

Service connections application



Remit this form in person with payment (cheque only) to City Hall, Building Services, third floor.

Project address: _____

Owner of property: _____

Use of property/building: _____

A. Applicant information

Name: _____

Corporation or company: _____

Mailing address: _____

Postal code: _____ Province: _____

Phone number: _____ Email: _____

B. Fees

Administration fee: \$25.00

Preliminary review deposit: \$1000.00

Total: \$1025.00

C. Attachments

A proposed site servicing drawing must accompany this application:

- Must be signed and stamped by a Professional Engineer (residential services may be exempt at the discretion of the City).
- Must demonstrate all key information such as property lines, buildings, proposed services, existing conditions, etc.
- Design must comply with all applicable design and construction standards.
- Approval is subject to review by City of Guelph Engineering (revision and resubmission may be required).

D. Declaration of applicant

I, (print name) _____, certify that I am authorized to act as the agent to the owner.

I am beginning the process to service a site **within the City's Right-Of-Way only**, as demonstrated on the approved site servicing drawing. I will obtain any permits as required for all works on private property.

Upon approval of the proposed drawing, City of Guelph Engineering will estimate the cost of all works proposed within the City's Right-Of-Way. The applicant:

- will be required to supplement the full preliminary review deposit.
- will note the estimate does not necessarily reflect the final costs of the project.
- will be responsible for all final costs, including City staff hours. Upon remittance of the deposit for the estimated costs of the project, the applicant is advised to contact City of Guelph Engineering to discuss the applicant's options to progress to the construction stage.
- may be required to provide a further supplemental deposit if the tender closing value is higher than the total deposit.

Upon completion of all works within the City's Right-Of-Way and acceptance of all works by City of Guelph Engineering, the project will be accounted for all costs incurred by the City of Guelph in the performance of the applicant's proposed works. Costs incurred by the City could include, but are not necessarily limited to; contractor costs, City administration and inspection staff hours, and City of Guelph Traffic Services, Water Services or Operations Department staff hours. The City will provide the applicant a final accounting document demonstrating all costs incurred by the City of Guelph in the performance of the applicant's proposed works, and the applicant will receive either a refund or an invoice for the difference between the deposit and the total final costs.

Date: _____

Signature of applicant: _____

Inquiries concerning this application should be directed to:

Jason Robinson, C.Tech, rcji, Construction Engineering Technologist 2
Technical Services, **Engineering and Transportation Services**
City of Guelph
519-822-1260 extension 2241
jason.robinson@guelph.ca

Collection of Personal Information

Personal information is being collected and will be used for the purposes of verifying property ownership, communicating with the applicant and connecting them to payment.

Personal information, as defined by Section 2 of 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 questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email privacy@guelph.ca.

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email building@guelph.ca.

For use by Principal Authority

Folder Number: _____

Date Received: _____