

APPLICATION DATE: _____	HANSEN CSR#: _____	FOR OFFICE USE
-------------------------	--------------------	----------------

<b>Section 1 – Property Information</b>		<input type="checkbox"/> AGENT/APPLICANT	<input type="checkbox"/> OWNER
District:	<input type="checkbox"/> TE	<input type="checkbox"/> EY	<input type="checkbox"/> SC
	<input type="checkbox"/> NY	Ward #	_____
<input type="checkbox"/> Residential – SFD <input type="checkbox"/> Residential – Multi-Unit <input type="checkbox"/> ICI/Residential/Commercial/Mixed Use <input type="checkbox"/> New <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Business Type _____            # of Employees _____			
Continuous Flow Rate _____		Max. Intermittent Peak Flow Rate _____	# of Occupants _____

Municipal Service Address	No:	Street:

<b>FULL LEGAL NAME DESCRIPTIONS REQUIRED</b>	
Owner Name _____	Company Name _____
Owner Mailing Address: _____	
Owner Contact Tel: (day) _____	(evening) _____ (cell) _____
Facsimile _____	email (optional) _____
<input type="checkbox"/> BILLING ADDRESS (same as above) or SPECIFY OTHER: _____	

Agent/Applicant Name _____	Company Name _____
Agent/Applicant Mailing Address _____	
Agent/Applicant Contact Tel: (day) _____	(evening) _____ (cell) _____
Facsimile _____	email (optional) _____

**Section 2 – Applicant Request** *(Check all that apply)*

Service Type	Size / Diameter	Comments
Domestic Water(s) <input type="checkbox"/>		
Fire/Sprinkler Water(s) <input type="checkbox"/>		
Water Meter(s) <input type="checkbox"/>		Seasonal <input type="checkbox"/> Construction/Temporary <input type="checkbox"/> New <input type="checkbox"/>
Sanitary Drain(s) <input type="checkbox"/>		
Storm Drain(s) <input type="checkbox"/>		Requires Toronto Water Approval.
Reuse Drain(s) <input type="checkbox"/>		Single Family Residential Only, Inspection fees are Non-Refundable.
Reuse Water Service(s) <input type="checkbox"/>		Single Family Residential Only, Inspection fees are Non-Refundable.
Sewer Disconnect (s) <input type="checkbox"/>		
Water Disconnect(s) <input type="checkbox"/>	< / = 50mm <input type="checkbox"/> >50mm <input type="checkbox"/>	
Fire Hydrant <input type="checkbox"/>		Relocation or other related works
Disinfection—Private <input type="checkbox"/>	> / = 100mm	Original Test Results Report Required

**Owner is responsible for and agrees to pay all deposits & costs as a result of the services provided.**

**SCHEDULING (ICI only)** - Toronto Water will be issuing a Request for Quotation (RFQ) to provide Site Services Connections up to streetline for your Project . You will receive an estimate in the mail within 2 weeks of the RFQ closing. We will require a Schedule Commitment with a **4-month window** prior to calling the RFQ.

We will require Site Serviced between the months of \_\_\_\_\_ to \_\_\_\_\_

Please be advised that once a RFQ is called the applicant will be committed to service the site through this ICI process.

**PRE-CONSTRUCTION SITE MEETING CONTACT (AFTER PAYMENT) :**

**Section 3 – Application** *(Authorizing Signatures)*

\_\_\_\_\_

*Acknowledged and Signed by Applicant/Owner*  
*(Applicant/Agent has authority to bind owner(s) via letter?  Yes )*

The personal information on this form is collected under the authority of the *City of Toronto Act, 2006, s. 136(c), By-law No. 1163-2007, and Chapter 851 of the Toronto Municipal Code.* The information is used to process your application for municipal services and billing purposes.

