

*REVISED*

**RULES  
and  
REGULATIONS**

of

**The City of Warren  
Water Department**



**Adopted by the  
Director of Public Service and Safety  
William D. Franklin**

*The City of Warren's Mission Statement*

*We are committed to improving the quality of life in the City of Warren by strengthening our neighborhoods, delivering a safe drinking water to our citizens at an affordable cost in addition to focusing on good quality customer service to make the City of Warren a desirable place to live and work.*

**Rules and Regulations  
2008**

**Approved and Adopted**

**By**

**William D. Franklin  
Director of Public Service and Safety**

**Rules and Regulations  
Of the**

**City of Warren  
Water Department**

The Water Department is established as a municipally owned utility within the Department of Public Service and Safety under the jurisdiction of the Director. It shall be composed of the Director of Utility Services and such other employees as may be authorized by the Director of public Service and Safety

These rules and regulations shall be in effect on and after October 15, 2008.

Any rules and regulations that have heretofore adopted are hereby rescinded.

William D. Franklin  
Director of Public Service and Safety

# TABLE OF CONTENTS

<b>SECTION I - APPLICATION FOR WATER SERVICE</b>	
OWNERS	1
TENANTS	2
ANNEXATION AGREEMENT	2
DEPOSITS	3
TRANSFER OF ACCOUNT	4
TERMINATION OF SERVICE	4
NON-PAYMENT OF BILLS	5
<b>SECTION II – SOURCE OF BILLING</b>	
GENERAL	6
REFUNDS	7
BILL PAYMENTS	8
BULK WATER HAULING	9
BILLING – CONSTRUCTION WATER	9
SENIOR CITIZEN DISCOUNT	10
<b>SECTION III – METERING</b>	
METER TEST	10
SPECIAL METER READING	11
METERS LOCATION	11
METERS – POSITION AND CARE	12
METERS – STOLEN OR DAMAGED	12
GARDEN OR LAWN METER	13
<b>SECTION IV – BACK FLOW &amp; CROSS CONECTION</b>	
GENERAL	14
<b>SECTION V – SERVICE LINES</b>	
GENERAL	16
SERVICE CONNECTIONS	16
TAPS	17
SERVICE LINES	17
<b>SECTION IV – EXTENSION OF MAINS</b>	
GENERAL	20
SPECIFIC REGULATIONS	23
<b>SECTION VII – CONNECTION TO MAINS/ CROSS CONECTIONS</b>	24
<b>SECTION VIII – FEE SCHEDULES</b>	25

## **SECTION I APPLICATION FOR WATER SERVICE**

All prospective water consumers are required to sign an application for water service and shall agree to abide by the Rules and Regulations of the City of Warren Water Department. A copy of the Rules and Regulations shall be available at the Water Department upon request. Where a single dwelling is occupied by a tenant, that person may sign the application. Where a multi-tenant dwelling is served by one meter, the property owner must sign for water service. Where a multi-tenant dwelling is provided with a meter for each apartment, each tenant may sign for water service for his own unit.

### **1. Owners**

A. A property owner may sign for service with a photo ID and a signed purchase agreement or deed.

B. All final and past due bills of the applicant and/or occupants of the service address must be paid in full before service is supplied.

C. If there is a past due balance from the previous owner, the new owner will be advised of the amount due and the escrow agent is to withhold a sufficient amount towards the payment of that balance.

D. All applications must be made in person at the City of Warren Utility Office.

E. Temporary water service may be granted for one (1) work day (maximum of 8 hours between normal business hours 8:00am – 4:00pm) to provide the owner or licensed plumber water necessary for testing

plumbing installations or repairs. There will be no charge for this service. The City of Warren Water Department will not be held liable for any difficulty and/or damage that may occur during the duration of the temporary turn on.

## **2. Tenants**

A. All rental property inside the city limits must be registered with the City Health Department before service can be provided.

B. A tenant may sign for service after providing an original signed lease agreement and photo IDs of all persons listed on the lease.

C. All past due balances of the applicant and/or occupants of the service address must be paid in full before service is supplied.

D. All Utility charges (water, sewer, sanitation, storm water) owed by the property owner must be paid before service will be provided to the rental property.

