

APPLICATION INSTRUCTIONS AND INFORMATION:

To participate in the Private Well and Septic System Decommissioning Grant Program, submit your request to:

City of Guelph Water Services Division
29 Waterworks Pl., Guelph, ON N1E 6P7
P: 519-837-5627 E: sourcewater@guelph.ca

PART A: REQUEST TO PARTICIPATE IN THE GRANT PROGRAM

| | | | |
|------------------------|---------|-------------|--------------|
| Property Owner Name(s) | | | |
| Street Address | | | Phone Number |
| Guelph | Ontario | Postal Code | E-mail: |

PART B: CURRENT CONDITIONS AND PROPOSED WORK

| | | | |
|---|--|---------------------------------------|-------------------------------|
| What is currently located within the property (select all that apply)? | <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Leaching Bed | <input type="checkbox"/> Well |
| What do you intend to decommission as part of the proposed work? | <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Leaching Bed | <input type="checkbox"/> Well |
| Is the private well or septic system shared with a neighbour? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If the well or septic is shared with a neighbour, please provide contact information. | Address: Name: Phone Number: | | |
| Is the property currently connected to City of Guelph water? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is the property currently connected to City of Guelph sewer? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

PART C: POTENTIAL CONTRACTOR QUOTATIONS (MINIMUM OF TWO (2) QUOTATIONS RECOMMENDED)

| Potential Contractor Name and Master Business Licence No. | Quoted Price (including HST) | Date of Estimate | Selected to perform work |
|---|------------------------------|------------------|--------------------------|
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |

Please note that more than one (1) quotations are recommended but not required for each of the well decommissioning or septic system decommissioning. Use the checkbox to indicate the selected contractor for the decommissioning and attach full written quotations from Potential Contractors to this application. Quotations must separately list estimated eligible and ineligible costs for work to be undertaken as detailed in the **TERMS AND CONDITIONS provided on the next page for reference.**

PART D: GRANT APPLICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY AND I HAVE READ AND UNDERSTOOD THE CITY OF GUELPH PRIVATE WELL AND SEPTIC SYSTEM DECOMMISSIONING GRANT PROGRAM TERMS AND CONDITIONS, AND HEREBY APPLY FOR THE GRANT.

| | | |
|--|--------------------------|------|
| Property Owner Printed Name | Property Owner Signature | Date |
| Neighbours Printed Name (if applicable*) | Neighbours Signature | Date |

*Please note that where a shared well or septic connection with a neighbour is present, the neighbour must sign this application form to acknowledge that they understand the

PART E: CITY APPROVAL (OFFICE USE ONLY)

| | | |
|--|---|---------------|
| Maximum Eligible Grant Amount: | | |
| Approved by: | | |
| Print Water Services Representative's Name | Water Services Representative's Signature | Approval Date |

Personal information is being collected and will be used for the purpose of the Private Well and Septic System Decommissioning Grant Program. Personal information, as defined under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of *MFIPPA*. If you have any questions regarding the program, please contact Water Services at 519-837-5627 or waterworks@guelph.ca. If you have questions about the collection, use or disclosure of this personal information, please contact the City's Information and Access Coordinator by phone at 519-822-1260 x 2349 or privacy@guelph.ca.

Terms and Conditions

Requirements for Eligibility

- Property must not be occupied by an industrial or commercial enterprise. Property must not be owned by a corporation or partnership.
- Property owner must not be carrying on an industrial or commercial enterprise at the property and must not have any outstanding debt to the City.
- Property must be in the City of Guelph and have access to municipal water and sanitary servicing in the municipal right-of-way, able to service the property's water and sanitary sewer needs after decommissioning of the private systems, if not in place already.
- Private water well and/or septic system must be located on the property owner's private property.
- If a private water well is shared with a neighbour, then the property owner must obtain that neighbour's approval before proceeding with a grant application.
- Property owner must not commence any decommissioning work prior to August 1, 2019 and formal approval of the grant application by the City of Guelph.
- Well decommissioning must be carried out by a qualified well contractor licenced in the Province of Ontario.
- Well must be decommissioned in accordance with Ontario Regulation 903 under the Ontario Water Resources Act, 1990, which governs well construction, maintenance and decommissioning.
- Septic system decommissioning must be carried out by a qualified septic system contractor and all work must be carried out in accordance with the Ontario Building Code, including required mechanical permit as described herein.

