EST 1808

CITY OF

DELAWARE

OHIO

AUXILIARY INSTALLATION INSTRUCTIONS AND METER REQUEST FORM

TO WHOM IT MAY CONCERN:

This package is designed to assist you with information on Auxiliary Metering Systems. Please read through this information carefully and return the Auxiliary Metering System Request Application to the City of Delaware Utility Billing Office. You will be contacted once your request is approved and pay the fees listed on the request form at the Utility Billing Office. If you have any questions regarding the completion or approval of your application, please contact the Utility Billing Office at 740.203.1250 ext 4.

All materials and labor (including meter spuds but excluding 5/8" x 3/4" water meter) necessary to install the auxiliary water meter shall be at the expense of the applicant and when using a plumber for this installation, they must be registered with the City of Delaware. The City will provide, upon payment a 5/8" x 3/4" auxiliary meter for the applicant to install, as per the Public Utilities Department specifications. *(Larger meters are to be supplied by the applicant and are subject to inspection/approval by the Public Utilities Department.)*

Approved Meter Manufacturer for 5/8, 3/4, 1, 1 ½, and 2-inch meters:

AMCO Water Metering Systems Inc. C-700 Positive Displacement Meter, bronze body with meter external threaded spuds, cubic feet register, glass lens encoder with pit pad.

The auxiliary meter is to be installed downstream of the principal water meter for the property, on the water line branch connected to the irrigation system and/or the branch with water outlets where discharge does not enter the sewer system, (see detail enclosed) and inside the structure. The distance between each meter spud is 7 1/2" with shut-off valves before and after each meter spud to isolate the meter and auxiliary system.

The auxiliary meter touch read remote is to be installed on the side of the structure within 3 feet of the front face of the structure. The touch read remote location must be kept accessible and at least 3 feet above ground but no more than 6 feet above ground.

A backflow prevention device is required to be installed downstream of the auxiliary water meter, the location will depend upon the type of backflow prevention device required and downstream auxiliary use. Please refer to your approved application for your required backflow prevention device. No bypass is to be installed on the backflow prevention device.

An Ohio Environmental Protection Agency approved backflow prevention device must also be installed and tested by a licensed backflow prevention tester certified by the Ohio Department of Health. A preliminary inspection must be made prior to any installation, and any questions you have can be answered at that time, or you may call 740-203-1900.

If you have any questions or require additional information, please contact the Public Utilities Department, Water Distribution Division at 740.203.1900.

Thank you,

City of Delaware
Public Utilities Department
740.203-1900

EST 1808
CITY OF
DELAWARE
OHIO

AUXILIARY METERING SYSTEM REQUEST FORM

Date: _____ *Auxiliary Meter Permit No.* _____

OWNER NAME: _____ CONTRACTOR: _____

LOCATION/ADDRESS: _____

DAYTIME PHONE: _____

PURPOSE & SIZE(S) OF NEW METER(S): _____

_____

_____

_____

I am requesting _____ Auxiliary Meter(s). The purpose and size(s) are indicated above.
(NUMBER)
Contact the Public Utilities Billing Division at 203-1250 to make an appointment for a preliminary inspection.

PERMIT FEES:

Inspection Fee: $ 25.00

Meter Fee: $ 80.00

TOTAL AMOUNT DUE $ _____

_____ _____
Signature of Property Owner Print Name Date

_____ _____
Public Utilities Director Approval Date

BELOW to be completed by the City of Delaware, Ohio

Required Backflow Prevention Device Type: _____

PLEASE RETURN THIS FORM TO:

City Hall
Utility Billing Office
One South Sandusky Street
Delaware, Ohio 43015

OR FAX TO: 740.203-1274

914.21 CONTRACTS; TRUNK WATER LINE CAPACITY.

The City Manager may, following proper authorization from Council, enter into a contract with a developer of property whereby the City agrees to pay the cost of trunk water line capacity beyond that capacity needed to properly serve the area of development.

913.22 SEWAGE AUXILIARY METERS.

The Water Division may permit the installation of acceptable additional water meters at the expense of users of the sanitary sewer service. Such meters shall be installed, in all possible instances, in a manner which will determine the quantity of water not entering the sewer system. Where feasible, metering systems shall be installed to measure that water used for sanitary purposes only. The following conditions shall apply:

(a) Requests for installation of auxiliary metering systems shall be in writing from the consumer. Requests shall include the number of meters wanted, meter sizes and type of application where meters will be installed.