E. All property sold by land contract is considered rental property and must be registered with the Health Department or the land contract must be filed and recorded with Trumbull County.

F. All applications must be made in person at the City of Warren Utility Services office.

G. It is implied by application for service that the account holder is responsible for any and all charges occurring while the account is active.

## **3. Annexation Agreement with Application**

The water department is authorized and directed to obtain from every property owner, who in the future taps into a city water main outside the corporate limits, an agreement, in writing on a form provided by the city, that such property owner agrees to be annexed into the city at such time as council deems proper annexation proceedings should be started. The only exception shall be in the sale of water to a Sanitary District and/or large industry coming into this area. Refusal to sign this annexation agreement will result in refusal by the city to extend water service to the property.

#### **4. Deposits**

A. Inside the City, a deposit of not less than \$ 75.00 (owner occupied) or a deposit of not less than \$ 100.00 (rental tenant) must be paid at the time of application of service.

B. Outside the City, a deposit of not less than \$ 100.00 must be paid at the time of application.

C. The deposit is a guarantee of payment for the final bill and remains in the deposit account until the final bill is computed. Any funds remaining will be returned to the account holder or his designee. Any balance due the City of Warren is due upon receipt of the final bill.

D. A deposit paid by personal check that is returned to the City of Warren for any reason will result in immediate termination of service.

E. All utility accounts require a deposit regardless of the number of accounts an individual may have.

F. A deposit is required for each individual rental unit. For example, if an account has two (2) rental units serviced by one (1) meter, the amount of the deposit would be the current deposit rate times two.

G. A deposit may be applied before termination of the account if the account holder is also the owner of the property and has a good paying record. This can be done by a written request by the homeowner after three (3) years. The deposit will then be applied to the account.

H. Interest will not be paid on deposits.

If an unpaid balance remains after application of the deposit, no future water service will be extended to the consumer until the balance is paid in full.

## **5. Transfer of Account**

A. When a consumer moves to another property serviced by the City of Warren, all past due bills must be paid in full before service can be provided at another address.

B. A deposit may not be transferred to another consumer. Each consumer must pay a deposit.

## **6. Termination of Service**

A. Request for termination of service may be made in person, by phone or by mail. It is the responsibility of the account holder to notify the City of Warren twenty –four (24) hours prior to termination.

B. The account holder will be held responsible for utility services used until the City of Warren is given access to the meter to terminate service. It is the Consumers responsibility to provide access to the meter at the time of termination.

C. It is the responsibility of the account holder to provide a current mailing address to receive any final bill or credit owed to them.

D. All final bills are due when rendered and payable to the City of Warren.

E. Any final bill not paid within thirty (30) days of receipt will receive a second final notice of payment due.

F. Any final bill not paid within sixty (60) days of receipt will be sent to a collection agency along with a \$ 25.00 processing fee.

## **7. Non-Payment of Bills**

A. Any account that has a balance more than 30 days past due can and will be shut off for non-payment. The only notice of this shut off will be printed on the first bill past due and any subsequent bills.

B. Once service is shut off, it may be reconnected only when all past due balances are paid along with a reconnection fee of \$ 30.00. This must be paid with cash, money order or credit/debit card. No personal checks will be accepted.

C. If the reconnection is done after regular business hours, a fee of \$ 75.00 is required.



D. A waiver must be signed or someone must be at the premises for service to be restored.

E. Service will be restored within twenty-four (24) hours of payment under normal circumstances.

F. The City of Warren may not be able to honor the twenty-four (24) hour reconnection order if repairs need to be made to the curb box or rod. The City of Warren will not be held responsible for any reconnection delay and will take all actions available to restore service in a timely manner.

## **SECTION II**

### **Source of Billing (Water Charges & Billing)**

#### **1. General**

A. The consumption of water is registered in hundreds of cubic feet by a water meter. The consumption reading will be used to bill all water and sewer charges.

B. All water consumption registered on the water meter shall be billed regardless of whether the water was used or lost by accidental means.

C. If a meter stops or fails to register properly while in use, the water consumption will be estimated from a record of past consumption when the meter was registering properly.

D. There will be a minimum charge for service if the consumption on an account is below an amount specified by the Safety Service Director.

