



**MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT**

791 W. Smith Road, Medina, Ohio 44256  
Phone: (330) 723-9585 Toll Free (844) 722-8404  
Fax: (330) 723-9661

December 5, 2018

**Regarding: 2019 MCSE Contractor Registration**

Dear Registered Contractor:

Enclosed please find an updated Contractor Registration packet for calendar year 2019 effective January 1, 2019.

The Medina County Commissioners adopted on March 27, 2018, by Resolution No. 18-0240, amended charges and fees levied by the County Sanitary Engineering Department in all Medina County Sewer Districts. Included is a copy of the resolution.

Please be sure to complete all required documentation, post the necessary bond, and comply with the minimum Certificate of Liability Insurance requirements. Thank you in advance for your continued cooperation. We look forward to working with you in serving water and sanitary sewer utility customers in Medina County in 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Amy S. Lyon-Galvin'. The signature is fluid and cursive.

Amy S. Lyon-Galvin, P.E.  
Sanitary Engineer  
ALG/dc

## **\*\* Attention \*\***

Enclosed is an electronic copy of the Medina County Sanitary Engineers (MCSE) contractor re-registration forms. Contractor registration forms are also available on the MCSE website (<http://www.sanitaryengineer.co.medina.oh.us/>) or, a printed copy can be picked up at the MCSE permit counter.

When filling out the 2019 contractor registration form, an email address will be required as part of the registration submittal. If the submitted registration form does not include an email address, the registration form will not be processed. The email address will allow the MCSE to keep registered contractors up to date with the latest detail/policy revisions and to send the following years (2019) contractor registration form. **Starting this year we no longer require “Any Auto” on the Certificate of Liability Insurance.** Should you have any questions or concerns, please contact Dale Czerwieniec at (330)723-9574.

Thank you!

Medina County Sanitary Engineers

**REGULAR MEETING – TUESDAY, MARCH 27, 2018**

The Board of County Commissioners of Medina County, Ohio met in regular session on this date with the following members present:

Patricia G. Geissman

William F. Hutson

Mrs. Geissman offered the following resolution and moved the adoption of same which was duly seconded by Mr. Hutson.

**RESOLUTION NO. 18-0240**

**ESTABLISHING AND AMENDING CHARGES AND FEES  
LEVIED BY THE COUNTY SANITARY ENGINEERING DEPARTMENT  
IN ALL MEDINA COUNTY SEWER DISTRICTS**

WHEREAS, Medina County, by its Board of County Commissioners has established various Sewer Districts, under the authority and in compliance with Chapter 6117 of the Ohio Revised Code; and

WHEREAS, Rules and Regulations have been adopted for the protection of said Districts which require that a permit must be obtained prior to connecting to a sanitary sewer or a water main, and that any improvement installed by Developers shall be inspected by the County Sanitary Engineer, or his authorized Representative and that the County Sanitary Engineering Department shall perform various other services; and

WHEREAS, this Board has previously adopted Resolution No. 17-0749, and which amended the rates and fees to be paid for various services furnished by the Sanitary Engineering Department effective September 5, 2017; and

WHEREAS, the County Sanitary Engineer has advised this Board that it is now necessary to amend certain fees covered under the previous Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Medina County, Ohio, that:

**Section I**

The fees, charges and rates shown herein are hereby adopted for persons, firms or corporations utilizing the Sanitary Sewer System, Water Distribution System, and the services of the County Sanitary Engineering Department.

**Section II – General Fees**

1. CONTRACTOR REGISTRATION – This fee covers the cost of registration of a sewer/water contractor for a one (1) year period (Ref. Res. #77-821 for contractor registration requirements):

INITIAL REGISTRATION.....**\$100.00**  
CONSECUTIVE YEAR.....**\$50.00**

2. INSPECTOR – Any inspector furnished by the Sanitary Engineer to inspect improvements installed by a developer that are not covered under a water or sewer permit, or are more extensive than the normal installation (minimum 1 hour):

NORMAL WORKING HOURS.....**\$40.00/hour**  
AFTER HOURS.....**\$60.00/hour**  
HOLIDAYS.....**\$70.00/hour**

**RESOLUTION NO. 18-0240 CONTINUED**

3. LABOR – Any labor that is furnished by the Sanitary Engineer to provide any work necessary that is not covered by any of the other applicable charges:

NORMAL WORKING HOURS.....**\$40.00/hour**  
 AFTER HOURS.....**\$60.00/hour**  
 HOLIDAYS.....**\$70.00/hour**

4. REVIEW OF PLANS – The work performed by the Sanitary Engineer or his assistants in the review of proposed improvements plans for residential subdivisions and non-residential permit applications (4 hour minimum).....**\$35.00/hour**