(b) All measuring systems shall measure in cubic feet and shall be of a manufacturer or make approved by the Director of Public Utilities. A list of recommended manufactures is to be supplied by the Director.

(c) All meters shall be equipped with an outside remote readout except in those cases where such installation is not feasible.

(d) Locations of outside remote readouts shall comply with Water Division policy unless a Water Division remote is already in use, in which case the sewer auxiliary remote shall be located adjacent to the Water Division remote.

(e) A preliminary inspection and review of plans, if required, shall be accomplished prior to the installation of any auxiliary metering system to determine which application is most feasible.

(f) All auxiliary metering system installations shall be inspected and approved by the Water Division before acceptance and incorporation into the existing water and sewer billing procedures.

(g) If a used metering system is to be installed, that system shall measure in cubic feet. Used metering systems shall be tested and approved by the Water Division for accuracy.

(h) Auxiliary meter connections to a piping system shall comply with Water Division policy to facilitate future removal for periodic accuracy testing.

(i) All piping supplying the water to be deducted shall be exposed between the meter and point of use, unless otherwise approved by the City.

(j) The piping and meter shall be accessible for Water Division employees' inspection at all reasonable times.

(k) All existing and future auxiliary meters shall be the property of the user. The City reserves the right to test the meter periodically.

(l) Final determination for the method and manner of flow measurement is the responsibility of the Director. Following approval and installation, such metering devices shall not be altered or removed without consent of the Water Division.

(m) The City retains the right to request that plans be submitted by a professional engineer certifying that no water within the proposed system shall enter the sewer system.

(Ord. 87-56. Passed 4-27-87.)

913.23 CHARGES ESTABLISHED FOR SEWAGE AUXILIARY METERS.

There shall be a one-time inspections fee of twenty-five dollars ($25.00) to be paid prior to installation of the system. In addition, there shall be established a monthly service fee of eight dollars and thirty-five cents ($8.35) per month per meter to be applied to all property owners who request or have in service at the present time an additional meter or meters to be installed for deductions to be made to sewage charges levied where water used does not enter the sewage system. (Ord. 87-56. Passed 4-27-87.)

913.24 DECLARATION OF WATER EMERGENCY; PENALTY.

(a) The City Manager shall have the authority to declare a water emergency whenever he determines that the City water supply is at a dangerously low level.

(b) The provisions of this section shall apply to all persons using water both inside and outside the City, and regardless of whether any person using water has a contract for water service with the City. "Person" means any person, firm, partnership, association, corporation, company or organization of any kind, for the purposes of this section.

(c) The City Manager is authorized to establish the uses that shall be limited or prohibited, including, but not limited to the following:

a. The sprinkling, watering or irrigation of shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, vegetables, flowers or any other vegetation;
b. The washing of automobiles, trucks, trailers or any other kind of motor vehicle or mobile equipment;
c. The washing of sidewalks, driveways or other outside surfaces;
d. Swimming and wading pools not employing a filter or recirculating system or other pools as required;
e. Business and industrial uses.

ORDINANCE NO. 87-56

AN ORDINANCE AMENDING CHAPTER 913
OF THE CODIFIED ORDINANCES OF THE CITY OF DELAWARE
RELATING TO SEWER AUXILIARY METERING SYSTEMS
AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Delaware, State of Ohio,

SECTION 1. That Chapter 913 of the Codified Ordinances of the City of Delaware be amended by adding Section 913.31 and 913.145 to read as follows:

913.31 SEWAGE AUXILIARY METERS.

The Water Division may permit the installation of acceptable additional water meters at the expense of users of the sanitary sewer service. Such meters will be installed, in all possible instances, in a manner which will determine the quantity of water not entering the sewer system. Where feasible, metering systems shall be installed to measure that water used for sanitary purposes only. The following conditions shall apply:

