

FULTON COUNTY

ELMIRA/BURLINGTON WATERLINE WATER TAP APPLICATION GENERAL INFORMATION

Application approval is required for water tap in and to any waterline owned by the Board of Fulton County Commissioners.

- I. Submit completed Fulton County and Village of Archbold waterline applications to the Fulton County Sanitary Engineer's Office at **9306 Co. Rd. 14, Suite A, Wauseon, Ohio 43567**. Please fill out the applications completely and indicate N/A where appropriate.
- II. Administrative fee, waterline assessment (if applicable), County tap fee and Archbold tap fee (see schedule below) will be due at the time of application but prior to final approval by the Dir. of Fulton County Public Utilities. **All fees must be submitted in the form of check made payable to the "Fulton County Commissioners"**.

Tap Fee Schedule

Connection Size	Co. Adm. Fee	Co. Tap Fee	Minimum Archbold Tap Fee *
1 inch and smaller	\$150.00	\$1,000.00	\$2,370.00
1 ½ inch	\$150.00	\$3,500.00	\$2,370.00
2 inch	\$150.00	\$5,000.00	\$2,370.00
4 inch	\$150.00	\$8,500.00	\$2,370.00
6 inch and larger	\$150.00	\$10,000.00	\$2,370.00

* Archbold tap fee is subject to change.

- III. Complete applications will be forwarded to the supplier for review and approval.
- IV. Upon the County Sanitary Engineer's approval, an acceptance letter will be issued to the applicant and supplier.
- V. The supplier may require additional fee. The supplier will bill the applicant for time and material of such fee.
- VI. If the water tap cannot be obtained, for any reason, the money paid for the above, excluding the Administrative Fee, will be refunded to the applicant.

If you have any questions regarding the waterline application, please contact the Fulton County Department of Public Utilities Office at **(419) 337-9263** between 8:30am to 4:00pm.

**FULTON COUNTY
ELMIRA/BURLINGTON WATERLINE
WATER TAP APPLICATION**

LOCATIONS:

Subdivision	_____	Section	_____
Parcel or Lot Number	_____	Quarter	_____
Road or Street	_____	Township	_____
House Number	_____		

TYPE OF SERVICE/SIZE:

____ Single Family Residence	
____ Two Family Residence	
____ Commercial, Type _____	No. of Employees _____
____ Industrial, Type _____	No. of Employees _____
____ Mobile Home Park, No. of units _____	
____ Apartments, No. of Bedrooms _____	No. of Units _____
____ Restaurants, seating capacity _____	
____ Churches, seating capacity _____	
____ Schools, No. of students and employees _____	
____ Other (Describe) _____	

CURRENT WATER SUPPLY SOURCE:

Well Pond Cistern Other (Describe) _____

To the Board of Commissioners of Fulton County, Ohio:

The undersigned hereby makes application for water tap in and to the waterline owned by the Board of Commissioners of Fulton County, Ohio, and serviced and operated by the Village of Archbold, Ohio, and being known and designated as Fulton County Pipeline # 3 and extensions. Said water tap to be for the purpose of transmission of water from said county waterline to the property of the applicant.

The applicant expressly understands and agrees that this application is made subject to the current written contract, by and between the Board of Commissioners of Fulton County, Ohio, and the Village of Archbold for the extension of water main and that the applicant shall be bound by the terms and conditions therein contained.

The applicant further agrees, at no time, to assert or attempt to assert any claim hereunder against the said Board of Commissioners of Fulton County, Ohio, for loss or damage which may result from the inadequacy or non-availability of water due to leaks, breaks, or other defects in said Pipeline and extensions, and further agrees to save said Board of Commissioners harmless from any and all claims or liability for loss or damage to any persons or property resulting from, arising out of, or connected with the rendition of service by the said Village of Archbold, be it water pressure, quantity or quality.

The applicant agrees to abide by all the rules and regulations, to pay all present and future assessments (if applicable), maintenance and user charges as established by the Board of County Commissioners. The applicant agrees that this application is valid only for a maximum developed frontage along the Elmira/Burlington Waterline of _____ lineal feet. Further, the applicant expressly agrees not to extend water services to adjacent developments whether owned by applicant or by others and that a new application will be made for each separate development and/or extension of developed frontage. Any water main extensions shall become the property of Fulton County upon installation.

FCSE-003 (11/2011)

The applicant agrees to make a separate written application to the Village of Archbold for a water tap and service from said pipeline and pay all expenses in connection therewith. In the event that the Village of Archbold requires additional fee, the applicant agrees to pay the Village of Archbold such fee at a later date. The applicant further agrees to pay the required Administrative Fee, County Water Tap Fee, Village of Archbold Tap Fee and Waterline Assessments (if applicable) at the time of application but prior to final approval by the Fulton County Sanitary Engineer. If a water tap cannot be obtained, for any reason, from the said Village of Archbold then the consideration money paid for the above (excluding the Administrative Fee) herein shall be promptly refunded to the applicant.

Administrative Fee	\$ _____	
County Water Tap Fee	\$ _____	
Village of Archbold Tap Fee	\$ _____	
Waterline Assessment	\$ _____	(Maximum Frontage = _____ feet)
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Total Amount Due	\$ _____	

Signed this _____ day of _____, 20____.

