



# The City of Lorain, Ohio

## DEPARTMENT OF ENGINEERING

200 West Erie Avenue, 4<sup>th</sup> Floor City Hall  
Lorain, Ohio 44052 • Phone (440) 204-2003 • Fax (440) 204-2522

Dale Vandersommen, PE  
City Engineer

### NEW WATER SERVICE APPLICATION – Effective as of 11/1/2023

**The following information must be completed & submitted prior to establishing fees and processing permits. Fill out all that apply. All Commercial Construction will require a utility plan submittal for review and approval. If you have any questions, please contact Elva Martes at 440-204-2003 or [elva\\_martes@cityoflorain.org](mailto:elva_martes@cityoflorain.org)**

☐ RESIDENTIAL or ☐ COMMERCIAL - Commercial shall include industrial facilities and multi-family construction  
☐ New House/Building ☐ Building Addition or Expansion of service such as Irrigation or Fire Suppression service

#### **Requested Services:**

☐ TAP ☐ DOMESTIC METER ☐ IRRIGATION METER ☐ FIRE PROTECTION SERVICE

#### **PART A**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

Permanent Parcel #: \_\_\_\_\_

#### **PART B**

Parcel Area: \_\_\_\_\_ acres. Lot Frontage: \_\_\_\_\_ ft. No. of Units: \_\_\_\_\_

Size of Building: \_\_\_\_\_ sq. ft. (If an addition is being built, specify size of addition: \_\_\_\_\_ sq. ft.)

#### **Domestic Service**

Proposed Tap size: \_\_\_\_\_ inches

Proposed Meter: \_\_\_\_\_ inches

Type & size of Backflow Prevention device if applicable: \_\_\_\_\_

#### **Fire Service**

Proposed Tap size: \_\_\_\_\_ inches

Type and size of Backflow Prevention device: \_\_\_\_\_

Are you installing an **Irrigation System**: \_\_\_\_\_(Y/N)

Proposed Tap size: \_\_\_\_\_ inches

Proposed Meter: \_\_\_\_\_ inches

Type and size of Backflow Prevention device: \_\_\_\_\_

**NEW WATER SERVICE  
Procedures and Requirements**

All work associated with water taps shall comply with **Ord. 911.402 INSTALLATION OF TAPS AND SERVICE CONNECTIONS.**

The Division of Water will perform taps unless otherwise specified. Furthermore, they will furnish and install meters and associated meter equipment as per the approved permit.

The Owner's Contractor shall be responsible for **all other work** including but not limited to saw cutting pavement excavation, sheeting, shoring, exposing the main to be tapped, properly cleaning applicable pipe surfaces, furnishing all materials associated with tap and service installation, and installing and testing the tap saddles or sleeves prior to the tap being made by City of Lorain personnel. Furthermore, the Contractor shall furnish and install all service piping, the tap valve, tap saddle or sleeve as required, curb/service valves, curb valve box, meter vaults, meter settings and backflow prevention devices complete as necessary. City of Lorain, meter staff will install the meter in the meter setting provided by the Contractor.

The Owner's Contractor shall be responsible for all in-kind restoration in the public R/W and on private property, including securing any additional permits for open pavement, sidewalk or driveway repairs when necessary.

All materials and workmanship shall comply with **City of Lorain Standard Details, Lorain's Service Connection Policies and the City of Lorain, Utilities Department, Water Distribution Materials Specifications Document (aka "Lorain's Approved Materials List")**.

All materials must be on site the day the tap is scheduled so they can be validated by the Water Distribution Tap Crew.

All work is to be coordinated with Water Distribution at 440-204-2285.

If a backflow prevention device is required, contact the Backflow Prevention Unit at 440-204-2275 to inspect the backflow prevention device upon installation.

**By signing below you acknowledge that you have received, read and will comply with the new water service procedures and requirements document.**

**Signed:** \_\_\_\_\_  
**Property Owner or Person Acting as Owner's Agent**

**Date:** \_\_\_\_\_