

**Office Policies and Procedures for the
Holmes County Sewer District**

Effective April 2009

APPLICATIONS AND PERMITS

Permits Required:

The property owner shall secure all necessary permits (and pay all required fees) from the County for all sanitary sewer connections, extensions or any construction that involves sanitary sewer facilities which will become part of or connect to the System.

The issuance of a permit by the County does not relieve the permit holder of the responsibility of securing permits from other governing agencies.

Permits shall be available on site at all times when work is in progress and should be presented upon request to an authorized representative of the system.

Permission to begin the use of newly constructed sewer lines will not be granted until acceptance, approval and final inspection of the facility by the County.

Permit Application for New Sewer Service Connection or Change of Use:

A Permit application for a new sewer service connection or change of use (See Appendix) must be made any time a new connection is requested or if there is a change of use at the property. The permit must be signed by the property owner. The owner will be liable for all charges arising from bills for service supplied, repairs, and damages or for any other responsibility stated in these policies and procedures.

After approval of the permit, and prior to installation, the owner or installer must notify the Sewer District to provide Inspection. The inspector and installer must fill out and sign the Holmes County Sewer District Inspection Record (See Appendix).

An application made in accordance with these policies and procedures, when accepted by the County, shall constitute a contract. Service will be continuous as long as the policies and procedures are complied with or until termination is requested by the property owner or his authorized agent.

Customers who are delinquent to the County for any charges arising from any service may be denied service until all outstanding debts are paid in full.

Application for New Ownership and/or New Address (for existing customers):

An application for New Ownership and/or New Address (See Appendix) must be made any time a change of ownership of the property or a new billing address is requested. It is the responsibility of the owner to notify the district of these changes. Credit will not be made for failure to notify the Sewer District. The permit must be signed by the property owner. The owner will be liable for all charges arising from bills for service supplied, repairs, and damages or for any other responsibility stated in these policies and procedures.

An application made in accordance with these policies and procedures, when accepted by the County, shall constitute a contract. Service will be continuous as long as the policies and procedures are complied with or until termination is requested by the property owner or his authorized agent.

Customers who are delinquent to the County for any charges arising from any service may be denied service until all outstanding debts are paid in full.

FEES

Access Fees and Sewer Units:

Any person who generates wastewater from a dwelling or a commercial or noncommercial operation shall pay the current access fee prior to connection to the System.

Access fees are based upon the number of "sewer units" computed multiplied by the current access fee rate. Access fees consist of, but are not limited to: the cost of design, redesign, engineering, inspection, maintenance, construction, and reconstruction of the wastewater treatment plant and collection system.

The numbers of "sewer units" are also used to compute the monthly bills. This "sewer unit" calculation is not intended to be compared to actual usage. This is also referred to as a "flat rate billing system", where actual use is not considered in billing, but establishes a baseline to "fairly distributed the costs of the entire Sewer System to all customers"

The number of sewer units charged is determined on a base estimated wastewater flow as determined by the "Ohio administrative Code 3745-42-05, Table A-1" divided by 400 gallons per sewer unit. (See Appendix) and the Sewer Use Evaluation Worksheet (See Appendix). The minimum unit charged per structure is one unit and will be rounded up to the next whole number.

Residential, single family equals one sewer unit. Residential duplexes equal two sewer units. Residential triplexes equal three units. Etc...

Adjustments, Credits, and refunds to the Access Fee:

An additional access fee shall be payable any time residential, commercial or noncommercial source of wastewater is modified or converted to a different use that generates an additional amount of wastewater. If the new source of wastewater generates less than the previous amount, no refunds or credits will be made.

The additional access fee will be the difference between the new calculated fee and the paid fee using the current method of calculation.

Once a connection has been properly demolished or removed, a new access fee is required for reconnection.

The Change of Use Permit is required prior to any modifications by the owner.

Transfer of Sewer Units:

"Sewer Units" not in use may be transferrable to other lots and persons by agreement between the owners and the County. "Sewer Units" can be given back to the County by agreement with the County.