5. REDESIGN OF PLANS – The work performed by the Sanitary Engineer or his assistants in the design of proposed improvements plans for residential subdivisions and non-residential permit applications (4 hour minimum).....**\$55.00/hour**

6. RULES AND REGULATIONS – The purchase of the Medina County Sanitary Engineering Rules & Regulations.....**\$45.00/copy**

7. WATER/WASTEWATER LABORATORY ANALYSIS – Any laboratory analysis performed by the department at the request of an individual or firm or to be back-billed to a customer as necessary for compliance monitoring:

- A. DO.....**\$18.00/analysis**
- B. SS.....**\$18.00/analysis**
- C. Bacteriological, Nitrogens, Phosphates.....**\$24.00/analysis**
- D. BOD, CBOD, COD.....**\$33.00/analysis**
- E. Metals – Sample Preparation.....**\$17.00/analysis**
  - Analysis by Flame.....**\$6.00/metal**
  - Analysis by Carbon Furnace.....**\$11.00/metal**
  - Mercury by Cold Vapor.....**\$40.00/analysis**
  - Mercury by 1631 Method.....**\$100.00/analysis**
- F. Oil & Grease.....**\$45.00/analysis**

8. COPIES OF PUBLIC PLANS AND DOCUMENTS:

<u>PAPER COPIES</u>	<u>B/W</u>	<u>COLOR (if available)</u>
8-1/2" x 11"	<b>\$0.10</b>	<b>\$0.50</b>
8-1/2"x 14"	<b>\$0.10</b>	<b>\$0.50</b>
11" x 17"	<b>\$0.20</b>	<b>\$1.00</b>
24" x 36"	<b>\$5.00</b>	<b>\$10.00</b>
36" x 48"	<b>\$10.00</b>	<b>\$20.00</b>

DIGITAL RECORDS

DVD.....**\$10.00**

9. BACKHOE/MINI EXCAVATOR WITH OPERATOR.....**\$80.00/hour or \$160.00 minimum cost**

10. FLUSHER TRUCK WITH OPERATOR.....**\$80.00/hour or \$160.00 minimum cost**

11. DUMP TRUCK.....**\$75.00/hour**

12. VACTOR TRUCK WITH OPERATOR.....**\$100.00/hour or \$200.00 minimum cost**

13. INSPECTION RE-SCHEDULING FEE - The Sanitary Engineer Department must be notified one (1) working day prior to a scheduled utility connection inspection that the inspection has been canceled or that the inspection will be delayed by more than one (1) hour. Failure to give such notification will result in the contractor being charged a re-scheduling fee of \$150.00.

14. MISCELLANEOUS CHARGES:

Materials.....	Cost plus 20%
Vehicles (Not stated otherwise).....	\$30.00/hour
Sewer Snake.....	\$75.00/hour
Internal Televising.....	\$75.00/hour

15. TAP RE-SCHEDULING FEE - The Sanitary Engineers Permit Department must be notified one (1) working day prior to a scheduled tap that the tap has been canceled or that the tap will be delayed by more than one (1) hour. Failure to give such notification will result in the contractor being charged a re-scheduling fee of \$150.00.

16. FINAL INSPECTIONS - Any labor to perform a repeat final inspection upon contractor's completion of repairs to correct deficient water and/or sanitary sewer utilities found during the prior inspection is \$100.00/inspection. (No charge for initial final inspection.)

**Section III – Sanitary Sewer System Fees**

1. SEWER TAP – Labor and material to install a 4" or 6" Tee on an existing sewer with all excavation, backfill and pavement replacement to be borne by the contractor.....\$210.00/tap

Any period of labor cost in excess of one (1) hour caused by the contractor will be charged at the labor and equipment rate.

2. SEWER PERMIT – The permit required prior to the installation of the sanitary sewer for:

- A. New Connections.....\$75.00/permit
- B. Replacement Connections.....\$50.00/permit
- C. Or in the event that permit is secured after construction is underway.....\$200.00/permit

3. MANDRELING:

- A. Mandreling.....\$85.00/hour

**Section IV – Water Distribution System Fees**

1. WATER PERMIT – The permit required prior to the installation of the water service for:

- A. New Connections.....\$75.00/permit
- B. Replacement Connections.....\$50.00/permit
- C. Or in the event that permit is secured after construction in underway.....\$200.00/permit

