



## SERVICE CONNECTION APPLICATION

### 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 and wastewater mains. Applicants are encouraged to have a pre-application meeting with Engineering and Public Works to discuss the project.

The owner is required to complete a 'Service Connection Application' form in order for the Municipality of Strathroy-Caradoc to process a request to install services to existing infrastructure. The following items are required:

- Completed and signed 'Service Connection Application' form
- A detailed sketch (may require engineered drawing if complex)
- Associated Fees and Deposits
- Traffic Management Plan

The detailed sketch 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, name of contractor completing tap and material type along with road restoration. All servicing must be in accordance with the current Municipality of Strathroy-Caradoc Servicing Standards. The engineered drawing must be reviewed and accepted by the Director of Engineering and Public Works or designate prior to approval of the Service Connection Application.

The contractor performing the work must be approved by the Director of Engineering and Public Works or designate prior to the commencement of work. It should be noted that for any reason the Director may decide to withhold approval of a Contractor. For a Contractor to be approved they may be required to provide the following:

- Demonstrate adequate bonding and insurance
- Demonstrate previous experience doing similar type work

Once the stamped engineered drawing has been accepted, contractor has been approved, any required fees have been received and the Application 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 Strathroy-Caradoc 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 scheduled and coordinated accordingly. It should be noted that Strathroy-Caradoc may/may not be completing the physical tapping of the watermain, which will be determined on a case by case basis. A safe trench to complete the necessary inspection or work. Strathroy-Caradoc will also be inspecting the installation.

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

- Service Saddle
- Main Stop
- Curbstop box and rod

- Water Service Pipe
- Tracer Wire

The owner is also responsible for all municipal costs associated with the service connection(s) to the main(s), this includes payment of deposit and fees. This includes coordination of the construction, inspection and the tapping of the main(s) as described in the accepted detailed sketch or engineered drawings.

***Restoration Deposit Fee Terms and Conditions:***

- It is the applicant's responsibility to inform Strathroy-Caradoc when any work is to take place on the road allowance and complete the required permits.
- It is applicant's responsibility to inform Strathroy-Caradoc when the work is complete and ready for inspection by our staff.
- Strathroy-Caradoc does not guarantee that the location selected for service is not in use by other utilities or services.
- The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices and this shall be in conformance with the Manual of Uniform Traffic and Control Devices. Upon completion of the work all signage and safety devices shall be removed.
- The road allowance shall not be closed at any time. If the road is to be restricted to one lane of traffic the use of properly trained traffic control persons, minimum of two, shall be used to control the flow of traffic.
- Road crossings may be required to be bored. Newer asphalt road surface is not to be cut. All disturbed areas are to be restored to the original condition including any necessary sod, topsoil, and seeding. Damage to sidewalks or the road surface, curb and gutter, ditches shall be repaired by the applicant.
- If the applicant fails to restore any such damage to the satisfaction of Strathroy-Caradoc, Strathroy-Caradoc shall use the deposit to restore the damages and any further or additional costs will be invoiced to the applicant for payment.
- All material that is backfilled shall be properly compacted to prevent settling. All disturbed areas are to be restored to original conditions.
- The applicant shall ensure that all utility locates have been obtained. The applicant will be responsible for any utility repairs that are necessary if they are cut.
- The applicant shall ensure that all surfaces and subsurface drainage are maintained all times and any such drainage works that are damaged are repaired to the satisfaction of Strathroy-Caradoc.
- The applicant agrees to hold Strathroy-Caradoc harmless for any damage or liability caused by the work.
- The deposit will be held for at least 60 days after notification from the applicant that the work has been completed. The work will then be inspected by Strathroy-Caradoc staff who will determine if the work is satisfactorily completed before the deposit is returned.



## SERVICE CONNECTION APPLICATION FORM

Authorization # \_\_\_\_\_

Please complete the following application to request a service connection to an existing main and forward to: [env@strathroy-caradoc.ca](mailto:env@strathroy-caradoc.ca)

Watermain

Sanitary Sewer

### Owner Information:

Owner Name			
Mailing Address		Postal Code	
Telephone		Cell Phone	
Email			

### Connection Information:

Service Connection Address			
Owner			
Engineering Consultant (If Applicable)			
Description of Work			
Name of Contractor			
Contact for Contractor			
Address of Contractor			
Estimated Start Date		Estimated Completion	

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

- Drawing indicating the service connection details and location
- Road works application and deposit paid
- Application Fee - please refer to the current Water & Sewer Rates

<https://www.strathroy-caradoc.ca/en/city-hall/By-laws.aspx>

By signing below, the Applicant agrees to complete the service connection(s) as described in the Service Connections - General Information Sheet, accepted drawings and follow all AWWA/Strathroy-Caradoc Servicing Standards. The applicant also agrees to pay for costs incurred by the Municipality for work completed on the connection, which is not limited to, but includes the physical tapping and inspections.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Internal Use Section:**

Building Department Comments		
Engineering and Public Works Comments		

Approval Signature		Date
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Distribution	Applicant _____	File _____	Operators _____
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Water Connection	Connection Inspected By: _____	Name _____	Date _____
	Comments: _____		

Wastewater Connection	Connection Inspected By: _____	Name _____	Date _____
	Comments: _____		

Completed Copy Sent to:  [env@strathroy-caradoc.ca](mailto:env@strathroy-caradoc.ca) Date: \_\_\_\_\_  
 Building Department Date: \_\_\_\_\_