Payment of Access Fees:

No connections to the System are permitted prior to payment of the access fees. Any connection to the System prior to payment of the access fee shall be in violation of the policies and procedures.

User Fees:

The total cost of operating the System including base, usage, depreciation, capital improvement, and debt service shall be shared by all users of the System in an equitable manner so that none of the costs of operating the System accrue to the General Fund of Holmes County.

The base, usage, depreciation, capital improvement, and debt service shall be multiplied by the number of sewer units unless otherwise noted.

Base fee shall be a uniform flat rate throughout the System. The base fee will not be multiplied for multiple commercial units contained within the same structure.

Usage fee shall be a uniform flat rate throughout the System.

Depreciation fee shall be a uniform flat rate throughout the System.

Capital Improvement fee shall be a uniform flat rate throughout the System.

Debt Service fee shall be a uniform flat rate throughout the System.

BILLING AND PAYMENTS

Wastewater bills shall be billed to each residential, separate business and commercial entity on a monthly basis. The bills will be sent out at the beginning of the month for the prior month's usage.

Delinquent Fees:

The following procedure will be used in the event that any wastewater account incurs delinquent fees:

1	10 days	Wastewater fees shall be assessed monthly. Payment shall be made within ten (10) days following the receipt of the statement of charges.
2	30 days	If the bill for wastewater service remains unpaid for a thirty (30) day period, a 10% late penalty fee each month will be charged to the unpaid balance. The arrearage will be added to the next monthly billings.
3	60 days	Any wastewater account that carries a balance over sixty (60) days old will be stamped as "Past Due". If the bill for wastewater service remains unpaid for a sixty (60) day period, notice shall be given with this bill that if all bills are left unpaid at the Wastewater District Office after the due date, current delinquent and additional charges shall be applied to the bill.
4	90 days	Any account that carries a balance that exceeds ninety (90) days will receive a notice by certified mail that if any delinquent wastewater fees are not paid in full within fourteen (14) days of the date of the certified letter, the County may file a claim in County Court for the delinquent fees. The property owner will then also be responsible for any Court costs associated with the filling of any claim. The County will pursue all legal means to recover delinquent fees including the certification of delinquent fees to the Auditor to be placed as a lien on the property.
5	14 days after certified	If the County receives a Judgment from the Court, the County reserves the right at this time to discontinue sanitary sewer service to the delinquent customer until the account is paid in full. Once a Judgment is obtained for delinquent fees, the County reserves the right to physically disconnect sewer service to the property.
6		A returned check fee of \$25.00 will be charged for any returned check.

Person Responsible for Payment:

The owner of the property where sanitary service is connected shall be responsible for payment of the bill.

Debt Retirement Customers:

Debt Retirement only customers, which have prepaid access fees are responsible for debt retirement and capital improvement charges, until they are fully connected to the system. Debt retirement customers will not be charged additional access fees for the number of units originally purchased.

Commercial customers may keep additional units purchased active by becoming a debt retirement customer for their additional units; however at least one unit must be fully billed.

Definition of a Residential User:

Single family, owner occupied dwellings, single family owner occupied mobile homes, single family rental houses, single family rental apartments and single family rental mobile homes will be billed as residential users of the System.

Definition of a Commercial User:

Hotel, motels, bed and breakfasts, homes from which a business is run, businesses, institutions, industries and any other non-residential users will be billed as commercial users of the System.

FUNDS

System of Funds:

A system of funds shall be maintained for the Holmes County Wastewater Treatment System. Within each consolidated fund, a separate accounting shall be maintained for each wastewater district.

Funds established:

Wastewater Operating Fund (40) - User fee receipts shall be deposited into this fund. All operating expenses shall be paid from this fund. Access fees or a portion of access fees may be deposited into this fund.

Wastewater Capital Fund (N70) - Access fees or a portion of access fees may be deposited into this fund. This fund shall be used to pay the cost of expanding and/or improving the wastewater system.