E. An account holder is responsible for all charges on his/her account regardless of whether they receive a bill. All bills are mailed in good faith by the City of Warren on a regularly scheduled billing cycle. Failure to receive bills shall not relieve any account holder from his/her obligation to pay such bills or constitute a claim for discount.

F. Whenever water is found on at a service that has been turned off for any reason, the account shall be charged from the recorded date of turn off to the property deed holder.

G. All misc. fees shall be paid at the time of service and shall include (but are not limited to) reconnection fees, tap fees, outside connection fees, etc.

H. All utility charges are due within twenty-one (21) days of the billing date. Any charges not paid within that time will be charged a 10% penalty.

I. A surcharge over the water rate in the city, to be determined by most recent Resolution of City Council, will be made for all water consumption metered outside the corporate limits of the City of Warren.

J. The Water Department reserves the right, through its authorized agents, to enter at all reasonable hours upon reasonable notice, the premises to which service extends, for the purpose of reading, repairing, installing, removing or inspecting meters or for any other purpose which it may deem necessary in properly safeguarding the interest in the Water Department and the consumer and public safety.

## **2. Refunds**

A refund on a bill for metered service can be made only for one of the following reasons:

1. Where an error has been made in the reading of the meter, or the preparation of the bill.
2. When the meter, upon test, shows an average over-registration greater than 5%.
3. When there has been an overpayment of the account.
4. No refunds will be made on estimated readings. In general, all over-payments will be credited to the account and shown as credit towards the next bill rendered.

## **3. Bill Payments**

A. All payments to the City of Warren shall be in cash, money order, check or Visa / MasterCard. Payments may also be made by bank draft after a signed application and copy of a voided check is received by the Water Department.

B. Any check or bank draft returned to the Water Department for any reason will be charged a \$25 collection fee. If that check is not paid for with cash, money order or Visa / MasterCard within five (5) days of receipt of notice, the account for which the check was written will be shut off and an additional \$ 30.00 reconnection fee will be charged.

C. Payment arrangements can only be made before an account is turned off for nonpayment. Such arrangements shall be in writing and signed by the

consumer and shall require a two-thirds payment of the arrears. A monthly payment consisting of the current charges and a portion of the past due amount must be made by the due date to avoid disconnection of service.

#### **4. Bulk Water Hauling**

A. Water may be purchased in bulk according to a fee set by the Safety Service Director.

B. All water haulers must be registered at the City of Warren Water Department office before receiving water. This registration will include the name, address, tax ID or SS number, and phone number of the water hauler. A description of the truck(s) and their capacity must also be provided.

C. Water may be hauled from Water Filtration plant on St. Rt. 5 in Cortland at the posted times.

D. Charges for water hauled will be billed monthly. Payments must be made to the City of Warren within thirty (30) days of receipt of billing. Failure to pay will result in suspension of water hauling privileges with the City of Warren.

#### **5. Billing, Construction Water**

The rates for construction water are available upon request from the Water Department Office. All new construction will be billed on a flat rate charge from the time of the tap until the meter is set. This flat rate will be determined by the size of the tap. This charge will begin on the day of the tap and will continue each month until a meter is set. After the meter is set,

the contractor/homeowner will be charged on consumption.

It is the responsibility of the contractor/homeowner to notify the City of Warren when a meter can be set. Failure to do so will result in suspension of service to the property.

## **6. Senior Citizen Discount**

A. A 25% discount of the water bill may be given after approval of a senior citizen application. Requirements are:

1. Must be 65 years of age
2. Annual household income must be less than \$12,000
3. Residence must be in the City of Warren

B. A 25% discount may be given on sanitation if the above requirements are met.

C. A 50% discount may be given on sanitation if the annual household income is less than \$9,000 and the account holder is 65 years of age.

D. No discount is given on sewer charges.

## **SECTION III - METERING**

### **1. Meter Test**

Where the customer disputes the accuracy of the water meter, the following procedure may be followed:

A. The consumer will make a payment for meter testing. This will equal two hours pay of the meter repairman.

B. The meter will be removed in the presence of the consumer, and the consumer will accompany the water serviceman to the testing department for verification.

