

CANTON WATER DEPARTMENT ENGINEERING OFFICE

**2664 HARRISBURG RD.N.E., PO BOX 7904, CANTON, OHIO 44705-7904
ENGINEERING 330-489-3310 BACKFLOW 330-458-4005 FAX 330-489-3073**

PROCEDURE FOR WATER MAIN EXTENSIONS

1. A written request for the extension must be received by the Water Department Superintendent. This request should include the name and address and phone number of the person or persons requesting the extension. The location and length of the extension should also be stated, along with the number of households interested in the extension
2. The Water Engineering Office will calculate an estimate of the frontage charges for this main extension.
- 3a. If the extension is inside the City of Canton Corporation Limits, go to step 6
- 3b. If the main extension is outside the Corporation Limits, but contiguous to the Corporation Limits, the request will be submitted to the Annexation Director.
- 3c. If the main extension is outside the Corporation Limits, but not contiguous to the Corporation Limits, the request will be submitted to the Service Director to be presented to City Council, for approval.
- 3d. If the main extension is outside the Corporation Limits, but within Canton Township, the person or persons requesting the main extension must supply their name, marital status and spouses name, address, phone number and a copy of their property deeds. This information will be forwarded to the Law Department to prepare a "Agreement and Declaration of Covenant," to be signed by all requesting persons. After the "Agreement and Declaration of Covenant" has been executed by all parties, the main extension request will be submitted to the Service Director to be presented to City Council, for approval.
4. The request will be acted on by Canton City Council. This usually takes three readings, and can take a few months for approval. This is not an automatic approval. There is a possibility that Council may deny the request.
5. After City Council approves the request and passes the ordinance, a copy of the ordinance will be forwarded to the requesting persons.

(Continued on the reverse side)

6. The persons requesting the extension may contract with a consultant or engineer (at their own expense) to draw the plans and calculate a cost estimate for the main extension. The Water Department will work in an advisory capacity with the consultant or engineer to assure that they are drawn to our specifications.
7. The completed plans are then submitted for the Water Department's approval. The Water Department will review the plans, and if they are acceptable, they will be approved. If they are not acceptable, they will be returned with a list of the needed corrections. They must then be submitted again.
8. After approval by the Water Department, the plans must be submitted to the Ohio EPA for approval. It is the responsibility of the persons requesting the extension to submit the plans with the Ohio EPA Water Supply Data Sheet and the appropriate fees (\$100.00 + 0.002 times the estimated cost). A check should be made payable to: **Treasurer State of Ohio**, and the plans should be submitted to:
Lily Aaron
Ohio EPA - NEOD
2110 E. Aurora Road
Twinsburg, Ohio 44087
9. After the Ohio EPA approves the plans, the Water Department will send a Water Main Extension form (3 copies) for the signatures of all persons requesting the main extension. The Water Department will also send a list of contractors that are approved to do water main extensions. A contractor should be chosen from this list.
10. After the Canton Water Department Extension Agreement forms are returned and the contractor is hired, construction may begin. The Water Department will provide an inspector for the project, to ensure compliance with Water Department specifications. The Water Department will make the tap on the existing water main (if needed), and the owner will be billed on a time and material basis.
11. After the water main is installed, disinfected and certified safe by our Laboratory, the service taps can be made on the main. All taps on the Canton Water Department distribution system, will be made by Canton Water Department personnel, except for taps on concrete transmission mains, which will be made by Price Bothers Company, from Dayton.
12. Water main maintenance is the responsibility of the person or persons requesting the main extension and/or the contractor for a period of one year before it is turned over to the Canton Water Department.