Wastewater Debt Retirement Fund (30) - The part of the user fee receipts attributable to the cost of debt service shall be deposited into this fund. The cost of debt service shall be paid from this fund.

Wastewater Rotary Loan Fund - Funds appropriated and provided by the Commissioners shall be deposited into this fund. This fund is to be used to promote the development of new community wastewater treatment systems. Any advance from this fund shall be considered a loan to be repaid from the capital fund or the debt retirement fund with interest at the current commercial rate in effect at the time of repayment.

The fees for the flat rate charges shall be disbursed into the following line items:

Residential Base Monthly Rate	P40
Commercial Base Monthly Rate	P40
Usage Fee Monthly Rate	P40
Debt Retirement Monthly Rate	O30
Depreciation Monthly Rate	P40
CIP Monthly Rate	N70/P40

APPENDIX

Permit Application for New Sewer Service Connection or Change of Use
District Inspection Record
Application for New Ownership and/or New Address
Ohio Administrative Code 3745-42-05
District Sewer Use Evaluation Worksheet

PERMIT APPLICATION FOR
NEW SEWER SERVICE CONNECTION OR CHANGE OF USE

Holmes County Sewer District
7191 S.R. 39
P.O. Box 90
Millersburg, OH 44654
330-674-8104

Permit expires 120 days from permit date.

A. Property Owner:

Owner Name: _____

Sewer Service Address: _____

City: _____ State/Zip: _____

Phone: _____ Cell Phone: _____

E-mail Address: _____

B. Billing Information:

Billing Address: _____

City: _____ State/Zip: _____

C. Sewer Service

This permit is for New Hook-up Change of use

Type of service requested: (check one)

<input type="checkbox"/> Single Family Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Duplex	<input type="checkbox"/> Industrial
<input type="checkbox"/> Condo	<input type="checkbox"/> Public Institution
<input type="checkbox"/> Apartment	

For other than *Single Family Residential* a detailed description and architectural plans are required. The description must include accurate description of business or industry, number of employees or residents, number of work shifts, accurate accounting of all facilities generating wastewater (lavatories, kitchens, dishwashers, vehicle washing facilities, hot tubs, laundries, etc.), accurate description of any manufacturing processes generating wastewater, proposed pretreatment (including silt and grease interceptors). Use attachments if necessary.

OFFICE USE ONLY

Access Fee: _____

Wastewater Official Signature _____ Date _____

Amt. Pd.: _____ Received By: _____ Date: _____

Account Number: _____

D. Registered Installer

Company: _____ Installer Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____

The installer is required to draw a basic diagram (with distances and pipe size) of the proposed installation including the location of any septic system currently served by the facility requesting connection.

X _____ X _____
Installer Signature Date Print Installer Name

By obtaining this permit I the undersigned agree to the following:

1. To abide by the Regulations Governing Use of the Holmes County Wastewater System.
2. To notify the Supervisor of the Wastewater System at least 48 hours prior to making a connection to the System.
3. Not to make or allow any clean water connections prohibited to the Wastewater System.
4. Not to cover any connection made to the system until inspected and approved.
5. Not to uncover or breach any existing part of the System without notifying the Supervisor of the System.
6. Properly excavate, crush and backfill any existing septic tank vaults.
7. To make timely payment for billed services.

My signature certifies that I have read and understand the above and that I am the responsible person for billing and payment purposes.

X _____ X _____
Property Owner Signature Date Print Property Owner Name

Holmes County Sewer District
Inspection Record

Date of Inspection: _____

Owner Name: _____

Service Address: _____

Number of units: _____

Materials:

Method of connection:

Septic Disconnect: Yes New Connection

Remarks:

X _____ X _____
Installer Signature Date Print Installer Name

X _____ X _____
Inspector Signature Date Print Inspector Name

APPLICATION FOR NEW OWNERSHIP AND/OR NEW ADDRESS

Holmes County Sewer District

7191 S.R. 39
P.O. Box 90
Millersburg, OH 44654
330-674-8104

Date: _____ Account Number: _____

Sewer Service Address: _____

Change of: (check all that apply) Ownership Billing Address

A. Current Owner:

Current Owner Name: _____

Current Billing Address: _____

City: _____ State/Zip: _____

Phone: _____ Cell Phone: _____

E-mail Address: _____

Change of Billing Address:

