

Private Development Procedures

To extend the public water system into a proposed development, the process is generally described below. The descriptions are for informational purposes only. These processes are governed by GCWW Rules, Regulations, Policies and Procedures which have precedence over any information contained in this informational document. Please call for more details and information.

Preliminary Application (Concept Approval)

The first step in extending the public water system is to submit a preliminary application with a concept plan for the proposed development and proposed water lines. This generally takes 4-6 weeks for GCWW Engineering Division to review and respond. Any conditions for water service to the development will be defined within the preliminary application approval.

Please note that the preliminary application form must be first submitted to the appropriate governing agencies. Projects within the City of Cincinnati can be directly sent to GCWW Engineering Development Services. Projects outside of the City of Cincinnati but within Hamilton County generally must be sent to Hamilton County Public Works. Projects within the City of Mason must be sent to the City of Mason Public Utilities Department. Please call if you have any questions on the contacts. GCWW does not charge a fee for this service.

Construction Plan Review and Approval

Once conceptual approval is provided, the construction plans can be reviewed in accordance with the conditions of the preliminary application and GCWW specifications. Two sets of prints should be submitted with a copy of the preliminary application to initiate this plan review. Final plans generally need to be on 24 inch by 36 inch mylar sheets and at a 20 inch scale for existing rights of way or mains or a 30 inch scale within the proposed development, or as defined in the preliminary application. GCWW will review and sign the final plans for approval. The engineer will be charged plan review fees for this work.

Any submittals, including Phase 1 Environmental Audits, Easement Plats and Certificates of Titles, soils reports, or outstanding fees, will be required before construction can begin.

Bonding

All work must be insured by bonds. Prior to constructing the water main, the contractor must submit a Contractors Bond and Letter of Intent. This bond will insure the work for one year after completion of the project. Prior to installing any development branches on the new main, a Developers Bond is required. This bond will insure the work for two years after the installation of the branches.

Construction

All work must be performed under the inspection of GCWW. We require 48 hour notice to begin a new project. Please call our Inspection office at 513-591-7870 to schedule a project. The contractor will be charged inspection fees.

Water Service Branches and Meters

When a project is installing a public water main, the project is eligible to purchase subdivision rate branches located on that new main. If the project is in the City of Mason, the system fee is required with the purchase of the branch. Any branches located on existing mains must be purchased under the standard street pricing. If the branches are 2 inch or smaller, the engineer should prepare a tap drawing showing the locations of the proposed taps. The approved water main drawing must be used as the basis for this drawing. These plans should be submitted to GCWW Engineering Branch Services.

If the taps are larger than 2 inches, then the branch installation requires additional coordination. To take advantage of the subdivision rate branches, the installation of the branch must be shown on the water main plans. This requires coordination for the approval of the separate branch plan and the separate water main plan to occur simultaneously. Since many developments are not prepared for this level of coordination and are unable to take advantage of the large subdivision rate branch, standard street branches for the larger branches are commonly purchased after the public water main is installed and the building permit has been issued.

If a subdivision rate branch was purchased, meters can be purchased by a certified plumber once the building is under construction. If the project is in the City of Mason, the system expansion fee will be required with the purchase of the meter. We will require a building or plumbing permit before the meter can be purchased. This will activate the water service account. If standard street branches are purchased, the meter will be purchased at the same time.