1. Requests for installation of auxiliary metering systems must be in writing from the consumer. Requests shall include the number of meters wanted, meter sizes, and type of application where meters will be installed.
2. All measuring systems must measure in cubic feet and must be of manufacture or make approved by the Director of Public Utilities. A list of recommended manufacturers is to be supplied by the Director of Public Utilities.
3. All meters shall be equipped with an outside remote readout except in those cases where such an installation is not feasible.
4. Locations of outside remote readouts shall comply with Water Division policy unless a Water Division remote is already in use, in which case the sewer auxiliary remote shall be located adjacent to the Water Division remote.
5. A preliminary inspection and review of plans, if required, must be accomplished prior to the installation of any auxiliary metering system to determine which application is most feasible.
6. All auxiliary metering system installations must be inspected and approved by the Water Division before acceptance and incorporation into the existing water and sewer billing procedures.
7. If a used metering system is to be installed, that system must measure in cubic feet. Used metering systems must be tested and approved by the Water Department for accuracy.
8. Auxiliary meter connections to piping system shall comply with Water Division policy to facilitate future removal for periodic accuracy testing.
9. All piping supplying the water to be deducted shall be exposed between the meter and point of use, unless otherwise approved by the City.
10. The piping and meter shall be accessible for Water Division employees' inspection at all reasonable times.
11. All existing and future auxiliary meters will be the property of the user. The City reserves the right to test the meter periodically.
12. Final determination for the method and manner of flow measurement is the responsibility of the Director of Public Utilities. Following approval and installation, such metering devices shall not be altered or removed without consent of the Water Division.
13. The City retains the right to request that plans be submitted by a professional engineer certifying that no water within the proposed system shall enter the sewer system.

913.145 CHARGES ESTABLISHED FOR SEWAGE AUXILIARY METERS.

There shall be a one-time inspection fee of twenty-five dollars ($25.00) to be paid prior to installation of the system, plus an eighty dollar ($80.00) fee for the cost of the meter. In addition, there shall be established a monthly service fee of eight dollars and thirty-five cents ($8.35) per month per meter to be applied to all property owners who request or have in service at the present time an additional meter or meters to be

installed for deductions to be made to sewage charges levied where water used does not enter the sewage system.

SECTION 2. EMERGENCY CLAUSE.
That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City, and as such shall take force and be in effect immediately upon its adoption.