2. VAULT PRESSURE REGULATOR (¾").....\$138.00

3. WATER LOSS – Water rate times quantity of loss, as estimated by the Sanitary Engineering Department.

**RESOLUTION NO. 18-0240 CONTINUED**

- 4. HYDRANT USE PERMIT – Permits will be issued for the months of April thru October only, as weather permits.  
 Metered.....\$110.00 plus cost of water
- 5. WATER HAULER KEY DEPOSIT.....\$100.00
- 6. HYDRANT REPAIR – Time and material plus 20%.
- 7. METER REPAIR – Time and material plus 20%.
- 8. REINSTATEMENT OF SERVICE (Turn-On).....\$50.00/connection  
 Cost includes employee and vehicle trip to turn-on customer water service at the curb box after turn-off due to non-payment.
- 9. CONSTRUCTION WATER CHARGE – The fee is good for a maximum of four (4) months of unmetered construction water service.  
 A. For building with two (2) units or less.....\$80.00/bldg.  
 B. Each additional month.....\$20.00/month
- 10. PRESSURE TEST & FLUSHING CHARGE..... \$350.00  
 If re-testing/flushing is required, it shall be billed at the same rate as the initial testing/flushing.
- 11. CONNECTION CHARGES – The following charges are based on the connection being provided at the road right-of-way.

**TAP FEES**

TAP FEE	
SIZE	PRICE
1"	\$1,080.00
1 ½"	\$1,325.00
2"	\$1,905.00
3"	Market Rate
4"	Market Rate
6"	Market Rate
8"	Market Rate

\* Market Rate = tap fee as quoted by MCSE approved contractor/supplier, paid for by contractor.

**RESIDENTIAL METER PRICING**

**OUTSIDE VAULT PRICING COMPLETE**

**INSIDE METER PRICING COMPLETE**

VAULT SIZE	CONNECTION SIZE (line size entering vault)	COST
3/4"	Existing 3/4"	To be replaced with 1" (min.) unless variance granted by MCSE, rates below apply
	1"-2"	\$990.00
1"	1"-2"	\$1,240.00

METER SIZE	CONNECTION SIZE (line size entering meter)	COST
3/4"	Existing 3/4"	To be replaced with 1" (min.) unless variance granted by MCSE, rates below apply
	1 1/2"	\$664.00
1"	1"-2"	\$636.00

**COMMERCIAL METER PRICING**

**OUTSIDE VAULT PRICING COMPLETE**

**INSIDE METER PRICING COMPLETE**

VAULT SIZE	CONNECTION SIZE (line size entering vault)	COST
1"	1"-2"	\$1,240.00

METER SIZE	CONNECTION SIZE (line size entering meter)	COST
1"	1"-2"	\$636.00

**METER 1 1/2" AND LARGER (METER ONLY/VAULT BY CONTRACTOR)**

OMNI C2	
SIZE	COST
1 1/2"	\$2,131.73
2"	\$2,363.23
3"	\$2,304.50
4"	\$3,999.60
6"	\$6,908.00
8"	\$10,659.07
Fire Line by-pass metering	\$135.32

OMNI T2	
SIZE	COST
1 1/2"	\$1,656.71
2"	\$1,848.41
3"	\$1,593.90
4"	\$3,102.00
6"	\$5,335.38
8"	\$9,054.49

Any meter or meter assembly not shown shall be the cost of the meter plus 20%.

Up to and including a two inch (2" tap), the above price includes up to sixty feet (60') of copper to and including a shut-off installed. Services requiring copper lengths >60' will be billed for the additional materials used at the price per foot based on cost upon completion of tap. Excavation and backfill by owner. Taps greater than 2" shall be performed by MCSE approved contractor/supplier and witnessed by MCSE personnel.

RESOLUTION NO. 18-0240 CONTINUED

One inch (1") and smaller OUTSIDE Meter and Vault prices include the meter vault and lid.

12. CAPACITIES CHARGE (for unmetered fire lines):

<u>SERVICE SIZE</u>	<u>CHARGE PER MONTH</u>
2"	\$5.00
3"	\$7.50
4"	\$20.00
6"	\$30.00
8"	\$45.00
10"	\$70.00

13. UNAUTHORIZED WATER USE CHARGE – Charges levied for the unauthorized use of fire hydrants or other unpermitted, unmetered water use is \$500.00 plus the estimated amount of water used times the current water rate.

14. SEASONAL WATER METER PROGRAM FEES – Property owners that participate in the seasonal water meter program shall be billed for the labor associated with the two (2) visits to the property, first for the meter set and second for the meter removal, equal to a combined total annual charge of \$65.00.

15. SEASONAL WATER METER RE-SCHEDULING FEE – Property owners that are not at the residence at the scheduled appointment time to set a seasonal meter and to turn on water service shall be charged a re-scheduling fee of \$50.00.

Section V

The above mentioned charges are for water supplied, material furnished, or services furnished and do not cover other charges for the construction of facilities such as assessments and tap-in charges which are established by other resolutions.