C. A volumetric check of the meter will be made at flows of  $\frac{1}{4}$ , 1, 10, and 20 gallons per minute.

D. If it is observed that the consumer's meter over-registered by an average amount of 5% or larger throughout the four flow rates, the following adjustments will be made:

1. A refund of the fee for testing will be made.
2. The consumer's latest bill will be corrected in accordance with the meter test.
3. A replacement meter will be installed in the consumer's premises at no cost.

## **2. Special Meter Reading or Investigation**

For a third (3<sup>rd</sup>) and all subsequent special meter readings, or investigations requested by the consumer, within a twelve (12) month period there will be a charge of no less than \$ 35.00.

## **3. Meters Location**

The water meters will be furnished by the Water Department and will be set, removed, or adjusted by

employees of this department only. On a property where there is no basement, the meter may be mounted in the kitchen, utility room or other protected area. If this is not possible, the meter may be placed in a subterranean pit, constructed by the property owner, of a design approved by the Water Department. The location of said meter, and plans for the arrangement of a meter pit must be satisfactory to the Water Department and the plumbing must be so arranged that a meter can be set in place without disturbing any of the building water pipes. Meters will not be permitted in inaccessible places.

All new meter installations shall be required to have approved backflow device(s) installed in accordance with Section 6. Backflow and Cross Connection.

#### **4. Meters – Position and Care**

Meters must be placed and maintained so as to be accessible for reading and service. Passage ways must be open at all times. If access to a meter is difficult or denied for any reason, water service to the property may be suspended.

#### **5. Meters Stolen or Damaged**

If a meter installed on the premises is stolen, damaged by freezing, fire, or hot water, or is damaged in any way through neglect, the cost of repairs or replacement shall be paid by the property owner. Payment must be made in full before service is restored and another meter is set.

#### **6. Meters – Tampering**

Evidence of tampering with the meter in any manner, is sufficient cause to deny water service to the property. In any case where the meter seal or dial glass is broken or where the meter has been disassembled in whole or part, the meter will be replaced and the consumer will be charged for the cost of repair and replacement service and the estimated value of the water used. These charges must be paid in full prior to service being restored.

Although most customers would never tamper with meters or service equipment, the Ohio Legislature enacted a meter tampering law to set penalties for the few who are dishonest.

In accordance with the Ohio Revised Code Section 4933.19 (c). The Ohio Meter Tampering Law defines tampering as interfering with, damaging or bypassing a meter or service equipment to reduce the amount of water consumption registered on the meter or service equipment to reduce the amount of water consumption registered on the meter. Under the law, proof of tampering or reconnecting a water meter is considered sufficient evidence that the customer caused the tampering or reconnected the meter.

Violators of the law may be sentenced to a maximum of five years in jail, and/or fined up to \$ 2,500.00. In addition, violators must pay for the value of the water used and the cost of repairs or replacement of equipment.

## **7. Garden or Lawn Meter**

Where a second meter is requested for the sole purpose of registering water that cannot enter the sanitary sewer after use, a service charge of \$ 165.00



or more will be made for the installation. The consumer must provide the necessary plumbing to isolate the outside system, and must consent to inspection of the system by the City of Warren prior to the garden meter being installed.

The garden meter account in active status will be billed separately but in the same manner as the standard account. All garden accounts will remain active until ordered off verbally or in writing. The consumer remains responsible for the care of the meter and the protection of the outside system during freezing weather. Billing on garden meters shall be for amount of water used (only). No minimum charge shall be made.

## **Section IV - Back Flow & Cross Connection**

### **General**

The Warren Water Department has the responsibility and authority to implement and maintain a Backflow Prevention and Cross Connection Program to prevent contamination of the City of Warren potable water system.

All service connections (new, repaired and/or replaced) shall be reviewed by a representative of the Water Department to determine the degree of hazard to the potable water system. The appropriate containment device shall be installed on each service line connection (new, repaired and/or replaced) where actual or potential hazards to the Public potable water supply exist and on all fire lines which must conform to all state and local fire codes.

Only devices that are approved by the Ohio Environmental Protection Agency may be installed. These devices shall be installed in accordance with the manufacturer's recommendations and at the direction of the Director of Utility Services and/or an authorized representative.

