

**KNOX COUNTY WATER AND WASTEWATER DISTRICT POLICY
ON
BUILDING AND THE USE OF POTABLE WATER & WASTEWATER
COLLECTION SYSTEMS**

SECTION I. GENERAL POLICY

- A. **Purpose** - The purpose of these rules and regulations are:
1. To protect the public water supply and wastewater collection system from the use of inferior materials and workmanship.
 2. To maintain consistency and fairness with contractors, excavators and property owners throughout the system.
 3. To run a district that has a positive revenue balance by having a set policy such as this.
 4. To provide a service that runs smoothly without unknowns.
- B. **Application** - These Rules and Regulations shall apply to all premises served by the public potable water and wastewater collection systems of the Knox County Water and Wastewater District.
- C. **Policy** - The Director or designee of the Water and Wastewater District shall be responsible for making sure that the system is protected from *misuse* and violations of this policy. If in the judgment of the Director or designee of Water and Wastewater finds the policy has been violated, he or his authorized representative shall give notice to either the contractor, excavator, or property owner to follow this policy immediately. Failure, refusal, or inability on the part of contractor, excavator, or property owner shall constitute grounds for denying or discontinuing service to the premises until such time all criteria has been met.

SECTION II. DEFINITIONS

- A. The following definitions shall apply in the interpretation and enforcement of these rules and regulations:

"Knox County Sewer District" - includes all territory within Knox County outside of incorporated municipalities.

"Knox County Water Supply District" - includes the area within the boundaries of Knox County excluding the Clinton Township, Ohio, Regional Water and Sewer District.

Person - means any individual, firm, company, association, society, corporation or group.

Owner/Builder - means any person in title or having any interest in real property in any of the water districts and their extensions and/or any distribution area or wastewater collection areas now existing, subsequently created, or covered by contract providing for County service to the area under contract.

Sewer System - means all facilities, which are used or are useful, in whole or in part, for collection, pumping, purification, metered or non-metered and service.

Water System - means all facilities, which are used or are useful, in whole or in part, for pumping purification, storage, supply, transmission, distribution mains, meters and service.

Public Sewer System - means the system, which is controlled by the Wastewater District of the County under the operation of the Water and Wastewater Department.

Distribution Main - means a pipe or conduit, which carries potable water for consumer service.

Service Line - means the extension from the building lines and consists of all piping, fittings, valves and appurtenances on the consumer' s side of curb box of the utility.

Utility- means the Water and Wastewater Department of the County.

Potable Water - is the water which has been purified and safeguarded for distribution and is suitable for human consumption.

Shall - is mandatory

May - is permissive

Multi-Units - A structure that has been built or remodeled to accommodate multiple living quarters or businesses, being served by one water service line and/or having the ability to be served by the water utility.

Director or designee - means person who oversees or directs the water and wastewater district.

Duplex - means a structure that has double living quarters.

Supplier of Water- means the Knox County Water District #1.

Water Consumer - means any individual that uses water.

Knox County Water and Wastewater Dept. - County entity that supplies water and wastewater service.

Building Wall - means permanent structure of a building.

Bed - means a donation surface of sand or fine gravel laid in position.

Cover - means a blanket surface of sand or fine gravel #8 or smaller laid in position.

Grinder Unit - means a simplex pump unit that pumps wastewater by pressure force instead of gravity. These grinder units were designed for Apple Valley only.

Meter Pits - includes pit, casting, lid, smart point, wire, meter, and setter

Easements - No building of permanent structure shall be permitted within all utility easements.

WATER AND WASTEWATER SPECIFICATIONS

OWNERS, BUILDERS & EXCAVATORS:

The Board of Knox County Commissioners Water Supply and Wastewater Collection District require all owners, builders, and excavators to follow the procedures listed below in order to serve everyone adequately.

