



THE CITY OF  
**TALLMADGE**  
HISTORY MOVING FORWARD

DARRELL STINEMAN  
UTILITIES SUPERINTENDENT

DSTINEMAN@TALLMADGE-OHIO.ORG  
PHONE: (330) 633-0851 FAX: (330) 633-5260

Dear Tallmadge Resident:

We have updated our policy on seasonal turn offs/turn ons and are providing you with a new form that needs to be filled out and returned to our office.

We are now requiring you to schedule an appointment for the turn on date between the hours of 7:00 am and 1:30 pm Monday through Friday when someone can be present and have inside access to the home. If you have a seasonal form on file with our department and your service is turned off, you must contact our office to schedule your turn on date and time. For after-hour appointments, an overtime charge will be added to your account (a minimum of three hours employees' wages).

We feel this is necessary to prevent potential damages to a resident's home and property. It is possible for changes and problems to occur with the plumbing inside your home while you are away. Having someone inside the home during the turn on will alleviate these issues. We appreciate your understanding in our new policy.

The City of Tallmadge strives to provide its customers uninterrupted service and hope this will ensure minimal disruption. If you have any questions, feel free to contact us at 330-633-0851.

Sincerely,

Darrell Stineman  
Utilities Superintendent



## REQUEST FOR SEASONAL TURN OFF/TURN ON

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

SEASONAL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TURN OFF DATE: \_\_\_\_\_ TURN ON DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

I request the water service for the property listed be turned off and turned on. All charges will be suspended during the dates listed. Upon activation, the storm water charges will be added from the date of turn off through the billing cycle date.

Please note, you will be required to schedule an appointment during normal business hours and someone must be present at the listed address for a turn on to occur. After hours turn on appointments will be subject to an overtime charge. Normal business hours are: Monday - Friday 7:00AM- 1:30PM excluding holidays. The City of Tallmadge is not responsible for damages occurring to the property if no one is present during the water turn on.

**PLEASE RETURN THIS FORM TO CITY OF TALLMADGE, 46 NORTH AVENUE, TALLMADGE, OH 44278; FAX TO 330-633-8835; OR EMAIL TO: [mvanko@tallmadge-ohio.org](mailto:mvanko@tallmadge-ohio.org).**

X \_\_\_\_\_  
Owner

X \_\_\_\_\_  
City of Tallmadge

***This form authorizes the City of Tallmadge to perform the requested service.***