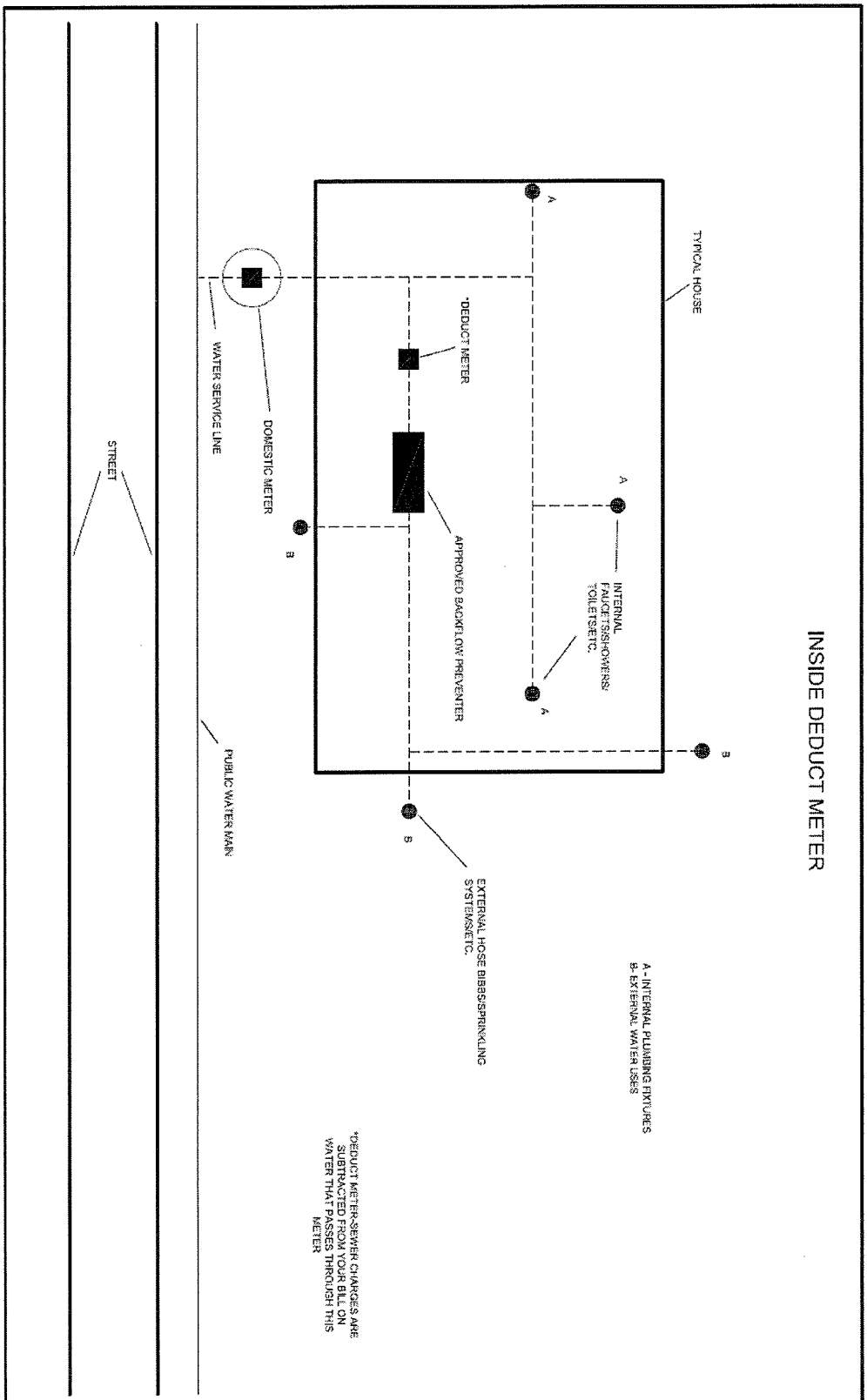
VOTE ON RULE SUSPENSION: Yeas 5 Nays 0

VOTE ON EMERGENCY CLAUSE: Yeas 5 Nays 0

PASSED: April 27, 1987 Yeas 5 Nays 0

ATTEST: s/Elizabeth F. Speese
City Clerk

s/Donald E. Wuertz
Mayor



INSIDE DEDUCT METER

PUBLIC UTILITIES DEPARTMENT
WATER DISTRIBUTION DIVISION

241 CHERRY STREET
DELAWARE, OHIO 43015
PHONE: 740.203.1900
FAX: 740.203.1997

EST 1808
CITY OF
DELAWARE
OHIO

City of Delaware
BACKFLOW PREVENTION DEVICE TEST AND MAINTENANCE REPORT

Phone: 740-203-1926/Fax 740-203-1997 or email thinson@delawareohio.net
Website www.delawareohio.net

Owner_____ **Tenant**_____

Address_____ **Device Address**_____

_____ _____

Phone_____ **Contact Person**_____

The cross-connection control device detailed hereon has been tested and maintained as required by Section 913.26 of the Delaware City Codified Ordinances and is certified to comply with the rules of the Ohio EPA.

Make of Device_____ **Model Number**_____

Serial Number_____ **Size**_____

Exact Location of Device_____

_____

Date Checked_____ * Device must be checked again one year from this date.

	Double Check Valve		**Reduced Pressure Principle**			**Pressure Vacuum Breaker**	
	Check Valve #1	Check Valve #2	Check Valve #1	Check Valve #2	Relief Valve	Air Inlet Valve	Check Valve
Initial Test	Closed Tight At:___psid Leaked ☐	Closed Tight At:___psid Leaked ☐	Closed Tight At:___psid Leaked ☐	Closed Tight At:___psid Leaked ☐	Opened At:_____ psid	Opened At:_____psid Did not open ☐	Closed Tight At:_____psid Leaked ☐
Repairs/ Materials Used							
Test After Repair	Closed Tight At:___psid	Closed Tight At:___psid	Closed Tight At:___psid	Closed Tight At:___psid	Opened At:_____ psid	Opened At:_____ psid	Closed Tight At:_____ psid

The above is certified to be true.

Tester_____ **Certification #**_____ **Expiration Date**_____

Employer_____ **Owner Signature**_____

Address_____ **Tester Phone**_____

_____

Return to: City of Delaware
Attn: Tom Hinson
3080 US 23 North
Delaware, OH 43015
Email: thinson@delawareohio.net