

## **LUCAS COUNTY SANITARY ENGINEER'S OFFICE**

### ***Summary of Water & Sanitary Sewer Extension Methods/Policies***

#### **PETITION PROCESS**

- ☐ Property owner (or representative) requests water or sanitary sewer service.
- ☐ LCSE determines if the property is within the Lucas County Sanitary Sewer and Water District
- ☐ LCSE determines the route of water and/or sanitary sewer and develops a listing of the parcels (PETITION) that will abut an extension of the utility.
- ☐ The property owner who requested the service will be sent the PETITION form with a general information sheet regarding potential costs. It is the responsibility of the property owner to circulate and obtain the signatures on the petition. Multiple copies are allowed.
- ☐ A majority of the properties must sign the petition form. The LCSE will evaluate the petition signatures based on a) number of parcels, b) number of owners and c) amount of frontage.
- ☐ LCSE will recommend that the Board of Lucas County Commissioners order plans to be prepared if the petition shows favorable results (an average greater than fifty percent).
- ☐ LCSE will size the water and sanitary sewer mains based on the latest Water and Sanitary Sewer Master Plan(s) or as approved by the LCSE.
- ☐ LCSE will develop plans, specifications, cost estimate and tentative ASSESSMENT roll. BCC will pass various resolutions and hold a public hearing to determine whether or not to proceed.
- ☐ Following construction completion final costs will be determined and properties will be assessed in accordance with ORC 6103 (Water) or 6117 (Sewer).

#### **PRIVATE AGREEMENT (with TERMS and CONDITIONS)**

- ☐ Developer (or property owner) requests to install public water and/or sanitary sewer service.
- ☐ LCSE generates a private agreement in accordance with ORC 307.73 with an attachment (Terms and Conditions). The Developer signs agreement and agrees to construct the utilities at their expense.
- ☐ Developer shall size the water and sanitary sewer mains based on the latest Water and Sanitary Sewer Master Plan(s) or as approved by the LCSE, and develop plans and specifications in accordance with LCSE requirements and various review agencies.
- ☐ Following construction, if additional properties benefit from utilities, the construction costs and eligible fees will be submitted for "pay cash to tap" reimbursement for a period of ten years. Sanitary sewer service laterals shall be installed to qualify as a benefit for sanitary sewer extensions. After ten years, reimbursements are payable to the LCSE.

#### **COST RECOVERY**

- ☐ Board of County Commissioners may pass a resolution ordering plans as a capital improvement project.
- ☐ LCSE will develop plans, specifications, cost estimate and tentative COST RECOVERY roll. BCC will pass various resolutions and determine whether or not to proceed.
- ☐ Property owners who benefit from the installation of public utilities shall pay their share of the project costs to connect to the utility.