BEFORE STARTING THE WATER AND/OR WASTEWATER SERVICE LINES

1. It is the responsibility of the Owner/Builder to obtain a permit, prior to beginning building. The Knox County Water and Wastewater Department will do a site inspection of the house staked out on lot to determine if the building is placed on proper grade and location to be served by existing sewer lines before excavation is started. Builder/Contractor must submit a scaled print of the house as position on the lot relative to the lot pins when applying. Applications are accepted at the Apple Valley POA office at the time plans are submitted to Apple Valley. **The first site visit is free, however subsequent trips will be billed at the hourly rate at time of re-visit.**
2. **Before excavating** for water and/or sewer services, a tap fee and start-up fee are required and must be paid in full at the Knox County Water and Wastewater Office located at 17602 Coshocton Rd., Mt. Vernon, OH. 43050.
3. Contact the office at 740-397-7041, 24 hrs. in advance to schedule sewer start. Scheduling is done thru the office **only**, not with the field technicians or the Treatment Plant. Excavation shall be done during normal working hours only; sewer laterals will not be left opened at the end of the day. No inspections will be made on weekends, holidays, or after normal working hours. **NOTE:** **INSPECTIONS OF SERVICE LINES WILL BE DELAYED WITHOUT 24 HRS. NOTICE OF EXCAVATION!**
4. Be sure all materials needed are at the site before you start excavation - (ie - pipe, connections, proper cleaner and cement, bedding, and a pump if the sewer is a lakeside connection or in a wet area.)
5. All pipe, installation, and testing shall be in accordance with all current applicable Local, County, and State plumbing codes in accordance with 3745-99-01 of the Ohio Administrative Code. Regular water service shall not be established until customer's installation is inspected and approved by the County.
6. The placement of an outside self-draining yard hydrant is prohibited by regulation of Ohio EPA. Vacuum breakers are required on outside hose bibs as required by the Director or designee.

7. All consumers shall have a shutoff valve, pressure regulator, gauge and backflow device to be installed at a suitable location to be specified by the County before service is established or reconnected.
8. The meter installation to record consumer's consumption requirements shall be located outdoors in a meter pit in the utility easement or right of way by the utility and shall be located so that the meter will not be subject to freezing under normal water use conditions of the consumer. **Any freezing of meter, due to the premises being unoccupied and/or no water use, shall be the responsibility of the owner.** No shrubs, flowerbeds, driveways, or parking areas shall hide or cover the meter pit. When it is impossible for the water meter to be installed in the pit, the location shall be determined by the Water and Wastewater Director or designee.
9. The Utility will furnish, install, maintain and own all the meter housings, curb stops, meter mounting yokes, meters and accessory equipment.
10. The service line and all connections extending from the consumer' s side of the meter/meter yoke shall be furnished, installed, maintained and owned by the property owner.
11. All property owners shall maintain, at their expense, their service line and connection in good repair. All service lines shall be located below the frost line, four feet below grade, in order to protect them from the frost or other damage.
12. Consumer shall have an adequate number of valves and his piping so arranged that water can be drained to prevent freezing of the meter.
13. The County reserves the right to require the consumer to install in his water piping system a suitable check valve, the installation of which shall be approved by County, so as to prevent hot water excessive pressures from entering County's system. If the water meter is damaged by hot water, steam, rough use, or any cause other than natural wear and usage, the consumer shall be charged the amount of the repair. The amount shall be placed upon the water and wastewater bill of the consumer for the succeeding month and shall be due and payable within the payment period specified for bills. If the amount of charges is not paid within the time provided for the payment of such bill, the water service may be discontinued as in other cases for nonpayment of bill.
14. No person without a written permit from the Director or designee is allowed to turn on a meter stop, hydrant, or valve of the utility other than as provided; excepting, however, members of the Fire Department in the performance of their duties. In case trouble occurs between the main and the shutoff valve or in the meter the Water and Wastewater Department should be called.

