

## **THE CORPORATION OF THE CITY OF GUELPH APPLICATION FOR SERVICING CAPACITY CHECK**

### **Background and Instructions**

The Water and Wastewater Servicing Allocation Policy (the Policy) was approved by Guelph City Council on February 24, 2026. In best managing the City's finite water and wastewater servicing capacity, the Policy defines the terms by which water and wastewater servicing capacity of planning applications are assessed, temporarily held against planning applications, and when capacity is allocated to a planning application.

It is necessary to complete a servicing capacity check for planning applications that may increase demand on municipal servicing systems or as deemed necessary by the City, to ensure adequate and available servicing for proposed development projects. In accordance with the Policy, servicing capacity must be analyzed in each of the following servicing systems as part of capacity checks:

- Wastewater linear system;
- Water linear system;
- Wastewater treatment; and
- Water treatment.

### **Application Requirements**

An application for capacity check must include complete information in the tables set forth below.

An application must include, and is not complete without, the Professional Engineer's signature and stamp and site servicing concept.

The application will be deemed complete once all the information is submitted and/or included. Modelling will commence once the application is deemed complete and payment for the capacity check is received.

All required calculations must be submitted with the completed demand table. The calculations shall be based on the specific development proposal and information supplied by the proponent through this application for capacity check.

**Table 1 Application Information**

<b>Field</b>	<b>Input</b>
Application Number	
Address	
Consulting Engineer	
Date Prepared	

**Table 2 Existing Population**

<b>Field</b>	<b>Input</b>	<b>Units</b>	<b>Properties</b>
1	Residential <sup>1</sup>		
2	Institutional / Employment <sup>1</sup>	N/A	
3	Total		

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<sup>1</sup> For Intensification sites with additions to building or additional buildings, please provide existing demands for existing buildings and the added flows for the new proposal, if applicable

**Table 3 Proposed Population**

<b>#</b>	<b>Field</b>	<b>Input</b>	<b>Units</b>	<b>Persons</b>
1	Residential <sup>1</sup>	Single/semis (3.4 ppu)		
2	N/A	Townhomes (2.45 ppu)		
3	N/A	Apartments (>1 bedroom – 1.86 ppu)		
4	N/A	Total proposed residential		
5	Proposed Institutional	N/A		
6	Proposed Employment	N/A		
7	Proposed Commercial	N/A		
8	Total Proposed	N/A		

**Table 4 Water Demands (L/s)**

#	Field	Total
1	Existing fire flow <sup>2</sup>	
2	Proposed average day flow	
3	Proposed maximum day flow	
4	Proposed peak hour flow	
5	Proposed fire flow	

**Water Calculations**

Please use the following updated typical water demand criteria as per the City of Guelph’s 2023 Water and Wastewater Servicing Master Plan.

**Table 5 Water Calculations**

Population Type	Unit	Average Consumption Rate + NRW	Max Day Factor
Residential	L/cap/d	228	1.34
Institutional/Commercial/ Industrial	L/emp/d	252	1.34

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<sup>2</sup> Please reference the Fire Underwriters Survey Document

**Table 6 Wastewater Effluent, Litres per Second**

#	Field	Discharge Location	Flow
1	Existing effluent		
2	Proposed effluent		
3	Proposed effluent		
4	Proposed effluent		
5	Proposed additional effluent		
6	Other proposed effluent		
7	Total proposed effluent	N/A	

Please specify other proposed effluent in the text field below, if applicable (example: occasional tank purges, off peak discharge, pool drainage)

## Wastewater Calculations

Please use the following updated daily per capita as per the City of Guelph 2023 Water and Wastewater Servicing Master Plan.

**Table 7 Wastewater Calculations**

<b>Population Type</b>	<b>Unit</b>	<b>Average Day Demand</b>	<b>Max Peaking Factor</b>	<b>Inflow and Infiltration<sup>3</sup></b>
Residential	L/cap/d	300	4	0.25L/s/Ha
Non-residential	L/emp/d	300	4	0.25L/s/Ha

## Application Submission Requirements

Applications for capacity checks must be completed in full and submitted directly to the City’s Development Engineering Division with any accompanying reports.

## Notice of Collection

Information provided is collected under the authority of City of Guelph By-law Number (2026) - 21193.

The City of Guelph is subject to the access provisions of the Municipal Freedom of Information and Protection of Privacy Act and may be required to disclose information relating to servicing capacity checks if it is requested through the Freedom of Information process. Questions regarding this can be directed to the City’s Information and Access Coordinator at 519-822-1260 extension 2349.

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<sup>3</sup> For maintenance holes that are flood prone or located in low lying areas, an extra 1.28L/s per maintenance hole may be added to the Institutional and Industrial calculation

**Declaration and Application Sign-off**

I/We the undersigned, authorize The Corporation of the City of Guelph (City) to utilize and share the information contained in this application as necessary to perform the requested servicing capacity check in accordance with the Policy and for other related purposes as the City deems necessary in connection with the servicing capacity check.

To the best of my knowledge and belief, having made due inquiry, the information contained in this application is true and correct.

I/We acknowledge and understand that the information provided by the City in response to this application is preliminary and provided to assist the applicant in evaluation of the adequacy and availability of municipal services specific to water distribution and wastewater collection. As additional information becomes available, the City may provide additional or updated information.

Information provided by the City in response to this application does not guarantee or reserve servicing capacity for the applicant, the property, or the proposed development.

In providing information regarding servicing capacity, the City makes no representations, warranties or covenants and the applicant is not entitled to and shall not rely on the information provided by the City for business, legal or financial decisions. The applicant agrees to use the information provided for their own information purposes only and acknowledges that the City does not assume any responsibility and disclaims all liability arising from use or interpretation of the information provided.

**This application is completed and signed by the owner(s) of the subject property, or their authorized agent, as of the date written below.**

\_\_\_\_\_  
[Legal name of entity, if applicable]

\_\_\_\_\_  
[Name and Title, if applicable]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Name and Title, if applicable]

\_\_\_\_\_  
Date