

September 15, 1998

**OTTAWA COUNTY**  
**WATER MAIN EXTENSION POLICY**

Water main extensions into established developed subdivisions having no water service may be petitioned for by property owners and can be installed by the County on an assessment basis. A standard Petition, Statement and Waiver form is attached for use by property owners.

Procedurally, petitioners should sign the Petition, Statement and Waiver and submit the same to the Board of County Commissioners. If the Petition, Statement and Waiver is signed by 100% of the property owners owning property adjacent to the proposed improvement, the Commissioners may avoid following the Ohio Revised Code assessment procedures outlined in Chapter 6103.

In this case, the Commissioners could immediately approve the Petition and authorize the design to be undertaken. The attached Petition, Statement and Waiver assumes that estimates of cost have been prepared for the improvement. Upon completion of the plans, specifications and tentative estimates of cost, the petitioners will have an opportunity to review the same and to give their final acceptance before construction commences.

The Commissioners would then pass a resolution declaring the necessity of the project and determining to proceed. Next, the County would advertise for bids and commence construction. Upon completion of construction, the improvements and the actual costs are determined and the final assessment is calculated. The Petitioners can pay the assessment in cash within thirty days or the County can issue bonds for the assessments, in which case the assessments will be paid, with interest, over twenty years and included on the tax bills of the petitioners.

If less than 100% of the petitioners sign the Petition, Statement and Waiver, the Commissioners may still approve the Petition and authorize the design to be undertaken. However, the Commissioners are then required to comply with the procedures outlined in chapter 6103 of the Ohio Revised Code.

The procedures are outlined as follows and generally take three to five months to comply with:

- 1) The County must pass a resolution adopting the plans, specifications and estimates of cost.
- 2) The County must mail a notice of intent to consider a resolution of necessity to "agricultural use" property owners.
- 3) The County must adopt a resolution of necessity designating a time and place for hearing objections.
- 4) The County must publish the resolution of necessity according to statute.
- 5) The County must mail a notice of the public hearing to all property owners according to statute.
- 6) The County must schedule a public hearing to hear objections and/or endorsements of the project.
- 7) The County must set aside a five day time period to receive written objections after the hearing.
- 8) After the five day period, the County must adopt a resolution to proceed.
- 9) The County would then issue notes and proceed with construction (as long as appeals are not filed within 10 days of the resolution to proceed adoption). If appeals are filed, the project may not proceed until matters appealed from are disposed of in court.

Property owners interested in working with the petition method to extend water mains into established areas should contact the Sanitary Engineering Department for further details.

cc: file

[Water Petition, Statement and Waiver](#)