Billing Address: _____

City: _____ State/Zip: _____

B. New Owner:

New Owner Name: _____

New Billing Address: _____

City: _____ State/Zip: _____

Phone: _____ Cell Phone: _____

E-mail Address: _____

City: _____ State/Zip: _____

X _____ X _____
Property Owner Signature Date Print Property Owner Name

X _____
Wastewater Official Signature Date

3745-42-05

Design flow requirements for treatment works sized for one hundred thousand gallons per day or less.

(A) Except as provided in paragraphs (A)(1) to (A)(5) of this rule, the minimum design flows and waste strengths in table A-1 of this rule shall be used to design a treatment works sized for one hundred thousand gallons per day or less. The design flow and the waste strength shall be based on the existing and proposed services at the facility, and the justification for the proposed design flow and the proposed waste strength shall be submitted with the permit to install application. In addition to table A-1 of this rule, the director may also consider additional relevant engineering data, including flow monitoring data, computer flow modeling data, flow equalization facilities, potential impacts to upstream sewers and sampling data for waste strength characterization.

(1) Flow monitoring. The director may consider flow monitoring data in addition to the minimum design flow requirements in table A-1 of this rule when evaluating the design of a treatment works sized for one hundred thousand gallons per day or less, provided that the flow monitoring data is obtainable and documented on a daily basis.

(a) The flow monitoring data shall be submitted with the permit to install application and shall:

(i) Be from the facility for which the treatment works is being designed, and be representative of the range of operating conditions that are expected to occur, which includes considering the months, days and hours of operation; or

(ii) Be from a place of like kind, like usage, and located in a similar climate, and be representative of the range of operating conditions that are expected to occur, which includes considering the months, days and hours of operation.

(b) For facilities that operate year-round, at least twelve months of flow monitoring data shall be provided. For seasonal facilities, flow monitoring data shall be provided for the entire operational period within a calendar year.

(2) Computer flow modeling. The director may consider computer flow modeling data in addition to the design flow requirements in table A-1 of this rule when evaluating the design of a treatment works sized for one hundred thousand gallons per day or less. The computer flow modeling data shall be submitted with the permit to install application.

(3) Flow equalization facilities. The director may consider flow equalization facilities at the treatment works or upstream of the treatment works in addition to the design flow requirements in table A-1 of this rule, when

evaluating the design of a treatment works sized for one hundred thousand gallons per day or less. The flow equalization data shall be submitted with the permit to install application.

(4) Potential impacts to upstream sewers. The director may consider potential impacts to upstream sewers in addition to the design flow requirements in table A-1 of this rule when evaluating the design of a treatment works sized for one hundred thousand gallons per day or less. Any information regarding the potential impacts to upstream sewers shall be submitted with the permit to install application.

(5) Sampling data for waste strength characterization. The director may consider sampling data in addition to the five day minimum biochemical oxygen demand (BOD₅) loading rates in table A-1 when evaluating the design of a treatment works sized for one hundred thousand gallons per day or less, provided that the sampling data is collected daily and that the daily raw data, the seven-day averages (otherwise referred to as average-weekly limits) and thirty-day averages (otherwise referred to as average-monthly limits) are submitted with the permit to install application. The sampling data shall also:

(a) Be from the facility for which the treatment works is being designed, and be representative of the range of operating conditions that are expected to occur; or

(b) Be from a place of like kind, like usage, and located in a similar climate, and be representative of the range of operating conditions that are expected to occur.