The customer is responsible for all costs associated with the purchase, installation, maintenance and required testing of all devices that are necessary. All plumbing must be in compliance with the current Ohio Plumbing Code.

The Director of Utility Services or his authorized representative shall be allowed access to any customer facility during normal business hours to survey or inspect the Backflow device to determine compliance with these rules.

Installation and testing must be performed by an Ohio Department of Health or Board certified person. This person must be certified in the use of proper testing equipment designed for the inspection, calibration and repair of Backflow devices.

All Backflow containment devices shall be tested annually at a twelve (12) month interval from the previous test date or at any time deemed necessary by the Water Department.

Failure to conform to any part of these rules shall constitute a violation and may result in the termination of water service with appropriate notification. If in the opinion of the Water Department a violation of these rules constitutes an immediate threat to the water distribution system, the water service may

be terminated without notice and will not be restored until the offending containment device is brought into compliance.

## **SECTION V - SERVICE LINES**

### **1. General – Charge for Connections to the City of Warren Water Distribution System**

A charge is made for authority to connect to any water main constructed by the City of Warren. This is a “Main Construction Charge,” and is based on the feet of frontage of the property served by the line. A minimum charge of \$500 will be fixed by the Water Department as a charge for 100 feet of frontage, or less. This is dependent upon construction cost when the connection is made, as determined by cost data in the files of the Water Department, but will not be less than \$5.00 per foot. All frontages in excess of 100 feet will be assessed at a base rate per foot.

### **2. Service Connections – Required Plumbing and Backflow Inspection**

The City of Warren, Ohio Water Department is authorized and directed to provide water service and to install water meters in newly constructed homes and buildings in the city, only upon, and not before, the receipt of official notification from the Plumbing Inspector and Cross Connection Technician that they have completed the inspection of the plumbing facilities and backflow device(s) and that they have been approved.

### **3. Service Connections – Permit Required**

No water service installation, in or about any house or building in, or outside the city, connected to the city water lines, shall be done without a permit being issued, except in case of repairs or leaks, from the City Plumbing Inspector, with the payment of the necessary fees.

#### **4. Water Department to Make All Taps**

No person except an authorized employee of the Water Department, on official duty, will be permitted to tap into or connect onto a water line of the City of Warren Water Department.

#### **5. Service Lines – At Owners Expense**

The service line from the water main to the building will be constructed by a plumber licensed by the City of Warren at the entire expense of the property owner. Repair and replacement of this service line will be accomplished in the same manner at the expense of the owner. A plumbing permit must be obtained from the City of Warren Building Inspection Office, for each new service connection made.

#### **6. Water Department Inspection Required – Service Lines**

Inspection and approval of the service line materials, depth, location, manner of construction and backfill is required by an agent of the City of Warren Water Department. This agent will serve in an advisory capacity only, regarding the proper size line to be laid. Unless the service line is inspected before it is covered, it will not be accepted for connection to the City of Warren Distribution System.

## **7. Service Line Size Restriction**

No line smaller than  $\frac{3}{4}$ " will be accepted for water service. For a building larger than the conventional six room home, a 1" or larger line will be required. Copper tubing will be required for the entire service line unless a variation is authorized by the Water Department.

## **8. Service Line Construction**

No slag or ashes will be allowed in the area around the main or around the service line. Minimum depth must be at least 42 inches. Fine dirt or sand must be filled at least 12 inches over the pipe. Service lines must be constructed so that they connect to the main in front of the property served and as much as possible in a straight line from the main to the building. No approval will be given for lines that cross another property. No taps will be made, nor will service lines be permitted under driveways. Unions or couplings will not be permitted under pavement or sidewalks. Sufficient blocking of all service lines is required to ensure continuity of service and maintain the integrity of the Water Line.

## **9. Service Line Curb Valve**

Each service line shall be provided with an approved outside shut off valve near the street property line as approved by the Water Department. This valve shall be controlled by the Water Department alone, except that licensed plumbers may operate this valve when making plumbing repairs for the property, but for no other purpose.

All new construction and replacement service lines that provide service to multiple meters must be equipped with an approved outside shut off valve for each meter served.

A master shut off valve must be provided for the master service line near the property line.

