

Process to make connections to Municipal Piped Services (2018)

Apply using the Building Development Application Form and pay the application processing fees. Identify services requested:

1. Service stubs only to property boundary for future connection
2. Connect building to water, sanitary sewer or storm sewer
3. Connect building to combination of service connections

Include survey and written description

The Town's Public Works Department will review the application and may perform a field assessment to determine if the lot is serviceable for the requested services and identify actions necessary to complete the connection(s). If the lot is not serviceable for any of the requested services, the Public Works Department will advise the applicant. The assessment will include whether service stubs are present at the boundary line of the property.

The Planning and Development Department will review the application for permitting, zoning, and survey issues. Will prepare permit, contact applicant for more information or notify of a problem. If property is fronting on a Provincial Road and it has been identified in the Town's Public Works field assessment, the applicant will be requested to provide approval from the Department of Transportation and Works to work in the road. The Department will total up fees due at time of issuance of permit according to the following:

New Buildings
If connecting a new building to existing service lines as part of new building construction development process

Existing Buildings
If connecting an existing building to existing or newly installed service lines

Service Stubs Only
If only installing service stubs to property boundary for future building connection.

Add fees for each service requested:
Water connection fee
Sanitary Sewer connection fee
Storm Sewer connection fee

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Does the work require the cutting of asphalt or any work within a Town road reservation? If yes, add pavement cut fee and deposit to the fee total.

Upon payment of total fees and receipt of a development permit, the applicant will proceed to complete all work using their own private contractor. The cost of completing the connection, including all materials and labor are the responsibility of the applicant. If service stubs were not installed as part of the capital project that brought service mains to the area and are therefore not present at the property line, then the cost and installation of the service stubs will be the responsibility of the applicant. Final connection to service must be made by or under the supervision of the Town's Public Works Department. Connections cannot be made to new public infrastructure until the system has been commissioned into service.

Water / Sewer inspections required by the Public Works Department as follows:

1. First Inspection - required prior to backfill
2. Final Inspection - required when construction is complete

Notify the Public Works Department when pavement cut being reinstated; this will be inspected one (1) year following reinstatement and upon approval of inspection, applicant may request refund for pavement cut deposit.

For applicable fees - please refer to the Town's current year Tax Structure and Schedule of Fees