Section VI

Any unauthorized use of water thru any facility of the Medina County Water Distribution Systems, will be cause for the revocation of the contractor's license and/or subject to fine as provided by law.

Section VII

The above mentioned fees, charges and rates shall become effective as of the date of this resolution; however, any construction project physically in progress having their fees based on previous resolution, shall be able to complete construction without any increases in charges.

Section VIII

It is found and determined that all formal action of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its' committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Voting AYE thereon: Mrs. Geissman and Mr. Hutson

Adopted: March 27, 2018

Prepared by: Medina County Sanitary Engineering Department





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### Notice to Contractors Contractor Registration for the year 2019

Enclosed is the Medina County Sanitary Engineer's (MCSE) Contractor Registration Packet that outlines the items to include when registering with MCSE to perform work installing, repairing and/or replacing water mains, sanitary sewers, and water service connections & sanitary sewer connections to MCSE utilities.

Please be aware that ALL application forms, evidence of liability insurance, bond documents and fees MUST be included before the application can be approved and a registration card issued. A checklist is included for your reference.

It is necessary for all contractors working on or around MCSE utilities to have a thorough knowledge of MCSE's Rules and Regulations and to abide by those requirements while performing utility work. Copies of MCSE's Rules and Regulations are available on the MCSE's website:

<http://www.sanitaryengineer.co.medina.oh.us/downloads/rulesandregs.pdf>

#### NOTES:

- All work for new water and sanitary sewer utility connections, repairs and/or replacements of same must be permitted by MCSE in advance of the work and all permit fees paid prior to scheduling an inspection. Permit fees listed on adopted Resolution 18-0240.
- A road opening permit must be issued by the applicable road authority prior to scheduling work within the public Right-of-Way. MCSE will obtain road opening permits from ODOT if work is required within the in state Right-of-Way.
- Inspection appointments for water and sanitary sewer utility connections must be scheduled through the MCSE website. The contractor's registration number and location number will be required to schedule an inspection. The contractor is to contact the permit applicant to obtain the location number.
- Inspections are available Monday through Friday, excluding holidays, at pre-set times of 9:30 AM, 10:30 AM, 11:30 AM, 2:00 PM and 3:00 PM. The contractor must be on site during the scheduled inspection(s). Failure to be on-site at the scheduled time will result in a \$150.00 charge to reschedule.
- Inspections MUST be scheduled a MINIMUM of 24 hours in advance.
- Taps for sanitary sewer or water must be scheduled a MINIMUM 48 hours in advance. If the contractor does not meet all excavation and safety requirements, as documented in this contractor registration packet, within 30 minutes of the scheduled tap, MCSE personnel will leave the site and the contractor will need to reschedule the tap. In addition, the contractor will be charged a cancellation of fee in the amount of \$240.
- Meter set appointments are scheduled by the Permits Dept. for water distribution personnel in accordance with their availability. Meter sets MUST be scheduled a MINIMUM of 24 hours in advance.
- Contractors must utilize the MCSE website to cancel an inspection appointment a MINIMUM of 24 hours in advance of the scheduled inspection. Failure to cancel an inspection a minimum of 24 hours in advance will result in the contractor being charged a re-scheduling fee of \$150.00\*
- If water and/or sewer utilities are not installed per the MCSE approved lot improvement map, MCSE inspectors will not perform the scheduled inspection until a revised lot improvement map has been submitted and approved. A re-inspection fee of \$150.00 will be applied, in addition to the \$140.00 for re-review of a revised lot improvement map.

\* Subject to change as established by County Resolution.



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**Checklist for MCSE Registration  
Water/Sewer Service Connection Installation**

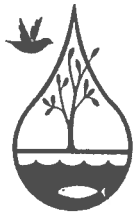
The requirements listed below must be submitted with the application. Incomplete applications, including lack of supporting documentation will not be processed. There is a \$50.00 (or \$100.00) nonrefundable licensing fee that must be paid at the time of application (see below). Checks should be made payable to the Medina County Sanitary Engineer.