#### **10. Service Line Building Valve**

Each service line must be provided with an approved inside valve known as a “Stop and Waste Valve” located as close as possible to the point where the service line enters the building. All service lines larger than 1 inch must be equipped with this type valve on each side of the water meter to eliminate back flow when the meter is removed.

#### **11. Service Line Replacement, Addition or Alteration**

No addition, replacement, alteration, or repair shall be made to the service lines without the expressed permission and inspection of the Water Department.

#### **12. Service Line Leakage, Water Waste**

In the case of a defective or leaking water service line or other plumbing problem that causes water loss, the water service to the property may be suspended until the problem(s) are corrected by the water consumer and/or property owner. These corrections and/or repairs must be inspected and approved by the Water Department to have service restored.

## **SECTION VI EXTENSION OF WATER MAINS (6-INCH OR LARGER)**

### **General**

Water main lines may be constructed by personnel of the City of Warren Water Department or by private contractors with the approval of the Water Department. When extended for a real estate development, the developers will be required to pay the full cost of extension from the existing line to the limits of authority of extension. When extended by a developer, the line will be maintained for at least one year by the developer and then will become part of the City of Warren Distribution System. Regardless of the circumstances involving main extension, the city will not act to reimburse the persons causing the extension, in whole or in part by assessments on future connections or future extensions from the line.

### **A. Water Main Extension by a Developer: Inspection**

No connection shall be made to the water mains of the City of Warren by a developer extending the system until such extension is inspected and approved. The character and manner in which the work is performed on the extension together with the materials used shall be subject to the approval and satisfaction of the Director of Utility Services and the Director of

Public Service and Safety. If, in the opinion of the Director of Utility Services, the proper inspection of the work shall require the service of one or more city inspectors, the developer making the extension shall reimburse the city for the salary of the inspectors for the period employed, at the same rate paid by the city.

## **B. General Regulations, Etc.**

1. All plans and specifications for installing water mains and appurtenances must first be reviewed and approved by the Director of Utility Services. It is the responsibility of the developer through the design engineer to learn the requirements of the City of Warren, and to conform to these during design.

Where a road crossing, rail crossing, stream crossing or other construction which might require extensive protection of the water main are encountered, the main will be encased in a continuous steel pipe in a manner approved by the Water Department.

It is necessary to obtain approval of another political subdivision, or private company for the construction of a city water line in areas under their control, the developer will be required to pay for the charges required to secure this approval. The Water Department will prepare the application and will secure the right to proceed at the entire expense of the party constructing the water line. All permits, easements, right of entries, etc. will be entered in the name of the City of Warren Water Department.

2. The Water Department must be provided with at least two (2) complete sets of the plans and specifications for its engineering files, plus all



subsequent revisions or replats of same. Approval of the plans will be indicated by the signature of the Director of Utility Services. No construction will be approved unless the plans contain this signature.

3. Notification shall be given to the Utility Services Director of intent to commence actual field installation at least five (5) business days beforehand.

4. All water mains shall be staked out by the responsible engineer prior to installation (on straight a ways, by stakes a minimum of 50 feet apart; on curves, a minimum of 25 feet apart). Each stake shall be clearly and legibly marked "Water" (preferably the route of the water main between stakes should be limed at time of digging to enable the backhoe operator to dig the trench more accurately).

5. All proposed fire hydrants, gate valves, tees, reducers, bends and other appurtenances shall be accurately located by the responsible engineer. Each stake shall be legibly marked with the appropriate inscription.

6. All lot pins nearest and adjacent to the proposed water main shall be clearly staked during the time the water main is being installed, so that accurate field locations can be obtained and also that the Water Department Inspector assigned to the job can determine if the approved course is being following. Each lot stake shall show the appropriate lot number according to the plat.

7. Any necessary or unforeseen change or deviation in the field from the previously approved locations shall first be cleared with the Utility Services Director for his approval.

8. Specific regulations involving the construction of the water lines are addends to these regulations and are made a part hereto. No deviation will be permitted except by the written authority of the Utility Services Director.

### **C. Specific Regulations for Installing Water Mains**

1. A Water Department Inspector must be present during construction of all water pipe and appurtenances. The developer will be billed by the Water Department for the inspection service based on the hours worked and the rate of pay that the particular inspector receives.

