



## Installation of Services

Policy No: S-01-01

Revised: August 24, 2020

**Policy Statement: A policy to establish a service for residences or businesses requesting new or replacement of water and sewer services for property within the Town of Bow Island.**

### **Procedure:**

Currently some lots do not have water and sewer services from the Town mainline to the property line or the residents may be requesting the Town to install new lines to properties. All properties that generate sewage shall be connected to the Town's waste water collection system or have a permitted private sewage system. All applications for service must be reviewed and approved by the Public Works Manager or his/her designate prior to work being undertaken. The Town will charge fees to install water and sewer lines from the main line to property line for all properties as set out in the current Community Services Fee Bylaw.

1. For the installation of services in a paved roadway there will be an additional cost for replacement of asphalt as set in the current Community Services Fee Bylaw.
2. All service fees are subject to additional cost for frost periods as determined by the Public Works Manager.
3. The above charges include the Town supplying the water meter and remote receptacle for a standard ¾" water service, larger meters shall be paid for by the owner. The owner is responsible for the cost of installation of the meter and remote. The Town will retain ownership of the meter and remote.
4. If only one service is required the material cost for the unwanted service will be removed from the service fee as determined by the Public Works Manager.
5. Costs to hydrovac utility crossings which may intersect with the new service installations will be an additional fee at a rate set in the Community Services Fees Bylaw.
6. Schedule "A" must be completed prior to installation of service.
7. Any other requests will be quoted as individual requirement demands.
9. All prices are subject to GST.



**SCHEDULE "A"**  
**APPLICATION FOR SERVICE INSTALLATION**

Date the service is required: \_\_\_\_\_

NOTE: This form must be received at the Town Office at least 10 business days prior to the date on which you require the service. Please have the form completed in full. If you have any questions, call the Town Office at 403-545-2522 during regular office hours.

PROPERTY TYPE      Residential    Commercial    Other \_\_\_\_\_

APPLICANT INFORMATION      Property Owner      Contractor    Tenant/Lessee

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

NEW SERVICE INFORMATION      Water                      Sewer

Civic Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**CONTRACTOR INFORMATION**

Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**BILLING INFORMATION**

Individual/Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The purpose for which the new water/sewer service is required:

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_