[Comment: The NPDES regulations at paragraph (d) of 40 CFR 122.45 (effective July 1, 2005) require that all permit limits be expressed, unless impracticable, as both average-monthly limits (AMLs) and maximum-daily limits (MDLs) for all discharges other than publicly owned treatment works (POTWs), and as average weekly limits (AWLs) and AMLs for POTWs. The MDL is the highest allowable discharge measured during a calendar day or twenty-four-hour period representing a calendar day. The AML is the highest allowable value for the average of daily discharges obtained over a calendar month. The AWL is the highest allowable value for the average of daily discharges obtained over a calendar week.]

[Comment: "C.F.R" refers to the federal "Code of Federal Regulations," which can generally be found in public libraries and electronically online, and can be purchased from "U.S. Government Printing, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328."]

Comment: To convert milligrams per liter to pounds per day the following formula can be used:

Pounds per day = [(concentration) x (flow) x (conversion factor)]

Pounds per day = [(mg/L) x (MGD) x (8.34)]

Note: MGD means the flow expressed in million gallons per day.

Table A-1 for Design Flow Requirements ^g			
Place	Notes	Design Flow (gallons per day)	Waste Strength Range BOD ₅ (mg/l)
Airport	b, i, j, p, r, t	15 per employee plus 4 per parking space	200 to 280 ^{r, s, t}
Apartment	b, l	120 per bedroom	200 to 280 ^{r, s, t}
Assembly hall	a, l, j	3 per seat without kitchen facilities 7 per seat with kitchen facilities 15 per employee	200 to 280 ^{r, s, t}
Banquet hall	b, i, j	3 per seat without kitchen facilities 7 per seat with kitchen facilities 15 per employee	400 ppm BOD
Barber shop	l, j	80 per basin	200 to 280 ^s
Beauty shop, styling salon	l, j	200 per basin	200 to 280 ^s
Bowling alley	a, l, j, p	75 per lane	200 to 280 ^{r, s, t}
Car wash	i, q	Sewer Connection Required/Contact District Office	
Campground or recreational park	a, i, j, m, n, p	30 per primitive camp site (w/o showers) 60 per primitive camp site (w/showers) 60 per site without water hook-up 90 per site with water hook-up	200 to 280 ^{r, s, t}
Church (less than 200 sanctuary seats)	a, h, j, k, o, p	3 per sanctuary seat without kitchen 5 per sanctuary seat with kitchen	200 to 280 ^{r, s, t}
Church (greater than 200 sanctuary seats)	b, h, j, k, o, p	5 per sanctuary seat without kitchen 7 per sanctuary seat with kitchen	200 to 280 ^{r, s}
Coffee shop	a, i, j	5 per seat plus 15 per employee	200 to 280 ^{r, s, t}
Convenience store (A convenience store with gas sales must be designed for a minimum of 500 gpd.)	a, d, i, j, p, q	15 per employee 5 per parking space If gas sales, 500 per pump island	200 to 280 ^{r, s, t}
Country club, sportsman club or gun Club	b, i, j, m, n, o, p	50 per member	200 to 280 ^{r, s, t}
Dance hall	a, i, j, p	3 per patron without kitchen facilities 7 per patron with kitchen facilities 15 per employee	200 to 280 ^{r, s, t}

Table A-1 for Design Flow Requirements ^g			
Place	Notes	Design Flow (gallons per day)	Waste Strength Range BOD ₅ (mg/l)
Daycare facility	a, i, j, p	35 per employee plus 10 per student	200 to 280 ^{r, s, t}
Dentist office	i	35 per employee plus 10 per patient plus 75 per dentist	200 to 280 ^s
Doctor office	i	35 per employee plus 10 per patient plus 75 per doctor	200 to 280 ^s
Dry cleaner	i	Consult Local District Office ¹	200 to 280 ^s
Factory	i, q	25 per employee without showers 35 per employee with showers	200 to 280 ^{r, s, t}
Food-Service Operation/Restaurant 1. ordinary restaurant (not 24 hours) 2. 24-hour restaurant 3. restaurant along freeway 4. tavern (very little food service) or bar (full food service) 5. curb service (drive-in) 6. vending machine	c, i, j, p c, i, j, p c, i, j, p c, i, j, p c, i, j, p c, i, j, p	1.) 35 per seat 2.) 60 per seat 3.) 100 per seat 4.) 35 per seat 5.) 40 per car space 6.) 100 per machine	400 to 600
Homes in subdivision	b, l	120 per bedroom	200 to 280 ^{r, s}
Hospital	b, i, j, p	300 per bed plus 35 per employee	200 to 280 ^{r, s, t}
Hotel or motel	a, i, j, p	100 per room	200 to 280 ^{r, s, t}
Institution (such as psychiatric hospitals or prisons)	b, i, j, p	100 per bed plus 35 per employee	300
Laundromat	i, q	15 per employee plus 400 per machine	200 to 280 ^s
Marina (restrooms and showers only)	a, i	20 per boat mooring or slip	200 to 280 ^{r, s, t}
Migrant labor camp	e, i, j, p	50 per employee	200 to 280 ^{r, s, t}

