



A Service of The City of Cincinnati

**G R E A T E R C I N C I N N A T I  
W A T E R W O R K S**



A Division of Greater Cincinnati Water Works

**S T O R M W A T E R  
M A N A G E M E N T U T I L I T Y**

## City of Cincinnati Greater Cincinnati Water Works Damage Claim Form

### Procedure for Filing a Claim with the City of Cincinnati, Greater Cincinnati Water Works

**Claimant should provide the information listed below:**

1. Written statement describing the incident
2. Dated pictures of the damage, if available
3. Written statement of costs incurred, including copies of any relevant invoices and paid receipts
4. Copy of all claimant's insurance coverage relevant to this claim showing all deductibles
5. Copy of written evidence that insurance has denied your claim

Claimant's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Incident (MM/DD/YY) \_\_\_\_\_

Approximate Time of Incident (HH:MM a.m./p.m.) \_\_\_\_\_

Location of Incident \_\_\_\_\_

Witness(es)

Name \_\_\_\_\_

Contact Information \_\_\_\_\_

Brief description of incident (attach additional pages if needed):

**Mail this form and documents to:**

Damage Claims  
Greater Cincinnati Water Works  
4747 Spring Grove Avenue  
Cincinnati, OH 45232

**OR**

**Email this form and documents to:**

[gcwwdamageclaims@GCWW.cincinnati-oh.gov](mailto:gcwwdamageclaims@GCWW.cincinnati-oh.gov)

*Stormwater Management Utility claims are included as part of the GCWW damage claim process.*

**Please attach applicable documents listed in items 2-5 above.**