

**OTTAWA COUNTY SEWER DISTRICT  
WASTEWATER SUMMARIZED RULES AND REGULATIONS**

6/29/18

- 2.1.0 AUTHORITY-The Ohio Revised Code, Section 6117.01 enables the Board of Commissioners to adopt rules and regulations governing policies essential to the operation of the Sanitary Engineering Department under their jurisdiction.
- 2.6.0 VIOLATION-Any infraction of the "Rules and Regulations" is a violation. Any person, firm, group, or corporation, either owner or agent, who tampers with or attempts to use facilities provided by the County without first obtaining the necessary permits and approvals is in violation of the "Rules and Regulations." Any person, firm, group, or corporation, either owner or agent, that obtains a permit or approval based on false information made in order to deceive the County shall be held in violation of the "Rules and Reg's."
- 2.9.0 AGREEMENT-All persons, successors, and assigns obtaining a permit from the Sanitary Engineering Department accept and agree to be bound by the "Rules and Regulations" of the sewer district.
- 2.15.0 SAFETY STANDARDS-All contractors working on the County wastewater treatment systems, its appurtenances, public or private, connected to said treatment system under the "Rules and Regulations" shall work in accordance with all applicable O.S.H.A. safety standards.
- 3.3.1 No person(s) shall discharge or cause to be discharged any unpolluted waters such as storm water, ground water, roof drain runoff, subsurface drainage, footer drain discharge, or cooling water to any sanitary sewer, except that storm water runoff from limited areas, which may be polluted at times, may be discharged to the sanitary sewer by permission of the Sanitary Engineer.
- 3.7.1 No unauthorized person(s) shall uncover, make any connection with, or opening into, use, alter, or disturb any public sewer, appurtenance, private building sewer, or private collection sewer without first obtaining a permit issued by the Sanitary Engineering Department.
- 3.7.2 All applicable fees and charges must be deposited (and a payment agreement signed, if applicable) with the Sanitary Engineering Department prior to the issuance of a permit.
- 3.7.4 Permits shall be valid for 120 days from the date of issuance. The expiration date of the permit shall be noted on the permit issued. If a permit expires and work has not been completed, all work shall be stopped by the inspector and the property owner or agent shall be required to complete an application for permit renewal provided by the Sanitary Engineering Department and submit it along with a permit renewal fee and any other applicable equalization fees and charges.
- 3.7.5 A repair permit shall be required for any repairs that are made on building sewers or appurtenances, private collection sewers, or as deemed necessary by the Sanitary Engineer.
- 3.7.6 Permits shall be available on the job site at all times until the job is completed and approved.
- 3.7.7 All costs and expense incident to the installation and connection of building sewers and appurtenances shall be borne by the owner(s). The owner(s) shall indemnify the County from any loss or damage that may directly or indirectly be occasioned by the installation of a building sewer or appurtenance.
- 3.7.8 The issuance of a permit to connect or repair by the Sanitary Engineering Department does not relieve the permit holder of the responsibility of securing permits from the proper governmental or private agencies for the permission to work in public or private rights of way or easement areas.
- 3.8.1 The property owner or the property owner's immediate family member (i.e. current spouse, parent, stepparent, child, stepchild, brother, sister, stepbrother, stepsister, mother-in-law, father-in-law, or grandparent) may construct and install, to County specifications, said sanitary sewer improvements on their property. If the property owner or an immediate family member does not construct or install said sanitary sewer improvements, a contractor holding a valid license with the Sanitary Engineering Department shall be required.

**NOTE: Sections 3.11.5.1 thru 3.11.10 on page 2 do not apply to the Salem Sewer Sub-District or Allen/Clay Sewer Sub-District customers--see Village of Oak Harbor or Village of Genoa respectively.**

- 3.11.5.1 The sewer service charge is a continuous charge for all benefited properties whether occupied or vacant. The current owner of the property is responsible for payment of all service charges whether incurred under the current ownership or a previous ownership. Sewer service charges are levied 12 months per year and bills are issued on a monthly basis.
- 3.11.5.5 Sewer bills, for sewer sub-districts under the billing jurisdiction of the County, shall be mailed by the Sanitary Engineering Department on a bi-monthly basis unless otherwise determined by the Sanitary Engineer. The bill shall cover the charges for each property for the previous month's service. Generally, bills will be mailed during the first week of the month immediately proceeding the billing period.
- 3.11.5.6 Sewer bills are payable and due by 4:30 p.m. (local time) on the 20th day of the month in which the bills were issued. In the event the 20th day of the month, in which the sewer bill is due, falls on a weekend or on a holiday observed by the County, sewer bills shall be due by 4:30 p.m. of the next business day. The County shall be responsible for submitting all sewer bills to the U.S. Postal Service. The County shall not assume liability for each property owner receiving a bill once bills are placed in the mail. For convenience, a yearly schedule of billing dates is printed on the back of each customer's receipt portion of the bill.
- 3.11.5.7 After 4:30 p.m. on the day in which bills are due, any bills not paid shall be charged a ten percent late penalty. The Ohio Revised Code, Section 6117.02, provides that when sewer service charges are not paid, the Board of Commissioners shall certify the same together with any penalties to the County Auditor, who shall place them upon the real property tax list which shall be considered a lien on such property and shall be collected in the same manner as other taxes. The Board of Commissioners shall charge a \$50.00 processing fee to each account certified to the County Auditor for collection from the real property taxes. This processing fee shall pay for expenses relating to the coordination of activities relating to the certification process.
- 3.11.10 ADDRESS CHANGES - In order to change the mailing address of a bill, the property owner must make the request for change in writing to the Sanitary Engineering Department. Verbal notification will not be accepted due to possible discrepancies.

A complete set of wastewater "rules and regulations" and "construction specifications manual" is available for review in the Sanitary Engineering Department in the Ottawa County Courthouse.

All sanitary sewer improvements shall be inspected and approved by the Ottawa County Sanitary Engineering Department prior to covering and/or using the improvements.

**SANITARY ENGINEERING DEPARTMENT**

Ottawa County Courthouse  
 315 Madison Street  
 Port Clinton, Ohio 43452  
 Phone: (419) 734-6725

**TOLL FREE IN OTTAWA COUNTY:**

1-800-788-8803  
 Fax: (419) 734-6858  
 HOURS: 8:00 a.m. - 4:30 p.m. M-F

**VILLAGE OF OAK HARBOR**  
 (419) 898-3231

**VILLAGE OF GENOA**  
 (419) 855-7791

**DANBURY TWP. WASTEWATER TREATMENT PLANT**

5783 Von Glahn Road  
 Marblehead/Lakeside, Ohio 43440  
 Phone: (419) 734-5953  
 Fax: (419) 734-7072

**PORTAGE/CATAWBA IS. TREATMENT PLANT**

1209 N.W. Catawba Road  
 Port Clinton, Ohio 43452  
 Phone: (419) 797-9645  
 Fax: (419) 797-4518

**TREATMENT PLANTS HOURS:**

7:00 a.m. - 3:30 p.m. M-F

In case of an emergency in Danbury, Catawba, or Portage Townships after hours or on holidays, contact the Ottawa County Sheriff's office at (419) 734-4404 to notify the person on-call.