## Information Sheet for Applicants/Owner

### SITE SERVICING

- In accordance with the City of Toronto Municipal Code § 681 and § 851 and all other applicable by laws, with respect to the construction and reconstruction of buildings, the owner/applicant applying to construct the new building shall be required to apply and pay the City for the installation of new municipal services in full in advance of all site services being installed up to streetline.
- All servicing work on private property requires plumbing approval under the Ontario Building Code issued as a Plumbing Permit by the Building Department.
- City wide **FLAT RATE** fees for single lot infill residential municipal services are approved by Council annually and are based on average site servicing cost that are weighted across the City's four Districts as well as annual site Servicing Contracts that are Publicly Tendered.
- **ICI** Estimates for site servicing of Multi-Unit Residential/Industrial/Commercial/Institutional Buildings, are based on site specific quotations
- In accordance with Toronto Municipal Code, Water Supply Section § 851 the use of water during construction from an un-metered municipal water source is not permitted.
- Sewer service connection will be installed at spring-line of sewer main to streetline with an approximate fall of 2.00%. Applicants are responsible to investigate the existing sewer depths within the City right-of-way to ensure that sufficient elevation difference exists to achieve a gravity connection from the sewer main to streetline. Under no circumstances will the City be held liable for changes in final elevations due to field conditions. It is the Applicants' responsibility to check the final invert elevation of services and grades before the final basement elevation is set or the private portion of the connection is laid. No private services shall be installed prior to the city connections being installed to the street line. The applicant is responsible to make arrangements for line and grade at streetline with the City Contractor.
- Sewer service connection invert elevations at streetline are subject to Hydraulic Grade Line (HGL) based on past historical flooding data. Service connection depths may be restricted in various parts of the City.

### Reuse of Existing Service Connections

Requests to reuse of existing sewer and water service connection to single family residential applications (Flat Rate) are subject to an inspection fee. Upon inspection, approval for reuse will be based on the following criteria.

#### Sewer

- The municipal sewer connection must meet current City standards and specifications; (ie: material shall be PVC or better)
- The municipal sewer connection must not be a double connection;
- The municipal sewer connection must not have record of history of sewer back-ups in respect to properties serviced by that municipal sewer connection; and
- The municipal sewer connection is free of structural and operational defects.

#### Water

- The municipal water service connection must meet current City standards and specifications; (ie: material shall be type K copper or better)
- The municipal water service connection must not be a double connection; and
- The municipal water service connection must have properly functioning curb stops and valves and no record of low pressure.

### REQUIRED SUBMISSIONS WITH APPLICATIONS

Applicants/Owners must submit the following with each application:

- Completed Municipal Services Application form.
- Residential Servicing – One copy of Lot Grading Plan indicating the location of the proposed sanitary and water site service locations .
- ICI Servicing – Multi-Unit Residential/Industrial/Commercial/Institutional Buildings – Fifteen copies of Development Approved Site Servicing Plan(s) showing the location of required site services and required invert elevations at the property line.
- Allow 3-4 weeks following submission for estimates for ICI requests.

### Backflow Prevention Program (BFP)

In accordance with Toronto Municipal Code Chapter 851 - water Supply, section § 851-8 D, all ICI properties are required to install a Premise Isolation backflow prevention device on the incoming water supply line immediately after the water meter.

More Information about regarding Backflow Prevention can be found on the following web sites:

[www.toronto.ca/water/protecting\\_quality/backflow\\_prevention](http://www.toronto.ca/water/protecting_quality/backflow_prevention)  
[www.toronto.ca/water/protecting\\_quality/backflow\\_prevention/pdf/bfp\\_at\\_a\\_glance.pdf](http://www.toronto.ca/water/protecting_quality/backflow_prevention/pdf/bfp_at_a_glance.pdf)  
[www.toronto.ca/water/protecting\\_quality/backflow\\_prevention/pdf/bfp\\_brochure.pdf](http://www.toronto.ca/water/protecting_quality/backflow_prevention/pdf/bfp_brochure.pdf)

By sending an e-mail to [backflow@toronto.ca](mailto:backflow@toronto.ca); or by calling (416)394-8888

I have read the information presented on this page and acknowledge and understands the City's requirements for site servicing herein.

\_\_\_\_\_  
**Acknowledged & Signed by Applicant/Owner**

(Applicant/Agent has authority to bind owner(s) via letter?  Yes )

The personal information on this form is collected under the authority of the *City of Toronto Act, 2006*, s. 136(c), By-law No. 1163-2007, and Chapter 851 of the Toronto Municipal Code. The information is used to process your application for municipal services and billing purposes.