permit will be issued to a licensed sewer tapper for a fee set by the Public Works Director in the Utility Fee Schedule.

**RULE 7 - Sewer Connections**

Not more than one residence or building, unless otherwise approved by the Director of Public Works, may be connected to each building sewer lateral.

**RULE 8 - Sewer Connection Authorization**

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance there of without first obtaining a written permit from the Director of Public Works and his/her authorized agents. Authorized persons shall be "Licensed Sewer Tappers" with the City and in good standing.

**RULE 9 - Contractor Requirements for Building Sewer Lateral Work**

Any person or contractor who desires to do sewer lateral work in the City of Norwalk shall perform such work under the supervision of the Director of Public Works and his/her authorized agents, and shall meet the requirements of Codified Ordinance Section 921.05 before approval of such work will be granted.

**RULE 10 --Sewer Lateral Costs**

All costs and expenses incidental to the installation, connection and maintenance of a building sewer lateral shall be bore by the owner. The owner, and/or contractor shall indemnify the City from any loss, damage or costs that may directly be occasioned by the installation and/or maintenance and operation of any sewer lateral.

**RULE 11 - Connection of Drains to Sanitary Sewer System**

No person shall connect roof, foundation, subsurface, surface drains or any non-sanitary sewage pumps to the sanitary sewer system.

**RULE 12 - Sanitary Sewer Required Usage**

No person shall maintain or use or permit to be used upon any lot or land abutting upon or adjacent and accessible to a public sanitary sewer, any water closet, urinal, sink or appliance unless the same is connected into such sewer in a manner as will properly discharge its contents into such sewer.

**RULE 13 - Sewer Lateral Requirements – Materials, Construction Methodology**

All sewers shall meet specifications as set forth by the Public Works Director (i.e. the Engineering Standards of Infrastructure Construction, City of Norwalk).

**RULE 14 - Sanitary Sewer Demolition**

Sanitary Sewers in buildings to be demolished shall be permanently sealed as close to the main as possible, in a manner acceptable to the Director of Public Works and his/her authorized agents, before building demolition is started.

**RULE 15 - Sewer Lateral Excavation Damages**

In excavating and backfilling trenches, and constructing sanitary sewerage facilities, care must be taken not to move or damage any structures whatsoever, and water courses, whether above, at, or below the surface of the ground. If necessary, the contractor or the sewer builder, in the case of house sanitary sewer connection, shall, at their own expense, sling, shore up, and secure and maintain in operating condition any such structure or water course. If damaged, they shall repair any such damage, and shall maintain them in good repair until final acceptance of the job.

#### **RULE 16 - Sanitary Sewer Main, Applications for Street/Blvd. Permit**

Permits must be taken out whenever tying into a public sewer system at any point. Where a new sanitary sewer main is being built in a street and sewer lateral connections are included in the contract (i.e. a subdivision with multiple taps), the contractor of such main sanitary sewer shall take out applications and permits for each and every sewer lateral connection that he may be employed to install.

#### **RULE 17 - Inspection and Testing Authorization**

In order to preserve the integrity and security of the sanitary sewer system, the Director of Public Works and his/her authorized agents and employees are granted the right to enter any and all properties and buildings, public and private, to inspect sewer connections and any appurtenances thereto, to collect samples of wastes, and to test for violations of these rules and regulations.

#### **RULE 18 - Sanitary Sewer Inspection Requirements**

No sanitary sewer connection shall be made to a house or commercial building for which the rough interior plumbing has not been completed, inspected and approved by the proper authority. The connection between the interior plumbing and the sanitary sewer lateral shall be made at a point approximately three feet outside the foundation wall.

#### **RULE 19 - Chemical Analysis/Expected Waste Analysis Requirement**

Any non-residential customer shall, upon application for sewer service, present to the Director of Public of Works, a tabulation of the chemical analysis of the waste to be discharged into the sanitary sewer system and the volume of such waste, or if this is not available, the expected waste analysis based on similar processes now in operation.

#### **RULE 20 - Sewer Lateral Inspection Requirements**

The sewer lateral and its connection into the main sanitary sewer shall be left exposed for inspection and approval by the City of Norwalk. Upon approval, the Director of Public Works and his/her authorized agents will authorize the placing of backfill over the connection and pipe.

#### **RULE 21 – Lift Station Requirements**

Whenever required, the developer is responsible for costs of design and construction of a lift station to get sewage to a point where it may otherwise be carried away from such development. If said lift station is not needed by the subdivision immediately, this improvement may be financed with a letter of credit or Cashier's Check. The City of Norwalk will not take over ownership or maintenance of any lift station until all requirements are met, the appropriate manuals and manufacturers warranties are provided and associated fees are paid. Additional conditions may be placed on a developer by the Public Works Director prior to the acceptance of a lift station as public infrastructure.

#### **RULE 22 – Force Main Tie-ins**

Whenever required, the developer or property owner is responsible for costs of design and construction of a lateral line with appropriate check valves and mechanisms so as to ensure that a back up in any lateral line tied into a force main is improbable.

#### **RULE 23 – Sewer Lateral Activation**

Subsequent to all fees being paid in full, inspection approval and backfilling, the sewer lateral may be used for its intended purpose.

#### **RULE 24 – Grease Interceptors**

Any commercial place (i.e. restaurant, school, hospital, club, hotels, bars, factory restaurants) generating grease waste, needs to have a grease trap sized appropriately and cleaned at regular intervals. Records should be kept of all grease disposals. Grease interceptors will be regulated by the City Public Works Department or their designee.

#### **RULE 25 – Right to Inspect**

The City of Norwalk reserves the right to inspect all sewer lines connecting to the approved or established sewer main.