<u>Requirement:</u>	<u>Included:</u>
<b>Water/Sewer Service Installation Application</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Contractor Information</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Ohio Workers Compensation Insurance Certificate</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Certificate of Liability Insurance</b> – Use enclosed ACORD 25 form or equivalent - Minimum \$1,000,000 per occurrence, \$2,000,000 aggregate; with X, C, U Protection - Explosion, Collapse, Underground Hazard Protection clearly stated on the certificate; and the Medina County Commissioners and the Medina County Sanitary Engineers named as Additional Insured	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Contractor Idemnification Bond</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>MCSE Rules &amp; Regulations Acknowledgement</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Registration Fee</b> - Make check payable to the Medina County Sanitary Engineer. If you were registered with this office for 2018, the cost of re-registering is \$50.00. For all others the fee is \$100.00. The MCSE Rules and Regulations are published on our web site <a href="http://www.sanitaryengineer.co.medina.oh.us">http://www.sanitaryengineer.co.medina.oh.us</a> .	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Submit completed application to:**

MEDINA COUNTY SANITARY ENGINEER  
791 W. SMITH ROAD  
MEDINA, OHIO 44256

ATTN: DALE CZERWIENIEC  
DCZERWIENIEC@MEDINACO.ORG



# MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT

791 W. Smith Road, Medina, Ohio 44256  
Phone: (330) 723-9585 Toll Free (844) 722-8404  
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## Contractor Information

Type of Registration:	<input type="checkbox"/> New	<input type="checkbox"/> Renew
Company Name:		
Contact Name(s):		
Number of Employees:		
Years in Business:		
Address:		
City/State/Zip:		
Business Phone(s):		
Cellular Phone(s):		
Fax:		
Email:		
Website:		
List of Equipment:		

*Information below this line to be completed by MCSE*

MCSE Registration Number:       C-      

Type:       Sewer and Water Contractor      

Fee: \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, ExN):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

EXAMPLE OF MCSE REQUIREMENTS

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER						PERSONAL & ADV INJURY \$ 1,000,000
<input checked="" type="checkbox"/>	POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS						\$
	NON-OWNED AUTOS						\$
	UMBRELLA LIAB	OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE					AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH LEB
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/>	Y/N	H/A				E L EACH ACCIDENT \$
	(Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below						E L DISEASE EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

C, U Protection - Explosion, Collapse, Underground Hazard Protection  
Sanitary and water utility work naming Medina County Commissioners and Medina County Sanitary Engineers as additionally insured

CERTIFICATE HOLDER	CANCELLATION
Medina County Commissioners Medina County Sanitary Engineers 791 W. Smith Road Medina, Ohio 44256	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2009/09)

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Clear All



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**Contractor's Idemnification Bond**

Known all men by these presents, that we \_\_\_\_\_  
as Principal, and \_\_\_\_\_ of \_\_\_\_\_, Ohio as  
Surety, are held and firmly bound into the County of Medina, Ohio, on the sum of twenty five thousand  
dollars (\$25,000), the payment of which, well and truly to be made, we jointly and severally bind  
ourselves, our successors, heirs, executors, administrators and assigns.

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The conditions of this bond are such that whereas the said Principal has made application to the  
Medina County Sanitary Engineer for a Certificate of Registration as a Contractor in the County of  
Medina for the year 20\_\_\_\_\_.

Now, if the said Principal shall well and truly idemnify, keep and save harmless any person, firm,  
corporation, the County of Medina, Ohio, or any of it's agents or officials, from any loss or damages  
sustained from the failure to comply with the Rules and Regulations of the Sanitary Engineer and the  
Medina County Commissioners, relating to the work installing, repairing and/or replacing water mains,  
sanitary sewers, and water service connections and sanitary sewer connections to Medina County utilities,  
then this obligation shall be void, otherwise it shall be and remain in full force and effect.

Signatures:

\_\_\_\_\_  
*Contractor Signature (Owner or Signatory Authority)*

\_\_\_\_\_  
*Surety (must have stamp from Insurance Company)*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

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

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



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**Water/Sewer Service Installation Application**

\_\_\_\_\_ hereby agrees to the Rules and Regulations of the  
*(COMPANY NAME)*

Medina County Sanitary Engineer as adopted and passed by the County Commissioners, and is subject to all rules, penalties and conditions heretofore or that may be thereafter adopted by the government of the County.

Applicant:

\_\_\_\_\_  
*Contractor Signature (Owner or Signatory Authority)*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

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

The above contractor has submitted to the Medina County Sanitary Engineer an application to become a registered Water and Sanitary Sewer Service Connection Contractor, and has presented all required necessary insurance and workers compensation requirements in compliance with Medina County Regulations. This applicant has also paid the appropriate fee of \$50.00 for renewal of the 2018 registration, or the \$100.00 fee for new registration (if not registered in 2018). This registration shall remain in effect until December 31, 2019.

I do hereby approve the above contractor as a registered Water and Sanitary Sewer Service Connection Contractor for the Medina County Sanitary Engineers Department.