15. There will be **NO** temporary water services installed.
16. Inspection of water and sewer lines are required before backfilling. A 24 hr. notice is required before inspections are performed. These shall be scheduled through the office only. If backfilled before, or without inspections, it will be necessary to uncover.
17. On new construction, it is the new homeowner's responsibility to repair any damage to properties that may have been damaged to provide water service to said property.
18. All water and sewer taps must be connected to existing services, if provided on said lots. Positively no breaking of trunk lines, manholes, or terminal clean-outs for sewer taps.
19. The County will make and install the necessary water service tap from the main to the front property line after tap fee has been paid and property owner's service lines are in and approved.
- 20. Water meter installations will be done as soon as practical, going by first come first serve and depending on weather conditions. There are times throughout the year where emergencies arise, which take priority over meter installation. Proper finish grade must also be established at the point where the meter will be placed. Any adjustments after installation will be at owner's expense at a rate of time and materials at time of work performed.**
21. The County will operate, maintain, and repair the service line extending from the main to and including the curb stop and meter. From the outlet of the meter to the residents is the owner's responsibility. No person other than employee of the Water and Wastewater Department shall tap a water main or extend a service in the street from the main to the curb; provided however, that where a developer is making a number of taps, provided such taps are made in accordance with the specifications of the Water and Wastewater Department.
22. Normal maintenance and repair of the meter will be performed by the Water and Wastewater Department at its expense. However, extraordinary maintenance and repairs caused by freezing, backup of hot water through meter or by other negligence on the part of the consumer shall be paid for by the consumer. The County shall bill the consumer for all materials, including replacement of meter, if necessary, labor, transportation and other properly chargeable expense.
23. The County reserves the right to refuse service or to discontinue service after establishing the consumer's installation is of such nature that would jeopardize, contaminate or otherwise affect the service to other consumers.

24. Any employee of the Knox County Water and Wastewater shall at all reasonable hours have access to the land of the consumer for the purpose of examining pipes, meters, connections and other appurtenances involving the County's water supply and for the further purpose of examining, replacing, repairing or removing any meter, piping, instrument or connection that is part of the County's water system.
25. Unless otherwise authorized by the Director or designee, every building, structure or facility where water is used shall have a separate water meter. (i.e. - duplex's, multi-units, commercial buildings). Each occupancy unit will be separately metered.
26. Where water main extensions are required solely for the purpose of providing only fire protection to the consumer, the consumer shall pay the entire cost of such special mains including any special or check meters required as provided for in the rate schedule.
27. Extensions of the utility's water mains will be determine by the Water and Wastewater Department and the consumer shall pay such cost of extensions as provided in Knox County Water and Wastewater Line Extension Policy# 112-95. Where a consumer, group of consumers or developer pay for the cost of a special extension, group of consumers or developer pay for the cost of a special extension, the terms and security of payments shall be as prescribed and shall meet approval of the Knox County Water and Wastewater.
28. In order to avoid possible contamination of the County's water supply, under **no condition will any cross connection be permitted between any piping of consumer and any other sources of water supply or drainage.** When any such cross connections exist, the County reserves the right to immediately shut off, without notice, its water service to the consumer involved in which event service will not be re-established until the condition, at owner's expense, is corrected to the Director or designee's satisfaction.
29. A Backflow Prevention Device shall be required for all new construction and all premises having an auxiliary water system, or having a potential hazard of cross-connection. Also, any improvements performed to the inside plumbing shall be required to install a backflow prevention device prior to water service being re-established. Devices shall be inspected by department designee.

30. Backflow Prevention Devices - 3145-95-06C. It shall be the duty of the consumer, on any premises on which backflow prevention devices required by rules 3745-95-04 and 3745-95-05 of the Administrative Code to have thorough inspections and operational tests shall be at the expense of the owner of the dwelling/building approved by the supplier as qualified to inspect and test that these tests and inspections are made. These devices shall be repaired, overhauled, or replaced at the expense of the consumer whenever they are found to be defective. Records of such inspections, tests, repairs and overhaul shall be kept by the consumer and made available to the supplier of water.
31. Booster Pumps - 3745-95-07. No person shall install or maintain a water service connection to any premises where a booster pump has been installed on the service line to or within such premises, unless such booster pump is equipped with a low pressure cut-off designed to shut-off the booster pump when pressure in the service line on the suction side of the pump drops to **twenty pounds per square inch or less.**
32. It shall be the duty of the water consumer to maintain the low-pressure cut-off device in proper working order and to certify to the supplier of water, at least once a year that the device is operable.
33. User charges begin when meter is turned on, regardless of whether the home is complete or occupied. Customer is responsible for payment of services, even if incurred by renter.
34. The utility reserves the right to discontinue the supply of water for nonpayment of water and wastewater bills, for repairs or unavoidable shortage or interruptions in the source of supply, if the consumers water consumption or requirements or the connections are detrimental to the water system as supplied to other consumers or to utility's water system in general or for fraud or illegal diversion of water.
35. Whenever service is discontinued for nonpayment of accounts or fraudulent misrepresentation, a charge will be made by the utility to cover the cost of disconnection and reconnection when same is again established. This reconnection will take place the next business day following full payment.
36. As a service to our customers, we will turn meters on or off according to their needs. Only employees of the Water and Wastewater Department shall have the authority to turn the water service on or off at the meter and no other person such as owner, builder, plumber etc. is permitted to turn such water on or off without first having authorization for a permit from the Director or designee in each and every instance. We do however require a 24 hr. notice. The consumer shall be responsible for any tampering, interfering with or breaking of the-seals of meters or other equipment of the utility installed on the consumer's premises and will be held liable for same including any illegal diversion of water according to law. **(Anyone caught tampering with the meters will be subject to the penalties stated under Applicable Law).**