Table A-1 for Design Flow Requirements ^g			
Place	Notes	Design Flow (gallons per day)	Waste Strength Range BOD ₅ (mg/l)
Mobile home park	b, l, j, p	300 per mobile home space	200 to 280 ^{r, s, t}
Nursing and rest homes	b, i, j, p	200 per bed plus 100 per resident employee plus 50 per non-resident employee	300
Office building	a, i, j, k	20 per employee	200 to 280 ^{r, s, t}
Playground or day park	a, i, k, p	15 per employee plus 12 per parking space	200 to 280 ^s
Retail store	a, i, j, p	15 per employee plus 12 per parking space	200 to 280 ^{r, s, t}
School	b, i, j, k, p, t	15 per employee plus 15 per pupil for elementary schools 20 per pupil for junior & high schools 85 per pupil for boarding schools	200 to 280 ^{r, s, t}
Service station or gas station	a, d, i, q	500 per pump island 500 per service bay minimum of 750	200 to 280 ^{r, s, t}
Shopping center	a, f, l, p, q	15 per employee plus 2 per parking space without food service 5 per parking with food service	200 to 280 ^{r, s, t}
Swimming pool	a, i, m, n	5 per swimmer without hot showers 10 per swimmer with hot showers	200 to 280 ^{r, s, t}
Theater	a, i, j, p	5 per seat for indoor auditorium 10 per car for drive-in	200 to 280 ^{r, s, t}
Vacation cottage	b, i, j, p	50 per person without kitchen 75 per person with kitchen	200 to 280 ^{r, s, t}
Veterinarian office and animal hospital	f, i, j	20 per run & cage plus 15 per employee plus 100 per doctor	200 to 280 ^{r, s, t}
Youth and recreation camps	b, i, j, p	15 per employee for day camp plus 50 per employee for overnight camp 50 per camper for overnight stay 15 per camper for day camp w/ food service 10 per person for day camp w/o food service	200 to 280 ^{r, s, t}

Notes for Table A-1

Note a: Food service waste not included.

Note b: Food service waste included, but without garbage grinders.

Note c: Aeration tanks for these require forty-eight-hour detention periods. Garbage grinders not permitted.

Note d: Truck parking areas will require consideration for treatment of runoff at large truck stops.

Note e: Twenty g.p.d. if a vault latrine is used for toilet wastes.

Note f: Assume manual hosing of dog runs and solids (food droppings, etc.) removal prior to hosing.

Note g: Year around disinfection of all wastewater may be required before discharge to waters of the state or to any other surface or subsurface disposal systems.

Note h: Lower per-seat estimate assumes a maximum of one church service per day, higher per-seat estimate assumes a maximum of three church services per day. Weddings and funerals shall be counted as services.

Note i: Non-domestic or industrial wastes are prohibited from being discharged to soil based treatment systems.

Note j: Total capacity for number of persons should be confirmed by occupancy license or total occupancy capacity.

Note k: Higher flows shall be estimated when showers are available.

Note l: Deviating from this estimated design flow will require the director's approval, prior to applicant submitting the permit to install.

Note m: Pools cannot discharge pool filter backwash into soil based treatment systems.

