



MUNICIPALITY OF THAMES CENTRE
 4305 Hamilton Rd. Dorchester, ON, Canada, N0L 1G3
 Tel. (519) 268-7334 Fax (519) 268-3928

SERVICE CONNECTION APPLICATION

Permit #: _____

This application is intended **ONLY** for new service lines that are being connected to an existing watermain/ sanitary sewer main/ or storm sewer main and terminated at property line. Service lines (water/sanitary/storm) being installed from property line to inside a building require a **Application to Construct or Demolish** permit available on the Municipal Website. Complete the following application to request a service connection from an existing main to your property line and forward to tstanton@thamescentre.on.ca

WATER

SANITARY

STORMWATER

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** (i.e. 1 water + 1 sanitary + 1 stormwater = 3 connections = \$900)

Application Fee Calculation:

Service Connection Type	# of Service Connections	Application Fee
Water		
Sanitary		
Stormwater		
TOTAL APPLICATION FEE (\$300 PER SERVICE CONNECTION)		

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 Engineering 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 as per the Municipal Drinking Water Licence and Municipal Drinking Water Permit. 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 (kwillson@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
- Main Stop
- Denso Paste, Mastic & Tape
- 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 coordination of the construction and the physical tapping of the main(s) as described in the accepted engineered drawing.



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

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

Completed copy sent to tstanton@thamescentre.on.ca

Date: _____