

Extra-Municipal Servicing Application Form

Instructions for Applicant

1. This application form is for applying for water, sewage, and stormwater service from outside the City limits.
2. It is recommended that the applicant arrange a pre-application meeting with the City before any formal application is submitted to understand the City's policy and fee structure. The applicant may provide a sketch or drawing of the proposed service location before the meeting so that the City can do a preliminary check of the servicing feasibility at the proposed location.
3. For formal application, submit Part A of the form, along with the form request letter for City servicing and an application review fee of \$3,000 (\$1,600 for septic tank wastewater service). The application fee is non-refundable.
4. Once the application has been received and the application fee has been paid, the City will review the application. Additional information may be requested of the applicant during the review processes. Refer to Appendices of the Interim *Extra-Municipal Servicing Policy* for information related to evaluation criteria.
5. The applicant will be contacted regarding the outcome of the application. This process may take several weeks to finish for normal cases and may take even longer for complex cases where City Council approval is required. Applicants are encouraged to start as early as possible. A rejection of the application is considered final.
6. For approved request, the City will prepare the *Extra-Municipal Servicing Agreement* and the *Extra-Municipal Service Connection Agreement* and forward the agreements to the applicant to sign.
7. The applicant will return the signed agreements for the City's execution, along with the following documents:
 - a. Part B of the information form completed by the applicant's engineer/contractor;
 - b. Design plan of the proposed installation for the City's approval; and
 - c. All required approvals, easements, and/or consents.
5. The City will review the design and may:
 - require revision to the design, or
 - approve the design in principle and send formal approval to construct to the applicant in writing.

6. The applicant will be responsible for locating all buried services such as communications, natural gas, electrical, etc.
7. The applicant shall provide a minimum of 48 hours (two working days) notice to the City of any proposed work requiring the supervision and/or participation of the City.
8. The applicant will be responsible for all expenses caused by the installation of water, sewage, and/or stormwater services.
9. The applicant will be responsible for any damage to adjacent properties caused by the installation of water, sewage, and/or stormwater services.
10. The City will open an account for the applicant and billing will commence.
11. The applicant will submit record drawings to the City within 30 days of completion or at the time of connection. The record drawings should reflect all changes made in the specifications and working drawings during the construction process, and show the exact dimensions, geometry and location of all elements of the work completed under the design plan of the proposed installation.
12. The application form and/or any communication must be directed to:

Attn: Manager
City Planning & Development Division
Regional Planning Branch
12th Floor, City Hall
2476 Victoria Avenue
PO Box 1790
Regina, SK S4P 3C8

P: 306-777-7000 F: 306-777-6998

PART A. Serving Request Information (For Applicant Use)

Applicant Details

Applicant Name:

Company Name (if applicable):

Address: Postal Code:.....

Phone: Email:.....

Legal Land Description of the Connection Location

Lot:..... Block:..... Plan No.

Quarter: Section:..... Township:.....

Range:..... Meridian:.....

Is this an existing or proposed development? Existing Proposed

Type of Development

Residential Industrial Commercial

Other, please specify:

Type of Service(s) Requested (provide a map, sketch, or drawing of the proposed service lines including dimensions accurate to the best of your knowledge)

Water _____ L/day (peak flow) and _____ m³/year
(Average)

Sewage _____ L/day (peak flow) and _____ m³/year
(Average)

Septic* _____ m³/year (average)

** Recepting of hauled septic waste at an approved City facility*

Stormwater Land parcel size _____ (m² or ha)

Development size _____ (m² or ha)

Anticipated Date of Service: _____
Month Day Year

Applicant's Signature: _____

Benefit of the proposed service to the City and/or region (Benefit to the City and/or region is the critical evaluation criterion in approving requests for extra-municipal servicing. Please answer these questions in detail. For future information, please refer to the Interim *Extra-Municipal Servicing Policy* and its appendices.) (Use extra pages, if necessary.)

a. Brief description of how this development would benefit the City.

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b. Brief description of how this development would benefit the region (job creation, economic growth, social/recreation opportunity, etc.).

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c. Can this development be located within the City limits? If not, please explain.

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d. What are the anticipated incompatibility or conflicts with neighbouring properties or planned land uses in the area?

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e. What are the anticipated potential impacts on the urban environment and quality of life (e.g., ground water aquifer, surface water, air quality, hazardous waste, noise, visual nuisance, safety)? If yes, how will the impact will be mitigated? Please list and explain.

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f. What are the anticipated potential impacts on the regional environment or ecosystem (e.g., groundwater, surface water, hazardous substances, waste, loss of agricultural land or natural habitat, air quality and odour)? How are they mitigated? Please list and explain.

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g. Any special circumstances that should be considered when the application is evaluated?

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**PART B. Service Connection Information
(For Applicant and Contractor/Consultant Use)**

B1. Provide the following information by the applicant

- A map showing the location of the development
- General and detailed plans of the proposed work(s)
- Photocopies of Contractor/Consultant’s licenses in Saskatchewan
- Other relevant documents (specify):

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B2. Provide the following information of the engineering contractor/consultant

Name of Consultant/Engineer:
 Company Name:.....
 Postal Address:
 Postal Code:
 Phone Number: Email:.....

Water Service

Installer’s Name:.....
 Date of Installation:.....
 Supply Main Connected to:
 Exact Location of Connection:.....
 (station or measured)

Water Service Line: Size: _____ (mm or inch)
 Pipe Material: _____
 Pipe Type: _____

Depth from Natural Ground _____ (m or feet) to Top of Service Connection

Valve(s)*: Size: _____ (mm or inch)
Type/model: _____

Water Meter*: Size: _____ (mm or inch)
Manufacturer:: _____
Serial Number: _____
Initial Reading: _____

Backflow Preventer*: Size: _____ (mm or inch)
Manufacturer: _____
Serial Number: _____

Pressure Reducing Valve*: Size: _____ (mm or inch)
Manufacturer: _____
Serial number: _____
Setpoint: _____ (kPa or psi)

** Meter, preventer, and valves should be housed in a vault.*

Sanitary Service

Installer's Name:.....
Date of Installation:.....
Sewer Main Connected to:
Exact Location of Connection:.....

Sewer Service Line: Size: _____ (mm or inch)
Pipe Material: _____
Pipe Type: _____

Depth from Natural Ground _____ (m or feet) to Top of Service Connection.

Service Line Slope _____ (%)

Valve(s) Provided*: Size: _____ (mm or inch)
Type/Model: _____

Wastewater (or Water) Meter*: Size: _____ (mm or inch)
Manufacturer: _____
Serial Number: _____
Initial Reading: _____

** Meter and valves should be housed in a vault.*

Stormwater Service

Installer's Name:.....

Date of Installation:.....

Storm Main connected to:.....

Exact Location of Connection:.....

Storm Service Line: Size: _____ (mm or inch)

Material: _____

Type: _____

Depth from Natural Ground _____ (m or feet) to Top of Service Connection

Valve(s): Size: _____ (mm or inch)

Type/Model: _____

Attachments and Additional Information

Photocopies of available approvals, permits, easements, which may include, but not limited to,

- Water right license (Water Security Agency)
- Permit to construct, extend or alter existing works (Water Security Agency).
- Development permit (local rural municipality)
- Building permit (local rural municipality)
- Approval from the pipeline owner to be connected to
- Approval from the affected land owners
- Others

Other relevant documents (specify and attach):

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