37. No person shall take water for private usage from any public building or from any fountain, hydrant or other opening without the written consent of the Director or designee.

38. Utility Easements are reserved along the rear and sidelines of all lots in Apple Valley for all utilities. Whenever lots are to be joined together, the property owner must first obtain a release for the County Water/Sewer Department prior to construction. Owner should contact other utilities to determine their requirements for said easements.

39. If anything is in the utility easement (trees, shrubs, flowers, decks, sidewalks, etc.) and has to be disturbed by the water and wastewater utility, either for repairs, installation of service, or general maintenance the materials will not be replaced. **Any repairs of such items will be the sole responsibility and cost of the owner.**

40. All bills for water and wastewater service will be billed monthly and shall be paid on or before the date specified on the bill. If not paid in full by due date, late charges will occur on the unpaid balance. All unpaid bills of more than 30-days shall be subject to termination until complete balance along fees associated with turning off and on are **paid in Full**. Failure to receive a bill will not alleviate consumer's responsibility to pay such bill, entitle the consumer to the net rates or the remission of any charge for nonpayment within the time specified.

41. In the event of stoppage of or the failure of any water meter to register the full amount of water consumed, the consumer may be billed for such billing period on an estimated consumption basis which will be based upon consumer's normal use of water in the similar period during the time the meter was registering correctly.

42. In case of a question arising as to the accuracy of the meter, the consumer may request the utility to test the meter. If the meter is found to be correct within two percent (2%) the utility shall reserve the right to charge the consumer for making the test, otherwise, the expense of the test shall be borne by the utility. Any adjustment to be made where a meter inaccuracy in excess of two percent is found shall not cover a period of water usage in excess of one year.

43. A consumer who intends to move from the premises or discontinue the use of water or in any way terminate his liability hereunder, shall give the utility reasonable notice of such intention and the consumer/or owner shall be liable for all water that may be used upon the premises until such notice is given and the utility has made the final reading.

44. Adjustment may be made to billings by the Water and Wastewater Department on the presentation of evidence sufficient to prove the excessive water use was due to damage to the underground service line from the primary structure served to the outlet of meter. Customer shall be responsible for all water metered. Adjustments shall only be made on the sewer bill using a six (6) month average.
45. The present owner of the real estate (reference to our contracts and responsibility forms) to which water service is furnished shall be responsible for the payment of all bills for such service, irrespective of who incurred such unpaid bills or when such bills were incurred or who occupied the property at the time the bills were incurred. (This does not include any bills incurred by a previous owner). All unpaid bills shall be assessed as a tax lien against the property involved, collectible according to law. Such a lien shall be certified to the Auditor of Knox County at which time the lien shall vest and the Auditor shall place same on the tax duplicate of the County together with the interest and penalties allowed by law and be collected in the same manner as other taxes.
46. After such certification to the County Auditor, the Director or designee is authorized to shut off water service to such premises until all unpaid water service charges have been paid.

Following the list of procedures should allow everyone to have good service from our Department. Please continue to read the rest of these specifications. If you have any questions please contact the office.

REVISED - August 2021

WATER SERVICE LINE SPECIFICATIONS

I. MATERIALS:

- A. Plastic - ABS or PVC - ASTM rated minimum internal 200# PSI, ¾ inch tubing or 1" tubing size, to be compatible with meter connection. NOTE- (CTS - Not iron pipe size).