2. All pipe used for water mains must be 8 inch or larger. Pipe must be either Class 22 – Class 52 D.I.P., DR14 C900, DR18 or Pre-stressed Concrete, unless otherwise specified by the Water Department.

3. All pipe used for crossing from one side of the roadway to the other must be Class 52 D.I.P. A steel casing of length determined by the Water Department may be required.

4. All hydrants must be constructed with watch valves. Hydrant tees must be provided with a flanged inlet so that a flanged valve can be connected directly to the tee. The other end of the hydrant valve must be Mechanical Joint.

5. Pipe depth must be at least 4.5 feet from the top of the pipe to the surface of the ground.

6. An E.P.A. approved dosage of a chlorine compound must be added dry to the pipe during construction in accordance with A.W.W.A. specifications.

7. Pipe may be laid on flat bottom trench with bell holes provided, or on blocks. Fill must be tamped beneath and around the pipe.

8. Each gate valve shall be marked by a 2 x 4 post inserted vertically along the gate box before a new line is backfilled. The post must protrude at least 24 inches above the backfill.

#### **D. Water Main Construction – Water Department Limits of Authority**

The Water Department may extend or cause to have extended any water line in the city. All extension of water mains outside corporate limits of the city must be approved by an ordinance from Council of the City of Warren. Each extension authorized must specify the name of the street in which the line will be constructed, the limits of construction, the size of the pipe, and the length of the line to be laid.

### **SECTION VII CONNECTION TO MAINS/CROSS CONNECTIONS**

No connection to the water mains of the City of Warren shall be established or maintained to furnish water for purposes other than fire protection of any property now or hereafter provided with a private water supply (any source other than the city public water supply), unless the piping and distributing systems conveying the public water supply and the private water

supply, respectively, are constructed and maintained so as to be completely separated and without any cross connection through which water from the private water supply can enter the waterworks mains or distributing system of the public water supply. No such cross connection shall be established or maintained for any property now or hereafter supplied with water from the waterworks mains of the city.

No connection to the waterworks mains of the city shall be established or maintained to furnish water for fire protection to any property now or hereafter provided with a private water supply for fire protection obtained from a sources other than the public water supply, unless equipment or devices satisfactory to the Director of Public Service & Safety, the Utility Services Director, the Health Commissioner of the city, and the State Department of Health are installed on the connection, and maintained to the satisfaction of the above named persons, so a effectively to prevent water from the private water supply from entering the water mains. When such installation is made, no connection between the piping system used for fire protection only and any other water piping system upon, or within the property shall be established or maintained.

The Director of Public Service and Safety is authorized and directed to investigate the water piping systems of all properties in the City of Warren Distribution System, an to take such action as may be deemed necessary to enforce the provisions of this section. The Director of Public Service and Safety may adopt and enforce further regulations in accordance with this section.

## **SECTION VIII TAKING WATER FROM HYDRANT OR OTHER OUTLET**

No unauthorized person shall turn on or cause to flow, the water from any hydrant, valve, plug or other fixture of any waterworks, when such hydrant, valve, plug or other fixture is lawfully placed in any street or alley or elsewhere in the area comprising the City of Warren water system. This provision shall not apply when water is turned on for the purpose of preventing damage by fire.

Responsible parties, by specific authority of the Water Department, may be permitted to use hydrants for purposes other than fire fighting. On each occasion, a permit must be obtained from the Water Department prior to use, and the usage fee paid.

At any time that a hydrant is used for purposes other than fire fighting, the hydrant must be fitted with a valve connection on the 2-1/2" outlet, a special hydrant wrench must be available, and the person who intends to use the hydrant must prove to the satisfaction of the Director that he knows how the hydrant should be operated.

Under authority of Ohio law, the Director of Public Service has authority to adopt this code of by-laws and regulations, which shall have the same validity as ordinances. (Sec. 3957 Ohio General Code.)