Approved:

\_\_\_\_\_  
Amy Lyon-Galvin, P.E.  
Sanitary Engineer

Date:

\_\_\_\_\_



**MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT**

791 W. Smith Road, Medina, Ohio 44256  
Phone: (330) 723-9585 Toll Free (844) 722-8404  
Fax: (330) 723-9661

**MCSE Rules & Regulations Acknowledgment**

I do hereby certify that I am familiar with the requirements of the MCSE Rules & Regulations and Permit Department policies, that all required permits will be obtained, inspections scheduled, and that all requirements will be strictly observed subject to forfeiture of this registration.

I agree to obtain the appropriate approval of the road authority, to maintain proper registrations with the road authority, and to obtain permits from the road authority as is necessary to perform my work.

I agree for taps to the MCSE sanitary sewer and/or water main, that I will not excavate until the day the tap is scheduled, and I will backfill according to the requirements of the road authority.

I acknowledge my responsibility to notify the Ohio Utilities Protection Service (OUPS) 1-800-362-2764, and the Oil & Gas Producers Underground Protection Service (OGPUPS) 1-800-925-0988 a minimum of two (2) business days (excluding holidays) prior to digging.

I shall comply with the documents included with this application packet, including the following:

Water Tap Excavation Requirements  
OSHA Requirements  
Traffic Control – OMUTCD Standards

I further acknowledge that if my failure to comply with these requirements is considered by the Sanitary Engineer's representative to be unsafe and/or out of compliance that all work will cease and will not be permitted to proceed until the standards are met.

I have reviewed these requirements with my employees and by signing below do hereby certify that work I, or any employees working on my behalf, perform will be in compliance with the requirements of the MCSE, and that any efforts found to be in non-conformance to MCSE requirements will be immediately corrected to the satisfaction of the MCSE.

Applicant: \_\_\_\_\_

*Contractor Signature (Owner or Signatory Authority)*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

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



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### **NOTICE TO ALL REGISTERED CONTRACTORS** **AND** **PROPERTY OWNERS**

It is the Medina County Sanitary Engineers policy that all excavations performed in connection with water and sewer taps **MUST** comply with the standards and specifications as set forth in the US Department of Labor Occupational Safety & Health Administrations (OSHA) 29 CFR Subpart P - Excavations, 1926.650 through 1926.652. Simply stated, all excavations five foot (5') or deeper **SHALL** be properly boxed, shored, or laid back to the satisfaction of the Sanitary Engineers representative at the work site. A ladder or other safe means of egress shall be located in trench excavations.

Excavation of County owned sewer or waterlines shall not take place until the day the water or sewer tap is scheduled unless specifically permitted by the Sanitary Engineers Office.

Traffic control, including, but not limited to signs, lights and flagman, shall be provided by the contractor for all work at the road site. All sites **SHALL** be protected using the specifications and standards as set forth in the Ohio Manual of Uniform Traffic Control Devices (OMUTECD) and the ODOT Manual of Traffic Control for Construction and Maintenance Operations.

If the trench and/or traffic control is considered by the Sanitary Engineers representative to be unsafe and/or out of compliance with OSHA and OMUTCD standards, all work will cease and will not be permitted to proceed until the standards are met. This is an action that the Sanitary Engineers would prefer not to take. Therefore, we are asking for your assistance in eliminating, or minimizing, unnecessary delays by fully complying with all appropriate health and safety standards, guidelines, and policies.





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791 W. Smith Road, Medina, Ohio 44256

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**Signs required to be used are listed below, along with three examples of how they can be used in combination.**

OW-128	ROAD CONSTRUCTION AHEAD
OW-136	MEN WORKING
OW-134	ROAD WORK AHEAD
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

### EXAMPLE 1

OW-134	ROAD WORK AHEAD
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

### EXAMPLE 2

OW-136	MEN WORKING
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

### EXAMPLE 3

OW-128	ROAD CONSTRUCTION AHEAD
OW-121	ONE LANE ROAD AHEAD
OW-125	FLAGGER AHEAD

The above requirements will cover the MAJORITY of water and sewer tap locations. Special situations or locations should be reviewed with our office prior to construction starting.



## **MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT**

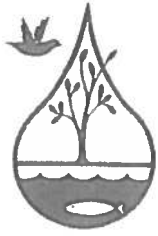
791 W. Smith Road, Medina, Ohio 44256  
Phone: (330) 723-9585 Toll Free (844) 722-8404  
Fax: (330) 723-9661

### **Acceptable construction methods for sanitary sewer connections under County/Township Roads.**

For residential connections 4" or less the following methods of installation are acceptable:

1. Bore and Jack using a steel casing pipe. SDR-35 pipe can be used inside the steel casing.
2. Free Bore / Directional Drill – This method requires a contractor to first auger a hole under the road and then push/pull restrained joint pipe back through the augured hole. The maximum bore diameter for this type of installation is 6". The following pipe materials are acceptable:
  - CertainTeed: Certa-Lok Yelomine Pipe
  - CertainTeed: CertaFlo GreenLine
3. Push Bore – This method first requires rods to be pushed under the road. Once the rods are pushed, an expander (cone) with the pipe is attached to the rods. Now that the expander and pipe is attached, the rods are slowly pulled back to install the pipe. The following pipe materials are acceptable:
  - CentainTeed: Certa-Lok Yelomine Pipe
  - CertainTeed: CertaFlo GreenLine

For connection sizes 6" or larger, the pipe must be installed using the bore and jack method.



