Chapter 18: Water and Sewer Service Policy

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It is the mission of the City of Delaware to provide potable water and sanitary sewer service within its service area.

1. **Annexation Agreement**

   Agreement to annex into the City of Delaware is required to receive water or sewer service, unless a separate agreement is in place.

2. **Service and Fees**

   To receive sewer or water service, an application for connection must be submitted to the Planning and Community Development Department. Upon approval, a capacity fee (including any additional applicable fees) must be paid. Sewer and water line extensions from existing City lines to the building are the customer's responsibility.

3. **Rates**

   Sewer and water rates are paid on a monthly basis and adjusted annually. Current rates and application instructions are provided on the City's website at www.delawareohio.net.

4. **Non-Resident Customers**

   Customers whose property is not currently within the corporate boundaries of the City are required to pay a 50% surcharge on monthly rates until the property is annexed.

5. **Establishing Connection**

   To connect to City sewer, a connection to City water must be established as the City bases sewer billing on water meter readings. For customers who are currently connected to DelCo Water and wish to connect to City sewer, an arrangement must be made for the City to collect water meter readings from DelCo for sewer billing purposes – At such time that City water is available, connection must be made to City water, subject to DelCo approval. City water customers are required to connect to City sewer when such service is available and within 500 feet of the property, per Codified Ordinance 917.08-b. Should a more current ordinance be established that will be the required basis of design and practice.

6. **Oversizing**

   Line sizes may need to be larger than the minimums required by the water model to be in conformance with the City's proposed master water distribution plan sizes. Waterlines extended through the site that are oversized to accommodate future service areas may qualify for a cost contribution from the City at the discretion of the City Manager. The rate of contribution is 1.25 times the difference in material costs only.

7. **Capacity Fees**

   The Chief Building Officer is to collect water and sanitary sewer capacity fees at the time of issuance of a building permit. The Utility Fees Calculation Worksheet was developed to facilitate the calculation of these fees and is to be submitted to the Department of Public Utilities for approval prior to the issuance of a building permit by the Chief Building Official.

   A. Collection of Water Capacity Fees

      City Codified Ordinance 913.20 provides for the collection of Water Capacity Fees. The water capacity fee is five thousand six hundred fifty dollars ($5,650) per EDU effective

from and after January 1, 2007. Should a more current ordinance be established that will be the required basis of design and practice.

1. No person shall make a service connection to the City's water system or any part thereof, unless a permit to do so has been issued by the City.
2. All properties connecting to the City of Delaware water system shall be assigned an Equivalent Dwelling Unit (EDU), or multiple thereof, with one (1) EDU being equal to average daily water consumption of 400 gallons.
    a. All single-family residential properties connecting to the water system are assigned one (1) EDU.
    b. All master metered multi-family residential properties connecting to the water system shall be assigned, by the Public Utility Director (Director), an EDU multiple calculated by multiplying the number of multi-family residential units by the Single Family Equivalent value that follows:

Single-Family Equivalent Values	
1 bedroom	0.63
2 bedrooms	0.75
3 bedrooms	0.88
4 + bedrooms	1.0

    c. All properties connecting to the water system which are not residential properties are to be assigned by the Director, an EDU multiple based upon the properties' estimated daily water consumption (in gallons) divided by 400 gallons (one EDU). This division will be calculated to the second decimal place and rounded according to mathematical convention. In no event shall a non- residential property be assigned an EDU of less than one (1).
3. The EDU multiple established for non-residential properties based on estimated water consumption shall be reviewed twelve (12) months after occupancy is obtained to determine if the estimated daily water consumption is accurate. The Director may extend this 12-month time period if accurate consumption data is not available. Any increase or decrease in the EDU multiple based on actual water consumption which results in a capacity fee charge adjustment of more than one thousand dollars ($1,000) shall be communicated to the property owner in writing. Any additional capacity fee charge or any refund of a previously paid capacity fee charge shall be made within forty-five (45) days of the date of the amended EDU determination letter. An owner may contest the amended EDU assigned to the property by filing an appeal with the Director within forty-five (45) days of the date of the amended EDU determination letter. The appeal shall be in writing and shall state the grounds for the appeal. The Director shall cause an appropriate investigation to be made to determine whether an adjustment of the EDU multiple for the property is warranted. The appellant shall be notified in writing of the Director's determination with respect to the appeal and any resulting adjustment in the amount of the capacity fee charge. Any additional capacity fee charge or any refund of a previously paid capacity fee charge shall be made within forty-five (45) days or the date of the Director's written response to the appellant.

4. The water utility system capacity fee charge for all properties connecting to the water system which are not residential properties and whose estimated daily water consumption is greater than 50,000 gallons per day shall be determined based on an evaluation made of the specific impact on the water utility system for said connection.
5. Existing customers or new water connection permits issued for properties located outside of the City limits will be charged the above mentioned fee on condition that the owner of the property to be served shall, within sixty days of the time said property becomes contiguous to the City of Delaware, prepare and file or join in the preparation and filing of an annexation petition pursuant to Ohio Revised Code 709.02 for such property to be annexed to the City of Delaware. The failure of any such non-resident water customer to comply with this condition shall be grounds for immediate termination of water service to the property. This provision may be waived by the City Manager, with the concurrence of City Council, upon a finding of the existence of a specific necessity.
6. In the event a meter is enlarged, the difference between the charges for the two meter sizes shall be paid.

