

Procedure for Obtaining City Water and Sewer

Below is a general procedure for the connection of new construction to city sewer and water system. This procedure is for homes that are constructed on platted lots within Cortland. Contact the service director to discuss connection to city utilities if you're an existing building that requires access to the City's water and sewer systems.

Tapping Permits / Fees: Tapping permits are obtained at the Cortland Administration Building. The permits are applied for at the time of the submission of a zoning permit application. The city charges the following fees as authorized by ordinance.

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| Water Tap (3/4") | \$ 1,450.00 | (effective September 1, 2016) |
| Sewer Tap In Fee | \$ 495.00 | |

Sewer Tap Inspection: A condition of the tapping permit is to allow for City personnel to perform an inspection. After the sewer is laid and connections are made, no backfilling shall be done until the sewer lateral is inspected and approved by a proper official of the City. Call 330.637.9986 to schedule an inspection of a sewer tap.

Water Tap: As part of the water tap-in fee, the city service department will provide the connection to the city waterline, install a customer service valve, meter, and limited water during construction. Call 330.637.4637 to schedule the water tap. Service Department personnel will tap the line and install the service valve. *Make sure that the service line from the house is extended beyond the utility easement and is located within the street right-of-way.*

Water Meter Installation: A water meter must be installed within ninety (90) days of the water tap, prior to occupancy or installation of landscaping, whichever occurs first. You will be sent notification from the water and sewer billing department that a meter is to be installed. Either the builder or homeowner will need to call 330.637.3916 to schedule the installation of a meter. The cost of the meter installation is covered in the water tap fee.

If a meter is not installed within ninety (90) days, prior to occupancy or installation of landscaping, the water service valve will be closed. ***Under no circumstances is the builder given permission to operate the customer service valve.*** Be advised that under Ohio Meter Tampering Law, reconnecting a water meter or service valve 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 (5) 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.

Transfer of Account: If the account is set up in the builder's name, a new account will need to be established in the name of the homeowner when they take possession. The builder will need to call the billing department to schedule a final reading of the meter. A final bill will be generated and the account will be closed upon receipt of payment. The new homeowner will need to call the billing department to establish the account in their name. A new customer service charge of \$15 will be owed at this time.