

**OTTAWA COUNTY  
SANITARY ENGINEERING DEPARTMENT**

315 Madison Street, Room 105  
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Port Clinton, Ohio 43452

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**DISCONTINUATION OF SERVICE AND BILLING**

TODAY'S DATE: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

DATE OF TURN-OFF: \_\_\_\_\_ ADDRESS OF SERVICE: \_\_\_\_\_

LEGAL PROPERTY OWNER: \_\_\_\_\_

REASON FOR DISCONTINUATION: \_\_\_\_\_

Please **turn off** the water to the above mentioned property on the date stated and discontinue water and/or sewer service billing to this property (see statement \* below)

\_\_\_\_\_ **A RE-ESTABLISHMENT FEE BASED UPON WATER METER SIZE IS REQUIRED TO BE PAID IN FULL PRIOR TO HAVING THE WATER TURNED BACK ON.**

METER SIZE: \_\_\_\_\_ = \$ \_\_\_\_\_ RE-ESTABLISHMENT FEE

5/8" - 3/4"	\$ 276.00	3"	\$ 3,781.44
1"	\$ 458.16	4"	\$ 6,728.40
1 1/2"	\$ 936.36	6" or greater	\$15,159.60
2"	\$1,676.16		

\_\_\_\_\_ **A RE-ESTABLISHMENT FEE FOR SEWER SERVICE BASED ON 12 MONTHLY MINIMUM CHARGES ARE REQUIRED TO BE PAID IN FULL PRIOR TO HAVING THE PUBLIC WATER TURNED BACK ON OR SEWER SERVICE RESTORED.**

MONTHLY CHARGE: \$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ RE-ESTABLISHMENT FEE

**TOTAL AMOUNT TO RE-ESTABLISH SERVICE: \$ \_\_\_\_\_ \***

\_\_\_\_\_ **NO RE-ESTABLISHMENT FEE BASED UPON MEETING THE MINIMUM REQUIREMENT OF 12 CONSECUTIVE MONTHS OF SERVICE CHARGES PAID WITH ZERO USAGE.**

SERVICE PERIOD: \_\_\_\_\_ THROUGH \_\_\_\_\_

I HEREBY STATE THAT THE ABOVE INFORMATION IS TRUE AND I WILL ABIDE BY THE WASTEWATER AND PUBLIC WATER SUPPLY RULES AND REGULATIONS OF OTTAWA COUNTY, OHIO.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER

\*The re-establishment fee is required to be paid in full prior to the re-establishment of water and/or sewer utility service. In the event of a property transfer, the seller of the property is obligated to disclose to the buyer, title company, bank and/or real estate agent handling the sale that the re-establishment fee exists.

\*Please note the amount of the re-establishment fees may increase at any time, pursuant to water and/or wastewater rate increases approved by the Board of County Commissioners.

cc: Property owner