



## The Corporation of the Town of Minto

### Municipal Servicing Permit- New Service Application Guidelines

#### INTRODUCTION

The Towns Service Extension and Connection Policy requires that any municipal lot (either existing or created by severance) that requires a service connection to existing municipal infrastructure, is required to obtain permission from the town via Municipal Servicing Permit, unless approval is given through an alternate Town approved contract.

The issuance of Municipal Servicing Permit shall constitute as Town's Public Work Departments written approval to connect as required by the Town of Minto's By-Law's No 2017-25- (Sanitary Sewer and Storm Use) and No.2017-06 (Water Supply and Water and Sewer Billing)

**This application only applies to Right-of-Way servicing Works that does not include the extension of roads or service mains.**

#### SERVICING APPLICATION PROCESS

<b>Step 1</b>	Read the Town of Minto's Service Extension and Connection Policy.
<b>Step 2</b>	Engage with Public Works to determine the extent of the servicing work to connect to municipal infrastructure and determine the submission documents that will be required.
<b>Step 3</b>	Complete submission requirements for Town review
<b>Step 4</b>	Pay required Municipal Fees and Charges
<b>Step 5</b>	Once a drawing and payments are approved, hire a Pre-Qualified Contractor, and have them coordinate with Public Works a construction schedule and traffic control requirements.
<b>Step 6</b>	Receive a Municipal Servicing Permit from the Town of Minto
<b>Step 7</b>	Construction of Services
<b>Step 8</b>	Completion of construction to Towns satisfaction, then begin 1 year holdback period
<b>Step 9</b>	Town inspects after 1 year holdback period to verify if there are any deficiencies
<b>Step 10</b>	Once all deficiencies have been remediated, Town to issue Certificate of Compliance and return remaining deposit.

#### SUBMISSIONS

All submission forms and supporting documents can be sent to the Town at [publicworks@town.minto.on.ca](mailto:publicworks@town.minto.on.ca) or in person at the Town Office.

Section: <b>Public Works</b>	Policy Number: <b>4.17</b>
Policy: <b>Service Extension &amp; Connection</b>	Effective Date: <b>03/09/2005</b>
Date Last Revised: <b>05/21/2019</b>	Current Revision Date: <b>10/29/2024</b>



# Municipal Servicing Permit Application

The Corporation of the Town of Minto

## APPLICANT INFORMATION

### OWNER

*If a numbered company, please give the name and phone number of the principal owner/president.*

Name(s):

Address:

City/Town:

Postal Code:

Phone:

E-mail:

### APPLICANT

*Complete if the Applicant is not the legal Owner.*

Name:

Address:

City/Town:

Postal Code:

Phone:

E-mail:

## PROPERTY INFORMATION

Municipal/Civic Address:

Assessment Roll Number:

Lot Number(s):

Concession Number(s):

Registered Plan Number:

*If applicable.*

Lot(s)/Block(s):

*If applicable.*

Property Use:

Residential

Commercial

Industrial

Institutional

Is this Servicing Permit being applied for in conjunction with a Building Permit?

Yes  No

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PROPOSED SERVICING	
<b>Sanitary</b>	
Type: New Service <input type="checkbox"/> Connect to Existing Service <input type="checkbox"/> Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Upgrade <input type="checkbox"/>	
How Many Laterals Are Required:	
Existing Service Size: <i>If applicable.</i>	Existing Material: <i>If applicable.</i>
Required Size:	Pipe Material to be Used:
<b>Water</b>	
Type: New Service <input type="checkbox"/> Connect to Existing Service <input type="checkbox"/> Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Upgrade <input type="checkbox"/>	
How Many Laterals Are Required:	
Existing Service Size: <i>If applicable.</i>	Existing Material: <i>If applicable.</i>
Required Size:	Pipe Material to be Used:
<b>Storm</b>	
Type: New Service <input type="checkbox"/> Connect to Existing Service <input type="checkbox"/> Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Upgrade <input type="checkbox"/>	
How Many Laterals Are Required:	
Existing Service Size: <i>If applicable.</i>	Existing Material: <i>If applicable.</i>
Required Size:	Pipe Material to be Used:
Does any of the servicing Works fall within one of the Towns Wellhead Protection Area's (WHPA)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

REQUIRED SUBMISSION DOUCMENTS CHECKLIST	
This section is to be completed by Town Staff	
<input type="checkbox"/> Grading, Drainage, and Servicing Plan or Site Servicing Sketch <input type="checkbox"/> Site Servicing Plan <input type="checkbox"/> Site Servicing Sketch <input type="checkbox"/> Pre-qualified Contractor's Cost Estimate/Engineer's Estimate <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Construction Schedule	<input type="checkbox"/> List of Sub-Contractors <input type="checkbox"/> Completed Application Forms <input type="checkbox"/> Signed Security Deposit Agreement <input type="checkbox"/> Payment of Fees and Charges <input type="checkbox"/> Other Agency Permits (ie: road authority, Conservation Authority, Utilities)

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### PUBLIC WORKS CONDITIONS

Upon review by Public Works, the following are additional conditions or important notes regarding the servicing Works that the applicant will need to address as part of this application.