**MEDINA COUNTY SANITARY ENGINEERING DEPARTMENT**  
**791 WEST SMITH ROAD PO BOX 542 MEDINA, OHIO 44258**  
**PHONE (330) 723-9585 TOLL FREE (844) 722-8404**  
**FAX (330) 723-9661**

**Water Tap Excavation Requirements**

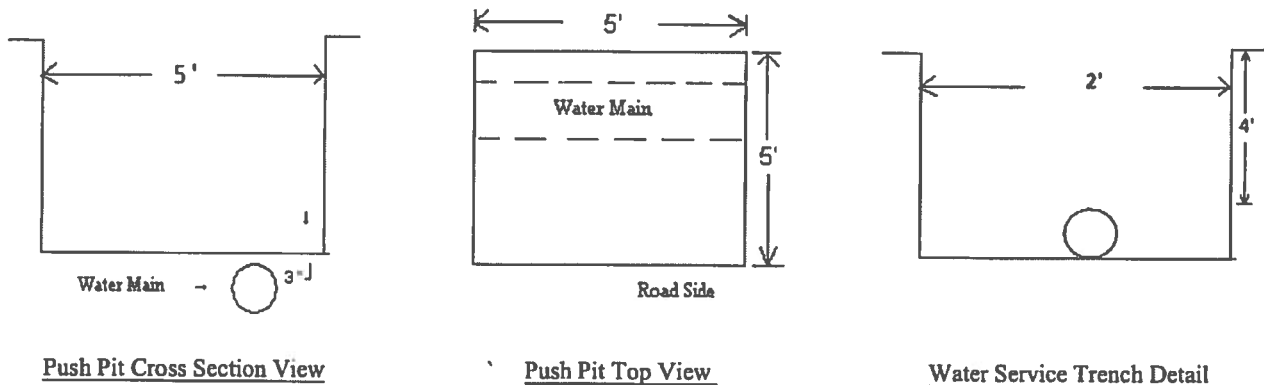
**A contractor shall not excavate to expose the county's water main prior to the day the tap is to be performed by the Medina County Sanitary Engineer. The contractor shall expose existing nearby utilities if there is a potential conflict, or if so directed by the Sanitary Engineer to successfully perform the tap.**

**REQUIREMENTS FOR SHORT TAPS:**

- Contractor shall excavate and expose a minimum of 4' of water main and a minimum of 1' of earth around the full diameter of the pipe.
- The water main shall be cleaned and free of any residue.
- No tap will be made within 2' of any bell.
- Trench from the water main to the curb box shall be a minimum of 2' wide and 4' deep (from proposed final grade to top of water service) and dug back to 1' past the right-of-way or easement line.

**REQUIREMENTS FOR LONG TAPS:**

- Push hole to be excavated approximately 4' off edge of pavement.
- A 5' long by 5' wide pit is to be excavated over the water main leaving 3" of cover over the water main.
- The front and back wall of the pit should be vertical.
- The pit should be level and located directly across from the curb box location if possible.
- Once the push is completed, contractor shall excavate and expose a minimum of 4' of water main and a minimum of 1' of earth from around the pipe so tap can be made.
- Excavate 1' past the right-of-way, or easement, at a minimum depth of 4' from proposed grade to set the curb box.
- The water main shall be cleaned and free of any residue.
- No tap will be made within 2' of any bell.
- If the long tap is to be excavated and not pushed, a trench from the water main to the curb box shall be a minimum of 2' wide and 4' deep (from proposed final grade to top of water service) and dug back to 1' past the right-of-way or easement line.



