

Service Connection Application



AUTHORIZATION # _____ (for office use only)

Complete the following application for request a service connection to an existing main and forward to the Development Review Coordinator at publicworks@middlesexcentre.on.ca.

Watermain

Wastewater

Stormwater

Applicant Information:

Applicant Name: _____

Mailing Address: _____

Postal Code: _____ Tel: _____

Email: _____

Development Information:

Service Connection Address: _____

Owner/Developer: _____

Engineering Consultant: _____

Description of Work: _____

Estimated Start Date: _____ Estimated Completion Date: _____

The following must be included with this application form for review and acceptance:

- Engineered Drawing (indicating the service connection details and location)
- Application Fee of \$300 / connection
(I.e. 1 water + 1 wastewater + 1 stormwater = 3 connections + \$900)

Application Fee Calculation:

Service Connection Type	# of Service Connections	Application Fee
Water		
Wastewater		
Stormwater		

Total Application Fee (\$300 / service connection): _____

By signing below, the Applicant agrees to complete the service connection(s) as described in the accepted engineered drawing and follow all AWWA Middlesex Centre Infrastructure Design Standards.

Signature of Applicant

Date of Application

Internal Use Section:

Agreement Status: Satisfactory Pending Not Applicable

Planning & Development Services Comments:

Public Works & Engineering Comments:

Middlesex Centre Section:

Approval Signature

Date

Distribution: Applicant: _____ File: _____ Operating Authority: _____

Operating Authority Section:

Water Main Connection (if applicable):

Connection Witnessed By: _____ Date: _____

Comments:

Wastewater Main Connection (if applicable):

Connection Witnessed By: _____ Date: _____

Comments:

Stormwater Main Connection (if applicable):

Connection Witnessed By: _____ Date: _____

Comments:

Service Connections – General Information

The below information is intended to assist owners and their contractors by outlining the responsibilities for installing service connections made to existing municipally owned water, wastewater or stormwater mains.

The owner is required to complete a '*Service Connection Application*' form in order for Middlesex Centre to process a request to install services to existing infrastructure. The following items are required:

- Completed and signed '*Service Connection Application*' form
- A stamped engineered drawing
- Application Fee of \$300 per service connection

The engineered drawing must indicate the location of the service connections along with details on the connections, including but not limited to, saddle type/make, water service diameter and material type along with road restoration. All servicing must be in accordance with the current *Middlesex Centre Infrastructure Design Standards* available middlesexcentre.on.ca. Middlesex Centre will provide the related As Constructed drawing for reference which indicates the location of the existing infrastructure for which the new services will be connected.

The engineered drawing must be reviewed and accepted by the Director of Public Works and Engineering prior to approval of the Service Connection Application. In addition to these requirements, the owner may also be required to complete the following applications:

- Road Occupancy Permit – Authorizes construction within the municipal road allowance
- Road Closure Permit (if required) – Authorizes a road closure during construction (minimum notice of 5 business days is required)
- Road Entrance Permit (if required) – Authorizes a new entrance (grading plan required)

Once the stamped engineered drawing has been accepted, the fees have been received and the Applications and Permits have been approved, the owner may proceed with the construction to connect the new service(s) to the municipal main(s).

The owner must provide Middlesex Centre with a minimum of one (1) week's written notice prior to the intended start of construction so that tapping and inspections can be appropriately coordinated. It should be noted that Middlesex Centre will be completing the physical tapping of the watermain and will require a safe trench to complete the work.

The owner is responsible for providing all the necessary parts for the installation including but not limited to:

- Service Saddle
- Water Service Pipe
- Main Stop
- Tracer Wire
- Denso Paste, Mastic and Tape

The owner is also responsible for all municipal costs associated with the service connection(s) to the main(s). This includes coordination of the construction and the physical tapping of the main(s) as described in the accepted engineered drawing.