

**OTTAWA COUNTY  
SANITARY ENGINEERING DEPARTMENT  
315 MADISON STREET, ROOM #105  
PORT CLINTON, OHIO 43452**

**APPLICATION FOR PERMIT  
SANITARY SEWERS  
FOR SPECIAL PROJECTS PERMIT**

THIS PERMIT APPLICATION SHALL BE FOR THE PURPOSE OF INSTALLING PUBLIC OR PRIVATE SANITARY SEWERS AND/OR APPURTENANCES OTHER THAN A STANDARD (SINGLE) BUILDING SEWER. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE OTTAWA COUNTY SEWER DISTRICT WASTEWATER RULES AND REGULATIONS AND STANDARD SPECIFICATIONS.

PROJECT NAME: \_\_\_\_\_ PHASE/PLAT #: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PROJECT SITE/LOCATION INFORMATION:**

TOWNSHIP: \_\_\_\_\_ SECTION: \_\_\_\_\_ LOT: \_\_\_\_\_ PARCEL: \_\_\_\_\_

PARCEL (TAX) I.D. NUMBER: \_\_\_\_\_ ACRES: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

CURRENT USE OF PROPERTY (prior to project): \_\_\_\_\_

FORMER PROPERTY OWNER NAME (if known): \_\_\_\_\_

**PROPOSED PROJECT INFORMATION:**

DESCRIPTION (TYPE) OF PROJECT: \_\_\_\_\_

TOTAL NUMBER OF LOTS/UNITS...PROPOSED TO BE SERVICED UNDER THIS PERMIT: \_\_\_\_\_

TYPE OF UNITS: \_\_\_\_\_ SINGLE FAMILY HOMES \_\_\_\_\_ DUPLEX UNITS

\_\_\_\_\_ MOBILE HOMES \_\_\_\_\_ CONDOMINIUM UNITS

\_\_\_\_\_ R.V./CAMP SITES (primitive) \_\_\_\_\_ R.V./CAMP SITES (full service)

\_\_\_\_\_ OTHER: PLEASE SPECIFY: \_\_\_\_\_

TYPE OF SEWERS TO BE INSTALLED UNDER THIS PERMIT:

\_\_\_\_\_ CONVENTIONAL GRAVITY COLLECTION SYSTEM w/6" TAPS

\_\_\_\_\_ LOW PRESSURE COLLECTION SYSTEM w/GRINDER PUMPS

\_\_\_\_\_ A PUMP STATION AND/OR ODOR CONTROL BUILDING IS INCLUDED w/PROJECT

\_\_\_\_\_ PROPOSED NUMBER OF MANHOLES/CLEAN-OUTS IN PROJECT

**(CONTINUED ON BACK SIDE OF APPLICATION)**

**CONSTRUCTION INFORMATION:**

NAME OF LICENSED CONTRACTOR COMPLETING WORK: \_\_\_\_\_  
(Contractor completing the work must be currently licensed with the O.C. Sanitary Engineering Department)

ESTIMATED START DATE OF CONSTRUCTION: \_\_\_\_\_

ESTIMATED COMPLETION DATE OF CONST.: \_\_\_\_\_

**DISPOSITION OF SEWERS AFTER INSTALLATION:**

\_\_\_\_\_ (PUBLIC) Upon completion and final inspection/approval, the plat and/or agreement dedicates the sanitary sewer mains and appurtenances to the Board of Ottawa County Commissioners for ownership, operations, and maintenance (PUBLIC SEWERS). Attached are copies of the required recorded easements (if necessary) for the sanitary sewer mains and/or appurtenances which are not located within the dedicated right-of-way.

\_\_\_\_\_ (PRIVATE) Upon completion and final inspection, the sanitary sewer mains and appurtenances or building sewer(s) shall remain privately owned, operated, and maintained.

