

SERVICE CONNECTION APPLICATION

AUTHORIZATION # _____

Complete the following application to request a service connection to an existing main and forward to
Roads@thamescentre.on.ca

WATERMAIN ☐

WASTEWATER ☐

STORMWATER ☐

Owner/ Developer Information:

Applicant Name			
Mailing Address			
	Postal Code:		
Telephone	Home:		
	Business:		
	Cell:		
Email			

Contractor Information:

Service Connection Address			
Contractor Name & Telephone Number			
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 \$300 per connection** (ie 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 PER SERVICE CONNECTION)		

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

Signature of Applicant

Date

Internal Use Section:

Agreement Status	Satisfactory	Pending	Not Applicable
Planning & Development Services Comments			
Public Work Comments			

Thames Centre Section:

Approval Signature		Date	
Distribution	Director of Public Works, Director of Planning & Development Services, Drainage Superintendent, Environmental Superintendent, Transportation Superintendent		

Operating Authority Section:

Water Main Connection (if applicable)	Connection Witnessed By: _____	
	Name	Date
	Comments: _____	

Wastewater Main Connection (if applicable)	Connection Witnessed By: _____	
	Name	Date
	Comments: _____	

Stormwater Main Connection (if applicable)	Connection Witnessed By: _____	
	Name	Date
	Comments: _____	

Completed copy sent to **Roads@thamescentre.on.ca**

Date: _____

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 Thames 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 Thames Centre Infrastructure Design Standards available at www.thamescentre.on.ca Thames 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. All parts used for water must be NSF/ANSI/ CAN 60 approved. Water connections must follow AWWA standards and MECP procedures.

The engineered drawing must be reviewed and accepted by the Director of Public Works prior to approval of the Service Connection Application.

In addition to the above 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/ Developer must provide Thames Centre (Roads@thamescentre.on.ca) - with a minimum of one (1) week's notice prior to the intended start date of construction so that tapping and inspections can be appropriately coordinated.

The Municipality of Thames Centre must approve of the specified contractor assigned to the Proposed Service Connection.

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

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

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.