Note n: Pool de-watering is prohibited from discharging to soil based treatment systems.

Note o: Flow estimates do not consider daycare facilities. If a daycare is present, the flow requirements for a daycare facility must be included.

Note p: An external grease trap is required for facilities with food service for soil based treatment systems.

Note q: Assume one working shift of not more than eight hours. Assume higher flows for two or three-shift operations.

Note r: Assumes no garbage grinders and normal domestic waste. If garbage grinders are present, the waste strength should be increased from twenty to sixty-five per cent.

Note s: Data for regular strength waste range of 200 to 280 mg/l obtained from U.S. EPA (EPA Manual EPA/625/R-00/008). This manual, titled "Onsite Wastewater Treatment Systems Manual, February 2002" is available on the U.S. EPA website (<http://www.epa.gov/ncepihom/>), and can be ordered by calling (800) 490-9198.

Note t: Waste strength should be twenty to sixty-five per cent higher for facilities that include food service operations, such as cafeterias, facilities that may handle pet wastes.

Effective: 11/01/2006

R.C. 119.032 review dates: 11/01/2011

CERTIFIED ELECTRONICALLY

Certification

08/10/2006

Date

Promulgated Under: 119.03
Statutory Authority: 6111.03, 6111.04, 6111.44, 6111.45, 6111.46
Rule Amplifies: 6111.03, 6111.04, 6111.44, 6111.45, 6111.46

**HOLMES COUNTY SEWER DISTRICT
COMMERCIAL SEWER USE EVALUATION WORKSHEET**

Business Name: _____ Date: _____

Assembly, Banquet or Dance Hall	# of employees _____ x 15 gal + # of seats _____ x 3 gal w/o kitchens X 7 gal w/ kitchens	= _____ units
Barber Shop	# of basins _____ x 80 gal	= _____ units
Beauty Shop/salon	# of basins _____ x 200 gal	= _____ units
Campground/RV Park	# of primitive sites _____ x 30 gal w/o showers + # of improved sites _____ x 60 gal w/o water x 60 gal w/ showers x 90 gal w/ water	= _____ units
Church (less than 200 sanctuary seats)	# of seats _____ x 3 gal w/o kitchens x 5 gal w/ kitchens	= _____ units
Church (more than 200 sanctuary seats)	# of seats _____ x 5 gal w/o kitchens x 7 gal w/ kitchens	= _____ units
Coffee Shop	# of employees _____ x 15 gal + # of seats _____ x 5 gal	= _____ units
Convenience store	# of employees _____ x 15 gal + # of parking Spaces _____ x 5 gal + # of gas pump islands _____ x 500 gal	= _____ units
Country Club, Sportsman Club, Gun Club	# of members _____ x 50 gal	= _____ units
Day Care Facility	# of employees _____ x 15 gal + # of students _____ x 10 gal	= _____ units
Dentist Office	# of employees _____ x 15 gal + # of patients _____ x 10 gal + # of Dentists _____ x 75 gal	= _____ units
Doctors Office	# of employees _____ x 15 gal + # of patients _____ x 10 gal + # of Doctors _____ x 75 gal	= _____ units
Factory	# of employees _____ x 25 gal w/o showers X 35 gal w/ showers	= _____ units

