



Dear Utility Customer,

This letter and supporting documentation includes information about the City of Springfield's Water Service Separation Assistance Program. This program involves the City paying up to \$2,000 for plumbing changes that will effectively eliminate an instance of a common or shared water service. The desired goal is to provide you a water service for your sole use and minimize, to the extent possible, unforeseen disruptions in this service.

Included in this packet is a brief application for participation in the program and a short survey to assist us in evaluating your request. Please complete and return these forms, as they are required for approval under this program.

Subject to the terms of the application, we will notify each applicant and advise them of their eligibility and the status of their request. If the request receives approval, you will be contacted and provided information and instructions needed to take advantage of the program.

Should you have any questions, please feel free to contact me at 937-525-5800.

Sincerely,

Travis Parsons  
Utilities Superintendent

Rev. 2/5/2016

AN ORDINANCE NO. 12- 299

Adopting a policy to assist owners of certain residential property needing to install a separate domestic water service and connect to an existing water main.

... ooo000ooo...

WHEREAS, the City has existing water mains in the City's rights of way available to serve properties within the City's corporate limits; and

WHEREAS, it will be necessary for one or more properties now being served by a common, single water service to have their water service connection separated so that each property will be connected to the City's municipal water service utility by its own, individual water service line; and

WHEREAS, most of the persons who will benefit from this policy purchased their property without knowledge that the property was being served by a shared water service line and find themselves with an improper water service connection through no fault of their own; and

WHEREAS, the presence of shared water service line connections to the City's municipal water service utility imposes a hardship on the City's municipal water service utility in collecting unpaid water service charges in that a shared water service may serve both a paying customer and a delinquent customer and the City does not wish to disturb the water service provided to the paying customer and will not shutoff all water service through the shared water service line to enforce payment by the delinquent customer; and

WHEREAS, the City Commission recognizes that the property owner will bear a financial burden to install a new water service line to reconnect their property to the City's municipal water service utility so that their property will have its own, individual water service line and the City Commission finds it to be in the best interest of the Springfield municipal water service utility to assist those property owners with up to \$2,000 per property to abandon a shared water service line and to reconnect their property to the existing water main with a separate, individual water service line, and that such an expenditure will accomplish a proper public purpose: NOW, THEREFORE:

BE IT ORDAINED by the City Commission of The City of Springfield, Ohio:

Section 1. That an expenditure in an amount of up to \$2,000 per property for each property being disconnected from a water service serving two or more properties to assist the property owner with the costs to connect the property to the City's municipal water service utility by means of its own, individual water service line and such assistance is hereby found to be a proper public expenditure, will benefit the City's municipal water service utility, and is authorized.

Section 2. That in view of the findings stated in the foregoing recitals, which are hereby adopted and made a part of this ordinance, this Commission hereby establishes a policy for assisting property owners with shared water services to obtain the benefits of a separate, individual water service for the property. Residential property owners whose homes were built before the effective date of this Ordinance may petition the Service Director in writing on a form provided by the Service Director, for participation in this water service separation assistance program. Upon receipt of a petition in proper form from the property owner(s), the Service Director shall perform an investigation to determine whether the property for which the assistance is requested is a qualifying residential property and whether the petitioner(s) are proper persons to make such petition. If the Service Director is able to determine that the petitioner(s) are proper persons to make such petition and that the property for which the benefit of the program assistance is being requested is a qualifying residential property then the Service Director shall tender a water service separation assistance agreement to the petitioner(s). Upon proper execution of the tendered assistance agreement, the Service Director shall approve the request for assistance through the program, shall authorize the installation of a water service tap on the existing water main and connection to a meterbox in the City's right of way, the installation of a meterbox and provide a meter for the petitioner's plumbing contractor to install. The City will be responsible for repairs to portions of water service located in City owned street right-of-way (i.e. the connecting line between the City water main and the meterbox).

Section 3. The petitioner(s)' owning each property for which a water service separation assistance agreement is entered into shall be responsible for contracting with a properly licensed plumbing contractor to install a new private water service from the meterbox, installed by the City, to the benefiting structure(s) and install the water meter provided by the City.

