



INSTRUCTIONS/PROCESS FOR COMMERCIAL WATERLINE & SANITARY SEWER QUOTES

1. FORM 101, BACKFLOW QUESTIONNAIRE & PRE-TREATMENT QUESTIONNAIRE-COMING SOON

- Complete service tap request application (Form 101) and submit by mail (P.O. Box 348, Bowling Green, OH 43402) to engineering department (attention: Stephanie Keefer). You can also submit by email to: skeefers@nwwsd.org.
Submit a completed Backflow Questionnaire to Tim Wilkins, (P.O. Box 348, Bowling Green, OH 43402) or by email at: twilkins@nwwsd.org.
COMING SOON Submit a Pre-treatment Questionnaire to:_____.

2. SUBMIT PLANS

- Submit by mail or hand delivery a set (full size) of site/survey plans showing detailed water, sewer infrastructure to the engineering department (attention: Stephanie Keefer) with applicable review fees of \$150/each for water and/or sanitary sewer (\$300 if both will be reviewed).

PLAN REVIEW

- Plans will be reviewed by District staff. Comments/changes will be communicated to owner/contact person.

3. QUOTE

- Tap quote is prepared and subject to change based on final plan review. Quote is emailed to the owner (or owner's contact).

4. PAY FEES

- If owner elects to proceed, owner submits fees based on tap quote.
All fees must be paid prior to water and/or sanitary sewer construction commencing.

5. NEXT STEPS

- Upon payment of fees, please contact the following individuals for next steps:
Sanitary Sewer Inspection: Jim Cheatwood (419) 654-9935
Bill Tuttle (419) 806-2888

If District is performing water tap: Simon Gundy (419) 354-9090 x172

Backflow: Tim Wilkins (419) 354-9090 x155