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# INSTRUCTIONS/PROCESS FOR COMMERCIAL WATERLINE & SANITARY SEWER QUOTES

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

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- 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](mailto: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](mailto:twilkins@nwwsd.org).  
\*\*\*COMING SOON\*\*\* Submit a Pre-treatment Questionnaire to:\_\_\_\_\_.

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## 2. SUBMIT PLANS

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- 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).

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## PLAN REVIEW

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

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## 3. QUOTE

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

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## 4. PAY FEES

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- 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.

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## 5. NEXT STEPS

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- Upon payment of fees, please contact the following individuals for next steps:  
Sanitary Sewer Inspection: Greg Warden (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