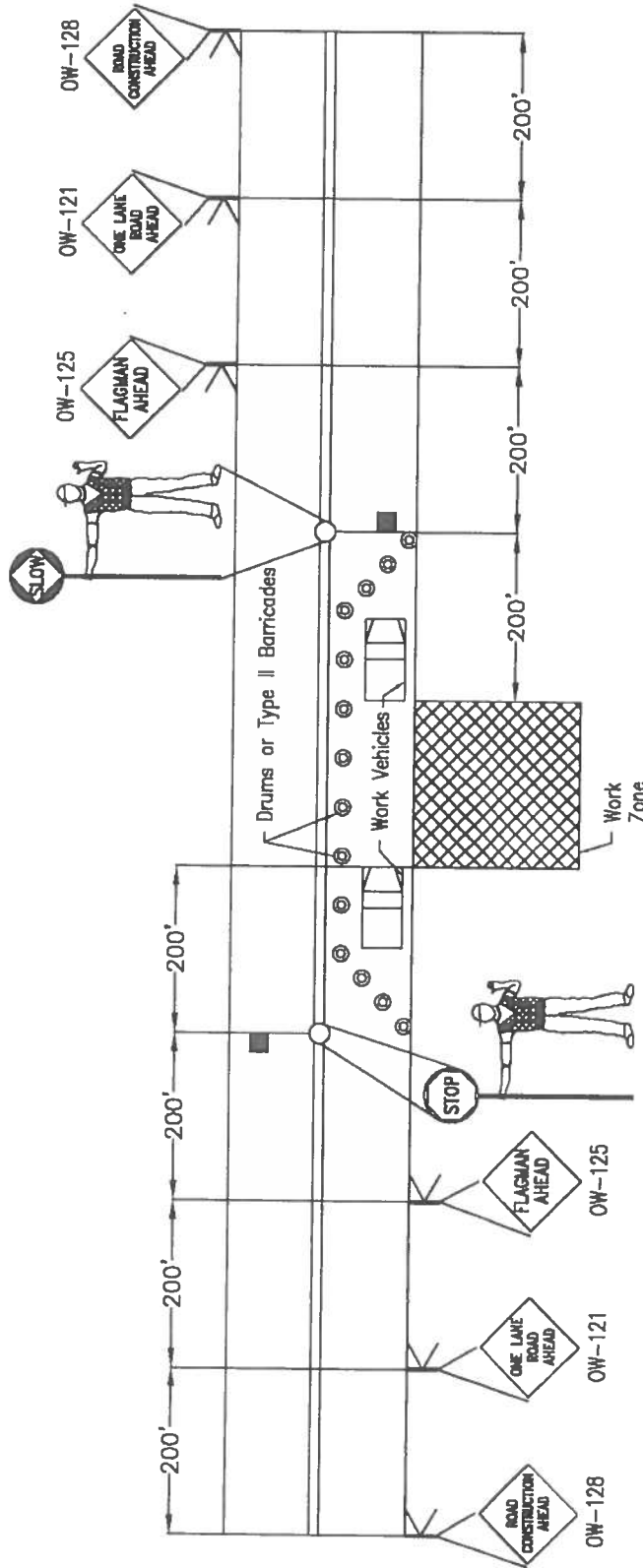
**CONTRACTOR IS TO SUPPLY:** Pumps, traffic signs (a total of 6), flagmen and a means to lift the push machine into and out of the hole.

**Contractor shall be responsible for researching the depth, location, and any special conditions involving the water line and/or the sanitary sewer line, at the point of proposed connection, prior to initiating excavation.**

**PLEASE GIVE THIS SHEET TO YOUR EXCAVATOR.**

REVISED 12/17

G:\Contractor Registration\2018\wrtap72706.wpd



(NO SCALE)



**MEDINA COUNTY  
SANITARY ENGINEER**

AMY LYON-GALVIN, P.E.  
791 WEST SMITH ROAD  
MEDINA, OHIO

(330) 723-9585 (330) 225-3113

DRAWN BY: JS

CHECKED BY:

DATE: SEPT 2007

**GENERAL NOTES**

1. All traffic control devices MUST meet or exceed the minimum standards & specifications set forth in ODOT Manual of Traffic Control for Construction and Maintenance Operations, Revision 20.
2. No changes will be made to this Traffic Control Plan without the PRIOR approval of the County Engineer.
3. Flaggers MUST wear reflectorized vests and use "Stop/Slow paddles." Radios will be used when necessary/appropriate.
4. When left erected overnight, all devices MUST have flashing amber lights attached.
5. Parking of vehicles on the roadway will be limited to ONLY those needed to accomplish the work, and be located inside the Drums or Type II Barricades.
6. Drums/Type II Barricades will not be placed greater than 20' apart.
7. Medina County reserves the right to direct installation and use of additional devices when circumstances dictate.

**MINIMUM required Devices**

Qty:	Device:
2	OW-128 Road Construction Ahead
2	OW-121 One Lane Road Ahead
2	OW-125 Flagger Ahead
2	Stop/Slow Paddles
2	Reflectorized Vests
2	Walky Talkies (When Required)
12	Reflectorized Drums / Cones
12	Flashing Amber Lights (When required)

**TRAFFIC DETAIL SHEET**