

ORDINANCE NO. 2026-47

AN ORDINANCE AMENDING CHAPTER 913 OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY, OHIO, TITLED, "SANITARY SEWERAGE SYSTEM CHARGES", SPECIFICALLY, REPLACING SECTION 913.14, TITLED, "SANITARY SEWER TAP-IN FEES".

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY, THE COUNTY OF LAKE, AND THE STATE OF OHIO:

SECTION 1. That Chapter 913 of the Codified Ordinances of the City of Willoughby, Ohio, titled, "Sanitary Sewerage System Charges", specifically, Section 913.14, titled, "Sanitary Sewer Tap-In Fees", is hereby amended in its entirety to read and provide as follows:

913.14 SANITARY SEWER TAP-IN FEES.

- (a) No person shall connect to the Sanitary Sewer System within the City of Willoughby without paying the appropriate tap-in fee. No person shall connect to the Sanitary Sewer System or perform any work within the City right-of-way without first obtaining a permit and approved plans from the Building Department. Additional deposits for engineering review and inspection may be required prior to issuance of a permit. Engineering and inspection fees shall be coordinated with the Building Department at time of application.
- (b) Residential Properties.
 - (1) Single family units. The sanitary sewer tap-in fees shall be \$3,500 per "equivalent dwelling unit" (EDU) for properties new single family homes within the City limits. For properties outside of the City limits that are tapping into Willoughby Sewers, the tap-in fee shall be \$4,500 per EDU. ~~An equivalent dwelling unit (EDU) is a residential house with up to three (3) bedrooms.~~ The minimum tap-in fee for a property shall be based on one (1) EDU. The sanitary sewer tap-in fee for a mobile home unit shall be 0.80 EDU.
 - (2) Multiple Family Units. The sanitary sewer tap-in fees shall be \$3,500 per "equivalent dwelling unit" (EDU) for properties within the City limits. For properties outside of the City limits that are tapping into Willoughby Sewers, the tap-in fee shall be \$4,500 per EDU. For multiple family units, an equivalent dwelling unit (EDU) has a design flow of 400 gallons per day. The minimum tap-in fee for a property shall be based on one (1) EDU.
The number of EDUs for each one (1) bedroom unit in a multi-family building shall be 0.75 EDUs.
The number of EDUs for each two (2) bedroom unit in a multi-family building shall be 0.875 EDUs.
The number of EDUs for each three (3) or more bedroom unit in a multi-family building shall be 1.00 EDUs.
The total number of EDUs within a building shall be used to determine the tap-in fee for each multi-unit building.

- (3) Apartment Dwelling Units Buildings. The sanitary sewer tap-in fees shall be \$3,500 per "equivalent dwelling unit" (EDU) for properties within the City limits. For properties outside of the City limits that are tapping into Willoughby Sewers, the tap-in fee shall be \$4,500 per EDU. For apartment dwelling units buildings, each apartment unit shall be evaluated for an EDU based on number of bedrooms in each unit. An EDU shall be assigned to each unit as described in 913.14(b)(2) and the total EDUs for the apartment complex will be the sum of EDUs of all units on the property. If there are non-residential operations requiring discharge to the public sewer system within ~~the~~ an apartment complex, additional fees may be assessed at the discretion of the City Engineer or Building Department.
- (4) Pump Stations Additional Fees. Any residential unit that is tributary directly to a pump station solely intended to serve a single subdivision and of which the pump station is owned and operated by the City shall be subject to an additional \$500 per one (1) EDU. Residential unit(s) tributary to a regional pump station, which is defined as any pump station that is not solely intended for a single subdivision and services multiple subdivisions and districts, shall be subject to an additional \$1,000 per one (1) EDU. If a unit is tributary to both a local and regional pump station, the unit will be subject to pay additional fees for both stations. The additional pump station fee for any residential unit outside of the City limits that is tributary to a pump station intended to serve a single subdivision shall be \$1,000 per one (1) EDU and an additional \$2,000 per (1) EDU for a residential unit that services multiple subdivisions and districts.

Additional fees shall be prorated based on the actual EDU of each unit.

(c) Non-Residential (Commercial or Industrial) Properties.

- (1) The sanitary sewer tap-in fees for commercial properties within the service territory shall be determined based on the water service meter size. The sanitary sewer tap-in fee for non-residential properties outside of the City limits shall be 2.5 times the Standard Tap Fee. The schedule of fees is as follows:

Non-Residential Sanitary Sewer Tap-In Fee Schedule		
Meter Size (in)	Standard Tap Fee	Additional Pump Station Fee
0.5	\$5,800	\$750
0.75	\$5,800	\$750
1	\$8,600	\$1,000
1.5	\$14,300	\$2,000
2	\$28,525	\$3,000
3	\$45,700	\$5,000
4	\$85,600	\$10,000
6	\$142,700	\$14,000
8	\$285,250	\$25,000
10	\$445,700	\$40,000
12	\$641,800	\$65,000

- (2) Pump Stations Additional Fee. Any non-residential unit(s) tributary to a regional pump station, which is defined as any pump station that is not solely intended for a single subdivision and services multiple subdivisions and districts, shall be subject to an additional fee to be added to the Standard Tap Fee. Additional Pump Station Fee is based on the water meter size and noted in the Non-Residential Sanitary Sewer Tap-In Fee Schedule under 913.14(c)(1). The additional pump station fee for properties outside of the City limits shall be 3 times the base Additional Pump Station Fee.
 - (3) Appeal Process. Fees referenced in the Non-Residential Sanitary Sewer Tap-In Fee Schedule under 913.14(c)(1) may be appealed by the applicant after the fee has been assigned. The applicant has the right to appeal up to thirty (30) days after the date the fee has been issued by the Building Department. All appeals must reference the Ohio EPA Greenbook for estimated flow calculations and can be reassessed based on the value of equivalent dwelling units (EDUs) relative to the unit's use. One (1) EDU has a design flow of 400 gallons per day and equivalent EDUs shall be the value of the Ohio EPA Greenbook calculated design flow divided by the 400 gallons per day to determine the number of EDUs to assess the unit.
- (d) In the event of an expansion as contemplated in subsections 913.14(b) or 913.14(c) hereof, the applicant may apply for a waiver to the City based on no increase in sewer usage. All documents as it relates to the expansion, including but not limited to any building plans and sewer usage calculations, shall be submitted to the City for review as part of the waiver application. The City Engineer or Service Director shall have the discretion in determining if no increase in sewer usage will occur as a result of such expansion in excess of the usage contemplated prior to such expansion. If the City determines the expansion will not have an increase in sewer usage, the sewer tap-in fee pertaining to such expansion may be waived. The applicant shall be provided a written determination by the City following the review of all documents.

SECTION 2. That the existing Section 913.14 of the City's Ordinances is hereby repealed in that said Section is superseded by this legislation.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby.

SECTION 4. That this Ordinance shall be in full force and take effect immediately upon its passage by Council and its approval by the Mayor, or at the earliest period allowed by law.

Passed:

May 19, 2026

President of Council

Attest:

Alison Nash

Clerk of Council

Date:

5.20.26

Approved:



MayorSubmitted to the Mayor for his approval on this 20th day of May, 2026.

Clerk of Council