B. Collection of Sanitary Sewer Capacity Fees

City Codified Ordinance 917.21 provides for the collection of Sanitary Sewer Capacity Fees. The sanitary sewer capacity fee is five thousand three hundred eighty-five dollars ($5,385) per EDU which shall be effective from and after June 1, 2006. Should a more current ordinance be established that will be the required basis of design and practice.

1. No person shall make a service connection to the City's sanitary sewer system or any part thereof, unless a permit to do so has been issued by the City.
2. All properties connecting to the City of Delaware sanitary sewer system shall be assigned an Equivalent Dwelling Unit (EDU), or multiple thereof, with one (1) EDU being equal to average daily water consumption of 400 gallons.
    a. All single-family residential properties connecting to the sanitary sewer system are assigned one (1) EDU.
    b. All master metered multi-family residential properties connecting to the sanitary sewer system shall be assigned, by the Public Utility Director (Director), an EDU multiple calculated by multiplying the number of multi-family residential units by the Single Family Equivalent value that follows:

Single-Family Equivalent Values	
1 bedroom	0.63
2 bedrooms	0.75
3 bedrooms	0.88
4 + bedrooms	1.0

    c. All properties connecting to the sanitary sewer system which are not residential properties are to be assigned by the Director, an EDU multiple based upon the properties' estimated daily water consumption (in gallons) divided by 400 gallons (one EDU). This division will be

calculated to the second decimal place and rounded according to mathematical convention. In no event shall a non- residential property be assigned an EDU of less than one (1).

3. The EDU multiple established for non-residential properties based on estimated water consumption shall be reviewed twelve (12) months after occupancy is obtained to determine if the estimated daily water consumption is accurate. The Director may extend this 12-month period if accurate consumption data is not available. Any increase or decrease in the EDU multiple based on actual water consumption which results in a capacity fee charge adjustment of more than one thousand dollars ($1,000) shall be communicated to the property owner in writing. Any additional capacity fee charge or any refund of a previously paid capacity fee charge shall be made within forty-five (45) days of the date of the amended EDU determination letter. An owner may contest the amended EDU assigned to the property by filing an appeal with the Director within forty-five (45) days of the date of the amended EDU determination letter. The appeal shall be in writing and shall state the grounds for the appeal. The Director shall cause an appropriate investigation to be made to determine whether an adjustment of the EDU multiple for the property is warranted. The appellant shall be notified in writing of the Director's determination with respect to the appeal and any resulting adjustment in the amount of the capacity fee charge. Any additional capacity fee charge or any refund of a previously paid capacity fee charge shall be made within forty-five (45) days or the date of the Director's written response to the appellant.
4. Existing customers or new sanitary sewer connection permits issued for properties located outside of the City limits will be charged the above mentioned fee on condition that the owner of the property to be served shall, within sixty days of the time said property becomes contiguous to the City of Delaware, prepare and file or join in the preparation and filing of an annexation petition pursuant to Ohio Revised Code 709.02 for such property to be annexed to the City of Delaware. The failure of any such nonresident wastewater customer to comply with this condition shall be grounds for immediate termination of sanitary sewer service to the property.
5. In the event a meter is enlarged, the difference between the charges for the two meter sizes shall be paid.
6. Special Sanitary Sewer Fee Districts: The City of Delaware has two special sanitary fee districts. The districts are known as the Southeast Highland Sewer Project and The South Central Delaware Sewer Project. The special sanitary fees are in addition to normal capacity fees. Nothing in either agreement shall waive or mitigate the normal tap fee charges or other City associated sewer fees as to each structure, building, parcel, or lot in the specified tributary areas.
    a. The South East Highland Sewer Project: The City and Developers of subdivisions within the City have pursuant to various agreements established Sanitary Sewer Equivalent Residential Unit (ERU) fees to help offset the construction of the Southeast Highland Sewer Project. Pursuant to City of Delaware Resolution No. 05-75, the Equivalent Residential Unit (ERU) Fee for all units served by the Southeast Highland Sewer is $3200.00. The Chief Building Officer is to collect payment of

the ERU fees as directed by the City Manager at the time of issuance of a building permit for each lot affected by said agreements.

b. The South Central Delaware Sewer Project: Upon being notified by an owner of a subject premises in the sewer tributary area, the City or the City Building and Inspection Department will notify the Delaware County Bank and Trust Company of the name and address of the owner. The Delaware County Bank and Trust Company will contact the potential sewer user and notify them of the deed requirements, execute a Sewer Extension and Cost Reimbursement Agreement and collect the reimbursement fee based on the formula outlined in the South Central Delaware Phase V Sanitary Trunk Sewer Agreement. Preparation of all deed and agreements shall be at the expense of the potential sewer user.