Limitations on Grant Availability

- Grants are subject to program funding being available and will be allocated on a first-come, first-service basis.
- If applications are made for grants which in total would exceed Water Services' budgeted funding for this program, residents with the highest risk (i.e. systems in the immediate vicinity of municipal water supply wells) will be given priority to the grant.
- The City reserves the right to alter or cancel this program or the conditions thereof at any time at its sole discretion.

Application and Approval Process

- Property owner must submit, directly to Water Services, a request to participate in the grant program.
- Water Services will assess eligibility and the maximum potential grant amount. Additional information may be requested.
- Water Services will formally approve participation in the grant program.
- Water Services encourages property owners to deal only with licenced contractors holding Master Business Licences and with adequate experience.
- Property owner is encouraged to obtain more than one (1) contractor quotations to ensure competitive pricing for the decommissioning work. Quotations should detail the costs (and taxes) of decommissioning the private well and/or septic system and separate the eligible costs and taxes (see below) from the ineligible costs and taxes (see below).
- Property owner **must obtain a mechanical building permit for a sewage system** (septic) decommissioning. Property owner should contact City Building Services at 519-837-5615 or email building@queph.ca for information regarding the building permit process.
- Property owner or contractor **should obtain utility locate clearance** prior to any excavation work through Ontario One Call at ontarioonecall.ca or 1-800-400-2255. Private locates may be required.
- Well decommissioning must be completed in accordance with Ontario Regulation 903.
- Property owner must complete Parts A to D and sign the City's Grant Application Form.
- Applicant must submit to Water Services a completed Grant Application Form, a copy of the building permit, a copy of the potential contractor's quotations for the decommissioning and replacement, and, where applicable, the approval of any neighbours who share the services.
- Water Services will review the submitted material, including its completeness, the reasonableness of the potential contractor's quotation, and the eligibility of the property owner for the grant.
- If Water Services determines that the grant application is satisfactory, it will provide formal approval to the property owner (Successful Applicant) and return the application form with Part E completed. The applicant must receive formal approval prior to starting decommissioning work.
- Grant approval does not include any recommendation, selection or approval of any particular potential contractor.
- Grant approval is valid for one year after the Approval Date.

Maximum Potential Grant Amounts

- In a case of decommissioning a private water well the maximum potential grant amount is \$1500 per well, with a maximum of 2 wells decommissioned per property lifetime.
- In the case of decommissioning a private septic system the maximum potential grant amount will be \$15,000 with a limit of 1 septic system per property lifetime.

Eligible Costs

- Successful Applicant's building permit fee paid or payable to City Building Services.
- Utility locates and Contractor excavation costs related strictly to public utility protection through works performed.
- Decommissioning costs, including septic pump out, piping material, pipe capping materials, tank removal, tank fill, material, bedding, excavation back-fill, compaction, and related labour and equipment.
- Licensed well contractor fees.
- Capping and repair of water and/or sanitary sewer line entry point through concrete, block, or stone foundation wall or concrete basement floor.
- Costs to connect the private property to municipal water and wastewater servicing to the property.
- Applicable taxes assessed on the above eligible costs.
- Water Services fees associated for services during normal business hours related to the grant process (e.g. administration, water turn-on or shut-off, meter installation, sewer line investigation etc.) to the Successful Applicant free of charge.

Ineligible Costs:

- Successful Applicant's labour.
- Costs of internal plumbing modifications or home renovations including costs of relocating internal plumbing to accommodate location of new water and/or sanitary sewer line.
- Costs of restoration of damage to City owned sewer and laterals, pavement, sidewalk, curbing, signage, etc.
- Costs of relocation, damage, and repair to private utilities including telephone, cable, natural gas, fibre optic, etc.
- Costs of restoration e.g. grass seed, sod, trees, shrubs, gardens, decorative stones, driveways, walkways, decks, porches, ramps, sheds, fences, signs, utilities, pools, ponds, or hot tubs, etc.
- Any accrued interest related to late payment by the Successful Applicant to third parties.

Decommissioning Program Process

- Contractor provides invoices to the Successful Applicant upon job completion. Contractor invoices must separately list actual eligible and ineligible costs and applicable taxes.
- Successful Applicant pays the Contractor for 100% of the completed work.
- Successful Applicant submits building permit fee receipt and Contractor invoices as well as a copy of proof of payment (receipt).
- If the Grant Application Form approval has been fully followed by the Successful Applicant, Water Services issues grant payment.