**CHECKLIST OF ITEMS THAT NEED TO BE SUBMITTED FOR PERMIT:**

- \_\_\_ APPLICATION AND FEES/CHARGES
- \_\_\_ (2) SETS OF FINALIZED IMPROVEMENT DRAWINGS (per approval letter)
- \_\_\_ OHIO E.P.A. WRITTEN APPROVAL (Permit to Install)
- \_\_\_ PROPERLY EXECUTED "SANITARY SEWER AGREEMENT", IF NECESSARY
- \_\_\_ COPIES OF ANY NECESSARY RECORDED EASEMENTS; COUNTY ENGINEER OR ODOT RIGHT-OF-WAY PERMIT(S), WRITTEN PERMISSION FROM PRIVATE ENTITIES/OWNERS, ETC.
- \_\_\_ ENGINEER'S ITEMIZED CONSTRUCTION COST ESTIMATE, IF NECESSARY
- \_\_\_ EXECUTED PERFORMANCE BOND OR ESCROW ACCOUNT, IF NECESSARY
- \_\_\_ EXECUTED MAINTENANCE BOND OR ESCROW ACCOUNT, IF NECESSARY
- \_\_\_ SIGNED PERMIT TO CONNECT ACKNOWLEDGEMENT FORM

**IT IS THE DEVELOPER'S/OWNER'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THIS DEPARTMENT'S PLAN REVIEW APPROVAL LETTER. ITEMS NOT PROPERLY ADDRESSED AS REQUIRED IN THE APPROVAL LETTER WILL CAUSE A PERMIT NOT TO BE ISSUED OR FINAL APPROVAL SHALL NOT BE GRANTED.**

**THE DEVELOPER/OWNER IS RESPONSIBLE FOR MAKING SURE THAT ALL IMPROVEMENTS ARE IN ACCORDANCE WITH THE OTTAWA COUNTY SEWER DISTRICT WASTEWATER RULES AND REGULATIONS AND STANDARD SPECIFICATIONS. THE COUNTY RESERVES THE RIGHT TO REQUIRE FIELD CHANGES TO INSURE THE INTEGRITY AND COMPATIBILITY OF THE PUBLIC WASTEWATER TREATMENT SYSTEM.**

**MAKE CHECKS PAYABLE TO: OTTAWA COUNTY SANITARY ENGINEERING**

I, THE DEVELOPER/OWNER, HEREBY SUBMIT THE PRE-REQUIRED INFORMATION AND THIS APPLICATION FOR A PERMIT TO INSTALL. I AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE APPROVAL LETTER, THE WASTEWATER RULES AND REGULATIONS, THE SANITARY SEWER AGREEMENT (if applicable), AND THE REQUIREMENTS OF THE OHIO E.P.A.

\_\_\_\_\_  
DATE DEVELOPER/OWNER SIGNATURE

**FOR OFFICE USE ONLY:** \_\_\_\_\_ DANBURY \_\_\_\_\_ PCI-SD \_\_\_\_\_ SALEM \_\_\_\_\_ ALLEN/CLAY

MAINS/SERV. CONNECTIONS ONLY: \_\_\_\_\_ PROJECT IN CONTRACT: \_\_\_\_\_

PRIVATE IMPROVEMENTS ONLY: \_\_\_\_\_

PRIVATE MAIN & BUILDING SEWERS: \_\_\_\_\_ PERMIT FEE: \$ \_\_\_\_\_

CHECK # \_\_\_\_\_ RECEIPT # \_\_\_\_\_ P.R./INSPECT. FEE DEPOSIT: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_ TOTAL DUE: \$ \_\_\_\_\_

OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT

**Permit to Connect Acknowledgement Form**

This acknowledgement shall be executed and submitted to the Ottawa County Sanitary Engineering Department prior to securing approval of a "Special Project Permit". A "Permit to Connect" (which is secondary to the "Special Project Permit") must be secured prior to the physical connection of any structure to the common sanitary sewer or water distribution system approved as part of the "Special Project Permit". The upfront connection fees and charges associated with any future connection and/or increased use of the county water or sewer system must be paid prior to securing a "Permit to Connect". The connection fees and charges shall be based upon the number of water and sewer services to be connected and/or any increase in the use of the property creating an additional demand on the water or sewer system.

**PROPERTY OWNER/DEVELOPER:** \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PARCEL I.D. NUMBER:** \_\_\_\_\_ **TOWNSHIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

I, as the developer/owner of the property listed above, have read the Ottawa County Sanitary Engineering Department's Water and Wastewater Rules and Regulations, and hereby acknowledge and agree to comply with all terms and conditions of the Permit to Connect process. By submitting this document, I understand that as the property owner/developer, I am responsible for all connection fees and charges, unless an alternative agreement has been reached with the Ottawa County Sanitary Engineering Department. I hereby agree to comply with the requirements contained in the Ottawa County Water and/or Wastewater Rules and Regulations. I also understand that any deviation from those rules and regulations may result in enforcement actions to be taken by the Ottawa County Sanitary Engineering Department per the Ohio Revised Code and the Ottawa County Water and/or Wastewater Rules and Regulations.