II. INSTALLATION:

- A. The water service line shall be installed by the owner/contractor from house to the property line, leaving approximately three (3) feet of excess so the County can make the connection while installing the meter, after the home service line is installed and inspected.
- B. Line shall be installed at a minimum depth of forty-eight (48) inches to prevent freezing.
- C. Water line shall NOT be installed in the same trench with sewer, storm drain, gas line, electric, or any other line. Must be a ten (10) foot separation between all lines. Any deviation must be approved by Director or designee or designate.
- D. An easily accessible stop valve and back flow prevention device shall be installed immediately inside of building wall. It is also required to install a pressure regulator and gauge to reduce the high line pressure to home plumbing before inspection can be done.
- E. Plastic should be snaked in trench, to compensate for contraction.
- F. Water service lines running parallel with walls or footers should be a minimum of five (5) feet from said wall or footer.

III. TRENCHES AND BACKFILL:

- A. The bottom of trenches shall be graded smooth and void of stones. Bed pipe on a minimum of six (6) inches of sand or fine gravel. Cover pipe with a minimum of 6 inches with sand or fine gravel, before inspection . Balance of back filling may be deposited in any manner, which will not damage the pipe.
- B. ALL INSTALLATIONS MUST BE INSPECTED BY THE COUNTY'S DESIGNEE BEFORE BACKFILLING, AND SHOULD BE BACKFILLED IMMEDIATELY AFTER INSPECTION.

IV. GENERAL:

- A. The owner shall be responsible for maintaining access to and protection from, damage to the meter pit. Replacement of broken pits, (in reference to resolution 989-2000) or excavating it will be charged to the property. It is also wise to have the meter pit location marked with a stake above the snow level for convenience in locating for an emergency shut off.
- B. CROSS CONNECTIONS BETWEEN PUBLIC WATER SUPPLY AND PRIVATE WELLS ARE ILLEGAL AND STRICTLY PROHIBITED.** If it is determined that this exist, the water service shall be immediately turned off until said connection are confirmed disconnected.
- C. CAUTION - Special Notice - It is extremely important to be sure each home water system is equipped with a pressure relief valve on or near the hot water tank. Water expansion in the hot water tank can cause serious damage if the system does not have a working pressure relief valve.
- D. Knox County prohibits the use of County potable water to heat or cool homes, or any building with any type of geothermal extractors or exchangers.
- E. BE SURE FINISH GRADE HAS BEEN ESTABLISHED AT METER LOCATION SITE BEFORE INSTALLATION REQUEST.** If meter pit adjustment is necessary after installation, the property owner shall be responsible for all cost incurred to perform the task.

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SEWER LINE SPECIFICATIONS

Sewer taps are NOT permitted at the time of the initial excavation for the home. The reason being, the draining of mud, water, gravel, and other debris into the sewer system during construction can cause many problems in maintenance of the collection system. **INSIDE PLUMBING MUST BE ROUGHED IN AND CAPPED, THE BASEMENT FLOOR MUST BE POURED, AND A SLAB MUST HAVE PLUMBING COMPLETED BEFORE THE SEWER IS OPENED AT THE LATERAL CONNECTION. AFTER THE LATERAL CONNECTION IS OPENED, THE LINE MUST BE RUN, ATTACHED TO THE HOUSE SYSTEM, AND BACKFILLED IMMEDIATELY AFTER INSPECTION.**

I. MATERIALS:

Building sewer lateral shall be constructed of four (4) or six (6) inch pipe, (Nominal Internal Diameter), and shall be of the materials listed below, or other suitable materials that is approved by the County Sewer Department.

A. PLASTICE PIPE -

Acrylonitrile - Butadiene-Styrene (ABS) schedule 40 is recommended. Polyvinyl Chloride (PVC) - **Extra Strength**.

Sewer pipe and fittings - **Extra Strength** - Solvent weld joints. PVC SDR 35 or heavier with gasket joints.

ABS OR PVC PLASTIC PIPE AND FITTINGS MUST BE EXTRA STRENGTH.

II. JOINTS:

- A. All joints and connections shall be solvent weld. CAUTION- Be sure proper chemicals cleaners and cements are used for joints. ABS and PY<; use different cleaners and cements.
- B. No connection shall be made to any damaged fitting. In the event a fitting is damaged, it shall be replaced with a new fitting.