Section 4. That the water service separation assistance agreement mentioned above shall include the following provisions, in addition to such other provisions as the Law Director determines are in the City's best interest:

- a) the petitioner(s)' agreement to construct the new, service line described in Sections 2 and 3 of this ordinance.
- b) the petitioner(s)' shall represent that they understand that the responsibility to install and maintain the private water service line from the benefiting structure(s) to the designated point of connection in the City's public street right-of-way (i.e. the meterbox), as described above and that payment of all costs related to such installation and maintenance is entirely the responsibility of the petitioner(s)' and not a responsibility of the City;
- c) the petitioner(s)' grant of permission to the City to enter on to the subject property, at no cost to the City, for purposes of inspecting to determine whether improvements have been properly installed;
- d) an acknowledgment and representation that the petitioner(s) are the owner(s) of the qualifying and benefiting residential property(ies).
- e) an acknowledgment that the petitioner(s) are fully responsible to acquire any and all needed plumbing connections and any other personal property and rights in real estate necessary for the installation of the new water service line;
- f) the shared water service line shall be abandoned by the petitioner(s);

- g) provide that the provisions of the water service separation assistance agreement shall be binding upon the petitioner(s), the heirs, successors and assigns;

Section 5. For purposes of this Ordinance, the term "residential property" means a tax parcel on which is situated one single-family or one-, two-, or three-family residential structure.

Section 6. That expenditures up to Two Thousand Dollars (\$2,000.00) per qualifying residential property are hereby authorized to be expended to defray the costs to petitioners to install a separate, individual water service, all pursuant to the terms of this Ordinance. The Finance Director, with the recommendation of the City Manager or his designee, may reimburse money expenditures incurred by petitioners participating in the program adopted in this Ordinance; provided that no disbursement to a petitioner shall exceed the sum of Two Thousand Dollars (\$2,000.00).

Section 7. That this Ordinance shall take effect and be in force from and after fourteen (14) days from the date of its passage.

**PASSED** this *9th* - day of *October*, A.D., 2012.

*Deaven R. Papeland*  
PRESIDENT OF THE CITY COMMISSION

*Connie Chappelle*  
CLERK OF THE CITY COMMISSION



**SERVICE**

**Water Service Separation Assistance  
Program Application**

I/We \_\_\_\_\_, the owner(s)  
of the property located at \_\_\_\_\_

\_\_\_\_\_

do hereby request consideration by the City of Springfield to be accepted for participation in the water service separation assistance program. I/We understand the program involves assistance being provided only if the address listed below shares, or has been provided potable water, from a source used by adjacent or neighboring properties.

By submission of this application, the petitioner acknowledges the City may take steps to affirm this condition and will grant legal access to this property and will cooperate with City staff during this investigation.

Email: \_\_\_\_\_

Mailing address of applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone home: \_\_\_\_\_ Business: \_\_\_\_\_

Signature of Applicants: \_\_\_\_\_  
\_\_\_\_\_

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



## SERVICE

Dear Customer,

All water service separation applicants are asked to complete the following questionnaire, which will be used to supplement our existing service and maintenance records for the address seeking consideration under this program. This questionnaire will expedite and/or establish justification of your request and provide background information on conditions that could assist with processing your request.

Thank you,

Travis Parsons  
Utilities Superintendent

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Number of years at this address: \_\_\_\_\_
4. Have you experienced any service disruption or reduction in water volume being delivered?  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the frequency of disruption events? \_\_\_\_\_  
\_\_\_\_\_
6. Has any disruption been due to a billing issue? \_\_\_\_\_  
\_\_\_\_\_
7. Has any disruption been due to a maintenance issue? \_\_\_\_\_  
\_\_\_\_\_
8. Have you reported any service disruption to the City? \_\_\_\_\_  
\_\_\_\_\_
9. To the best of your knowledge, do you now have any maintenance issue(s) requiring repair to your water service? \_\_\_\_\_  
\_\_\_\_\_