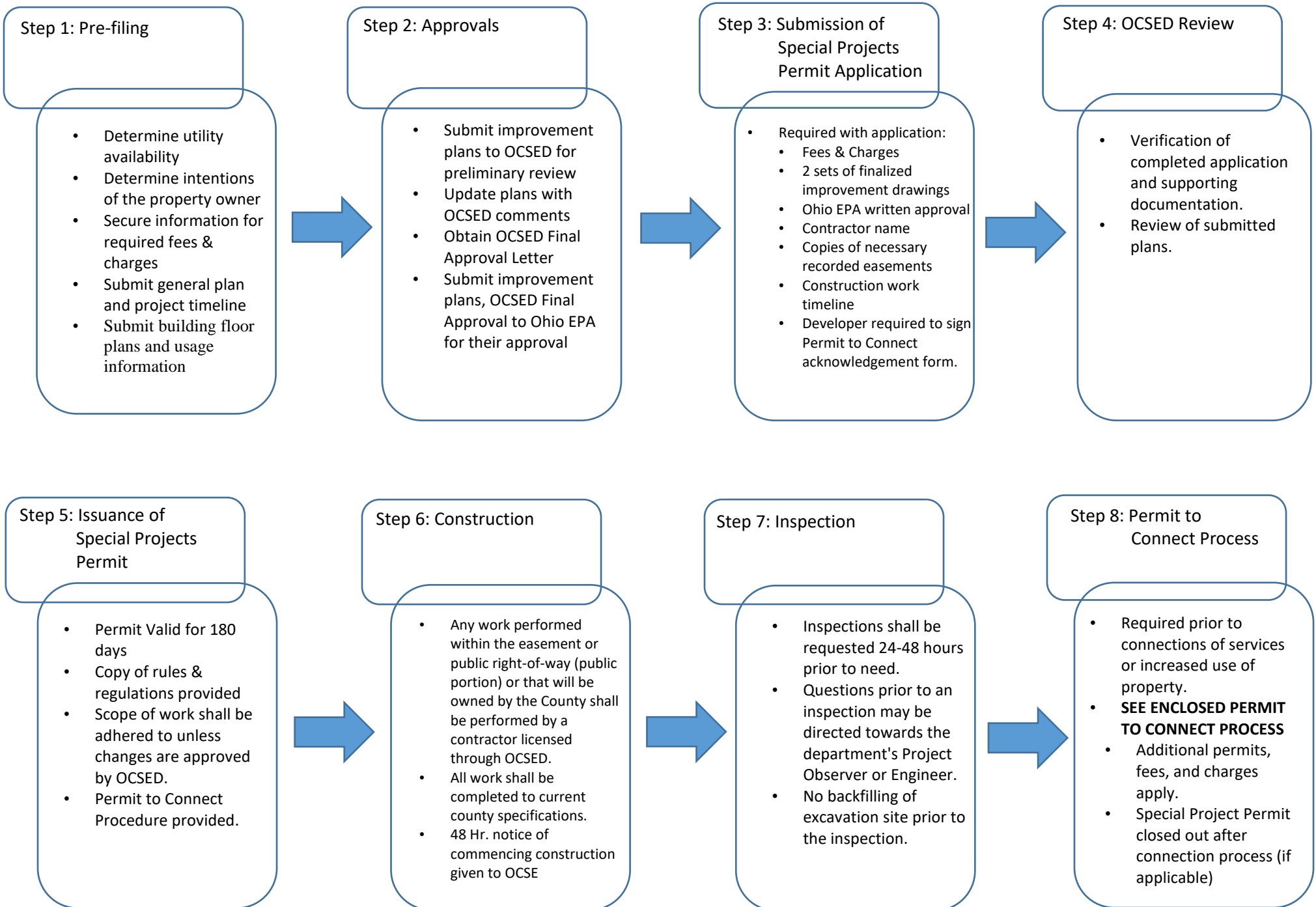
**PROPERTY OWNER/DEVELOPER PRINTED NAME:** \_\_\_\_\_

**PROPERTY OWNER/DEVELOPER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*FOR OFFICE USE:* PERMIT #: \_\_\_\_\_ ADMIN. APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT SPECIAL PROJECTS PERMIT PROCEDURE



# OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT PERMIT TO CONNECT PROCEDURE