III. GRADE AND ALIGNMENT:

- A. Procedure for connecting to the sewer lateral pipe. Begin at the lowest elevation; at existing sewer connection, connect pipe and work toward the house **(WITH FINAL CONNECTION NEAR THE HOUSE WALL NOT AT THE SEWER MAIN)**. Pipe shall be laid at uniform grade on a continuous firm base, and in straight alignment in so far as possible. A clean out shall be provided outside and within five (5) feet of the wall, and be properly plugged. NO bends greater than forty-five (45) degrees will be permitted. There shall be at least one (1) foot of pipe between forty-five (45) bends. Also, there shall be a minimum of one (1) sewer clean-out outside of the building.
- B. The building sewer shall have a minimum grade of one-fourth (1/4) inch per lineal foot for four (4) inch laterals from the building to the sewer main, and a minimum depth of forty eight (48) inches.
- C. The interior of each length of pipe shall be made perfectly clean and free from offsets, fins, and projections before the next length is connected thereto.
- D. Building sewer lines running parallel with wall or footers should be a minimum of five (5) feet from said wall or footer.
- E. Water, gas service, electric service, and building storm sewer shall not be laid in the same trench as the building sanitary sewer, there must be (10) foot separation between all lines.

F. **IMPORTANT** –

Trenches for sewer lines must be wide enough for a man to walk and work in. Trenches should be dug with a backhoe, but may be dug by hand. The use of small narrow trenchers, top of ground assembly and dumping of pipe in trench **WILL NOT** be permitted.

A minimum of six (6) inches of bedding of sand or fine gravel must be used. Sewer shall be covered to an elevation of at least six (6) inches over the pipe with sand or fine gravel before inspection. The balance of the backfill may be deposited in any manner, which will not damage the pipe or disturb alignment or grade of sewer. Leaving connection to County sewer open or uncovered for inspection.

ALL INSTALLATIONS MUST BE INSPECTED BEFORE BACKFILLING.

Once laterals are installed, it is the homeowners responsibility to maintain or repair said lateral from the house to the connection to the sewer main.

GENERAL:

- G.** In some areas, Grinder Pump Systems are utilized to collect sewage from homes and transported to the main sewer. The property owner or his contractor should contact the Water and Wastewater Department for correct information and procedures to obtain the required service. The property owner will be responsible for the entire cost of Grinder Pump System at time of installation. If in the future, the Grinder Pump System is utilized by another property, the original property owner that bore the initial cost will be reimburse for one-half the cost charged for the Grinder Pump System at time of installation if they are the current owner. If a new construction is utilizing an existing Grinder Pump System, they will be charged one-half the cost of a new system at time of connection. The County will furnish all the equipment, install, and maintain said equipment. The owner is required to furnish a separate 220 volts/30 amps of electrical energy with a #10-3 wire to the outside wall closest to the grinder pump. A disconnect with 20 amp breaker shall be supplied and installed at this point. Home owner shall also have installed #10-3 underground wire from disconnect to grinder. This service shall only be utilized for the grinder system only. No other electrical device shall utilize this service. The property owner/contractor shall construct the four (4) inch service lateral from the home to the grinder unit. This includes connecting with watertight connection to the grinder station. **STARTING AT THE UNIT AND GOING TOWARD THE HOUSE. THIS GRINDER UNIT IS DESGNEED FOR APPLE VALLEY ONLY.**

- H.** Gravity sewer shall be designed to serve ground floor quarters and where elevation permits to serve basements. Otherwise, it is the responsibility of the property owner to install and maintain lift units within the basement to pump up to meet gravity flow.

I. SPECIAL NOTE: Knox County

Health District Sanitary Regulation No. 17 "Sewer connection required; abandon private sewage disposal equipment. An approved pubic sewer system shall be connected whenever available, and the private septic system properly abandoned.

- J.** Water discharged from any type of geothermal heating or exchangers, downspouts, sump pumps, cistern overflow, surface or sub-soil drainage, garage floor drains, **"Is prohibited from being connected to the sanitary sewer system"**.
- K.** Knox County Water and Wastewater Department will not accept or will not consider to maintain a water or wastewater system unless it has OEPA approval and Knox County Water and Wastewater's approval of design and installation.