Approved by:  
William D. Franklin  
Director of Public Service and Safety

### **WATER RATES AS OF 2008**

#### **INSIDE THE CITY**

FIRST 20 (100 CU FT)	\$ 2.45
NEXT 20 (100 CU FT)	\$ 1.96
ALL OVER 40 (100 CU FT)	\$ 1.36

#### **OUTSIDE THE CITY**

FIRST 20 (100 CU FT)	\$ 3.68
NEXT 20 (100 CU FT)	\$ 2.95
ALL OVER 40 (100 CU FT)	\$ 2.04

#### **SENIOR CITIZEN RATE**

FIRST 20 (100 CU FT)	\$ 1.83
NEXT 20 (100 CU FT)	\$ 1.48
ALL OVER 40 (100 CU FT)	\$ 1.01

**BULK RATE / 1,000 gal.** \$ 5.00

### **GARDEN METERS**

5/8"	\$ 165.00
1"	\$ 175.00
1-1/2"	\$ 300.00
2"	\$ 390.00

**FROZEN METER** \$ 95.00

**MISSING METER** \$ 165.00

**CONSTRUCTION WATER**

STANDARD 6 ROOM HOUSE      INSIDE \$ 20.00      OUTSIDE \$ 35.00

**TAPPING CHARGES**

3/4 " LABOR & MATERIAL

**INSIDE**

\$ 115

**OUTSIDE**

\$130

1" LABOR & MATERIAL

\$ 135

\$ 155

1-1/2 " REQUIRES SADDLE

\$ 340

\$ 385

2" REQUIRES SADDLE

\$ 410

\$ 460

**SERVICE CHARGES**

5/8 " METER TEST

\$ 30

1 " METER TEST

\$ 40

1-1/2 " AND ABOVE

\$ 20/HR

**ALL TAPS ON PRESTRESS CEMENT PIPES ARE LABOR & MATERIAL**

**TAPPING CHARGES – (OUTSIDE CITY ADD \$ .45/MILE)**

**SERVICE & MATERIAL – WATERLINE TAPS – NO EXCAVATION**

<b><u>SIZE</u></b>	<b><u>CHARGE</u></b>	<b><u>SIZE</u></b>	<b><u>CHARGE</u></b>
6 X 4	\$ 1,512.00	16 X 6	\$ 1,770.00
6 X 6	\$ 1,668.11	16 X 8	\$ 2,058.00
8 X 4	\$ 1,498.00	16 X 10	\$ 2,500.00
8 X 6	\$ 1,638.00	16 X 12	\$ 2,998.00
8 X 8	\$ 1,870.00	18 X 4	\$ 6,098.00
10 X 4	\$ 1,514.00	18 X 8	\$ 6,661.00
10 X 8	\$ 1,943.00	18 X 12	\$ 7,279.00
10 X 10	\$ 2,669.00	20 X 4	\$ 5,714.00
12 X 4	\$ 1,536.00	20 X 6	\$ 5,504.00
12 X 6	\$ 1,667.00	20 X 8	\$ 5,769.00
12 X 8	\$ 1,964.00	20 X 12	\$ 6,681.00
12 X 10	\$ 2,405.00	24 X 4	\$ 6,599.00
12 X 12	\$ 3,249.00	24 X 6	\$ 6,702.00
16 X 4	\$ 1,565.00	24 X 8	\$ 6,881.00
		24 X 12	\$ 7,661.00

PRE-TAP	30 X 6	\$ 1,983.00
PRE-TAP	30 X 8	\$ 2,710.00

**CITY OF WARREN  
WATER DEPARTMENT  
580 LAIRD AVE SE  
WARREN, OH 44483**

**REGULAR OFFICE HOURS ARE:  
MONDAY THRU FRIDAY  
8:00 am UNTIL 4:00pm  
330-841-2531**

**In case of emergency, call 330.841.2572.**

**If you have received a shut off notice and need to make arrangements for payment, please call 330.841.2705, 330.841.2706, or 330.841.2908.**

**To contact the Water Department Director:  
330.841.2710**

**To contact the Office Manager:  
330.841.2701**

**To contact the Customer Service Supervisor:  
330.841.2702**

**To contact the Superintendent of Distribution:  
330.841.2570**

**To contact the Filtration Plant:  
330.841.2578**

**To contract the Environmental Services Department:  
330.841.2561**

**FOR INFORMATION AND HELPFUL TIPS  
YOU CAN VISIT**



**[www.warren.org](http://www.warren.org)**