Food Service / Restaurant	1. Ordinary Restaurant # of seats _____ x 35 gal	= _____ / 400 gal/unit	= _____ units
	2. 24 HR Restaurant # of seats _____ x 60 gal		
	3. Tavern or Bar # of seats _____ x 35 gal		
	4. Curb Service (Drive_In) # of car spaces _____ x 40 gal		
	5. Vending Machine # of machines _____ x 100 gal		
Hospital	# of employees _____ x 35 gal + # of beds _____ x 300 gal	= _____ / 400 gal/unit	= _____ units
Hotel/Motel	# of rooms _____ x 100 gal	= _____ / 400gal/unit	= _____ units
Institution	# of employees _____ x 35 gal + # of beds _____ x 100 gal	= _____ / 400 gal/unit	= _____ units
Laundromat	# of employees _____ x 15 gal + # of machines _____ x 400 gal	= _____ / 400 gal/unit	= _____ units
Mobile Home	# of home spaces _____ x 300 gal	= _____ / 400 gal/unit	= _____ units
Nursing and Rest Homes	# of beds _____ x 200 gal + # of resident _____ x 100 gal + # of non-resident _____ x 50 gal employees employees	= _____ / 400 gal/unit	= _____ units
Office Building	# of employees _____ x 20 gal	= _____ / 400 gal/unit	= _____ units
Playground or Day park	# of employees _____ x 15 gal + # of parking spaces _____ x 12 gal	= _____ / 400 gal/unit	= _____ units
Retail Store	# of employees _____ x 15 gal + # of parking spaces _____ x 12 gal	= _____ / 400 gal/unit	= _____ units
School	# of employees _____ x 15 gal + # of pupils/elementary _____ x 15 gal # of pupils/Jr&Sr High _____ x 20 gal	= _____ / 400 gal/unit	= _____ units
Service/Gas Station	# of pump islands _____ x 500 gal + # of service bays _____ x 500 gal	= _____ / 400 gal/unit	= _____ units
Shopping Center	# of employees _____ x 15 gal + # of parking spaces _____ x 2 gal w/o food service X 5 gal w/ food service	= _____ / 400 gal/unit	= _____ units
Veterinarian Office	# of runs & cages _____ x 20 gal + # of employees _____ x 15 gal + # of Veterinarians _____ x 100 gal	= _____ / 400 gal/unit	= _____ units

Calculations

of units x commercial use rate = total billing rate

_____ units x \$ _____ = \$ _____

Sewer Connection Fee: \$4500.00

STRUCTURE REMOVED OR STRUCTURE UNUSABLE POLICY

Structure Removed or Structure Unusable:

If a customer removes a structure (lot becomes vacant) or the existing structure is rendered unusable, as determined by the Holmes County Sewer District, the customer will have two options:

1. Customer can continue paying monthly bill minus the usage charge. Customer will not have to pay another access fee.
2. Customer can disconnect from the county sewer line and will not receive a monthly bill. If they choose to disconnect and at a later time re-connect they will have to pay most current access fee again before re-connected.

Any time a customer removes a structure (lot becomes vacant) or the existing structure is rendered unusable, the customer must sign the (Structure Removed or Structure Unusable Policy Form) stating they understand this policy and the fine involved if the customer places a structure back on the property or the structure becomes usable without notifying the Holmes County Sewer District in writing, 24 hours prior.

This policy applies to both commercial and residential customers.

HOLMES COUNTY SEWER DISTRICT

7191 SR 39, P.O. BOX 90, MILLERSBURG, OH 44654

STRUCTURE REMOVED OR STRUCTURE UNUSABLE POLICY FORM

Date : _____

Account # _____

Service Address: _____

Re: Structure Removed or Structure Unusable:

I hereby certify that I have read and understand the Holmes County Sewer Districts, Structure Removed or Structure Unusable Policy.

I have chosen to (Please Circle your choice) OPTION 1 / OPTION 2 as shown below.

Option 1. Continue paying monthly bill minus the usage charge. I understand I will not have to pay another access fee.

Option 2. Disconnect from the county sewer line and will not receive a monthly bill. I understand by choosing to disconnect from the sewer that I will have to pay most current access fee again before reconnecting to the system.

I further declare that I understand that a fine of \$1000.00 plus back dated charges per billable sewer unit will be assessed to my property, if the customer places a structure back on the property or the structure becomes usable without notifying the Holmes County Sewer District in writing at least, 24 hours prior.

X _____
Property Owner

Date _____

X _____
Sanitary Engineer

Date _____

STATE OF OHIO
COUNTY OF HOLMES SS:

In and for said County and State, personally appeared _____ and _____,
this _____ day of _____, 20 ____.

Notary Public

Phone: 330-674-8104
Fax: 330-674-7918