Applicant: _____

Mailing Address: _____

Phone No: _____

Signature: _____

Approved: _____
Village of Archbold

Date: _____

Approved: _____
Fulton County Sanitary Engineer

Date: _____

CC: Village of Archbold
Fulton County Health Department
File

APPLICATION FOR WATER SERVICE
Fulton County- Elmira/Burlington and Pettisville Service Area
ARCHBOLD, OHIO

This application is used to request a new Water Service or to Repair an existing Service in areas where Public Water Infrastructure is present. In areas where Public Infrastructure is not available; contact the Fulton County Public Utilities Office.

Date of Request: _____

I, the undersigned hereby make application to install and connect a building or industrial service for:

New Water Service **Repair Water Service**
(check which applies above and identify service area below)
 Elmira/Burlington Pettisville

Service Address: _____

WATER SERVICE

I understand that I'm responsible for all costs to install a new water service from the Home/Building to the Water Main. A Fee Worksheet will be established to estimate the cost. The applicant will hire a contractor/plumber to install Water Service from the Home/Building to the Property Line, on private property. Installation from the Property Line to Water Main, on public property requires an evaluation by the Water Department to determine if installation can be completed by Water Department staff or if the Applicant/Property Owner will be required to install this portion as well, as indicated on the Fee Worksheet. All work must follow Archbold's Specifications for Connecting to the Water System.

Many installations will be **Standard with a Tap Fee of \$2,370**. Please note this is an estimate and additional costs may be incurred by the applicant to install both the private and public portion of the service. Additional costs will be invoiced to the applicant and the invoice must be paid before water is supplied to this location.

* * * * *

I, the undersigned agree to abide by all rules and regulations governing the installation and use of water, sewer and storm now or hereafter adopted by the Village of Archbold.

 Print Name of Property Owner

 Signature of Property Owner

 Mailing address if different than above

 Phone Number

 Email Address

If applicable provide below the Name, Address & Phone Number of the person or firm performing the work.

Estimate Application Fee: _____ Preliminary Consent-Date _____ Sign _____
A Fee Worksheet completed by the Village must accompany this application. (Engineering Department)

**FINAL APPROVAL IS CONTINGENT ON REVIEW, APPROVAL AND
 COLLECTION OF FEES BY FULTON COUNTY.**

An Application to setup a Billing Account must be completed prior to water service starting at this location.

Specifications for Connecting to Archbold's Water System

Revised: April 28, 2022

1. An approved application for a new Water Service along with payment of the estimated connection fee is required before work can begin. (An application is available from the Engineer's Office located on E. Lutz Road.
2. The property owner is responsible for all costs to install a new water service or repair an existing service.
 - a) The property owner is responsible for hiring a contractor or plumber to install the service from the property line to the home or building-private property. Village employees will not install the portion of the service on private property. This expense is separate and in addition to the tap fee that is estimated on the Fee Worksheet.
 - b) Installation from the property line to the water main, which is public property will require an evaluation by the Water Department to determine if installation can be completed by Water Department staff or if the Applicant/Property Owner will be required to hire a contractor and complete this portion of the connection as well. Refer to the Fee Worksheet for this determination.
 - c) Water Department staff will make all taps less than 4" into the water main and will oversee and inspect all taps 4" or larger.
 - d) The property owner or contractor must notify the Water Department when the Water Service is ready for inspection for both the private and public portion of the service line. Water Department staff will complete an as-built drawing to show the location of the service.
3. A standard tap on Village Water Mains will be 1" inside or outside the Village. **NO** plastic pipe less than 1" will be allowed anywhere on the Village Water System.
4. Water services must be a minimum of 10' from any sanitary sewer. This is an Ohio EPA regulation that can be found in **Section 4101:3-6-01 Water Supply and Distribution** and **Section 603.2 Separation of water service and building sewer**. Water service lines and the building sewer lines shall be separated by 10 feet (1524 mm) of undisturbed or compacted earth. If the water service crosses a sewer, it must be at least 18" above or below the sewer. The Water service must be at least 48" deep.
5. Only approved materials will be allowed for Village Water Services and no substitutes will be allowed. Water service will NOT be provided to structures with unapproved service lines. Approved materials include the following: **Type K copper, ASTM B-88-62 or Polyethylene plastic, SDR9, PE3406, 200 PSI, ASTM D2737**. When possible, service lines should be one piece from the curb valve to the meter. Any splices **MUST** be made with compression type couplings. **A WATER DEPARTMENT EMPLOYEE MUST INSPECT NEW SERVICES BEFORE THE TRENCH IS BACKFILLED**.
6. If plastic is used, a Number 12 or larger solid copper wire **MUST** be laid with the service so that it can be traced. There must be enough wire to go to the meter, and to come to ground level at the curb valve.
7. The Owner is responsible for purchasing and installing a meter spacer bar, valve and backflow preventer which are supplied by the Village. These costs will be itemized on the Fee Worksheet. Parts may be picked up at the Water Plant on North Street after the Fee is paid. The Owner is encouraged to install a second valve after the meter bar and backflow preventer. The spacer bar, which is part of the meter set must be installed in a horizontal position. The spacer bar should be installed in a basement, garage, or utility room where it is protected from freezing. Replacing a frozen meter is the responsibility of the Owner. **NO METER MAY BE INSTALLED IN A CRAWL SPACE**.
8. Due to a closed system created when a backflow preventer is installed, a thermal expansion tank must be installed in the cold-water line going to the hot water heater to prevent pressure damage.
9. The Owner is responsible for notifying underground utilities of excavation when digging the service line. Call the Ohio Utilities Protection Service (OUPS) at 1-800-362-2764.

If you have questions or require additional information, please call the Water Plant at 419- 445-2506.