**This section is to be completed by Town Staff**

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### FEES AND CHARGES

In accordance with the Town of Minto's Fees and Charges Bylaw, the following table will be used to calculate the required fees for the applicant to pay prior to permit issuance.  
This Section is to be completed by Town Staff

	2025 Rate	Applicable Fees
<b>Municipal Servicing Application Fees</b>		
New Service- Servicing Permit Fee	\$1,500	
Existing Service & Subdivision- Servicing Permit Fee	\$495	
<b>Existing Service Cost Recovery Fee's</b>		
Connect to Existing Water Service	\$1,210	
Connect to Existing Sanitary Service	\$1,650	
Connect to Existing Storm Service	\$500	
Connect to Existing Water Service- Elora Street Clifford	\$2,500	
Connect to Existing Sanitary Service - Elora Street Clifford	\$2,500	
Connect to Existing Storm Service - Elora Street Clifford	\$2,500	
Existing Service Lateral Cost Recovery (if records are available)	Actual Cost	
<b>Lot Frontage Fee's</b>	<b>\$/m</b>	
Frontage Length= _____(m)		
Water	\$80	
Sanitary	\$80	
Storm	\$61	
<b>Supply Water Meter</b>	Actual Cost	
<b>Entrance Permit</b>	\$150.00	
<b>Additional Fees</b>		
<b>TOTAL FEE</b>		
<b>Security Deposit for Inspection and Remediation of Developer Installed Water Wastewater and Storm Connections</b>	\$20,000.00	
<b>TOTAL FEE + DEPOSIT</b>		

### ADDITIONAL COSTS

The applicant may receive invoices for various expenses incurred by the Town for services provided in the conduct of on an application, including but not limited to:

- Legal services provided by the Town Solicitor
- Engineering Services provided by the Town's Consulting Engineers or other specialized
- Any additional inspections, material testing, CCTV inspections, sewer flushing, or water sampling, that is requested by Public Works, in relation to the Works of this permit.

All additional costs will be direct billed to the applicant.

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### PRE-QUALIFIED CONTRACTOR

This contractor has been chosen by the applicant and is responsible for all Works to be completed within the Right-of-Way A quote shall be completed by a qualified engineering professional or a pre-qualified contractor with an itemized cost breakdown attached to this application, along with a list of all sub-contractors and what they are responsible to complete.

#### Pre-Qualified Contractor

*Developer chosen pre-qualified contractor to be used*

**Company Name:**

**Project Manager:**

**Phone:**

**E-mail:**

**Itemized Breakdown of Cost Estimate Attached**

Yes

No

#### List of Sub-Contractors

These contractors are hired by the Pre-Qualified Contractor to complete certain aspects of the job. Please list the contractors and what they are completing.

**Anticipated Start Date and Construction Timeline:**

**Total Cost from Prequalified Contractors Quote:** \_\_\_\_\_

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## Security Deposit Agreement

The Town of Minto has established a system of deposits and fee collection for certain developments requiring services provided by the Town with respect to development on Town owned lands and/or servicing matters regarding municipal Water, Wastewater, Stormwater distribution/collection systems.

The undersigned Owner/Applicant acknowledges that they have reviewed and agree to the following terms and conditions:

1. The Town requires that certain Servicing Permit Applications involving infrastructure projects on Town owned lands require a Deposit Agreement as established by the Town and that this application is not considered complete until the required deposit and Deposit Agreement have been completed.
2. Unless otherwise agreed to by the Town, prior to the approval of this application, the Owner/Applicant shall agree to provide a deposit to the Town in the amount as detailed in the Town's Fee's and Charge's By-Law, or otherwise agreed upon value, hereto by way of Cash, Letter of Credit, or other deposit venue, as accepted by the Town and that this deposit is in addition to any other required fees.
3. The deposit is held by the Town until substantial completion of the servicing Works. The Owner/Applicant shall receive invoices for various expenses incurred by the Town for services provided in the conduct of an application, including but not limited to the following:
  - Legal services provided by the Town Solicitor;
  - Engineering Services provided by the Town's Consulting Engineers or other specialized;
  - Any additional material testing, CCTV inspections, sewer flushing, or water sampling, that is requested by Public Works, in relation to the Works of this permit; or,
  - Any other costs incurred by the Town
4. Any amounts invoiced shall become due and payable to the Town within thirty (30) days of the invoice. If an applicant does not pay the invoiced amount as specified in by its due date, the Town will collect the outstanding amount in the same manner as property taxes.
5. The deposit required for the servicing Works shall be retained by the Town until substantial completion of all the required Works to the satisfaction of the Town, at which, the Town will release the deposit, minus a holdback of 10% (\$5,000 minimum) of the total security for a one-year maintenance period. Upon the expiration of the maintenance period and with no deficiencies with the servicing Works identified, the remaining deposit will be refunded to the Owner.
6. Where the Works required by this agreement have not been completed, maintained, or repaired in a timely manner suitable to the Town's Public Works officials, acting reasonably, the Town may use such deposit to complete said Works, in accordance with the requirements of this permit.
7. The Owner/Applicant who has applied for a permit to add, alter, install municipal infrastructure in accordance with the information shown on this application and supplied in the approved plans and specifications, agrees that the issuance of a permit does not relieve the Owner/Applicant of

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the responsibility to comply with all relevant municipal and provincial standards, by-laws, codes and applicable legislation. It is understood that all Works will be constructed, altered, maintained or operated at the expense of the Owner/Applicant, and that work shall not begin before a permit has been issued by the Town.

8. The Owner/Applicant, their heirs, executors, administrators, successors or assigns hereby agree to observe, keep and perform and be subject to the standards, and conditions of the said permit and to indemnify and save harmless the Town and its employees, from and against all loss, cost, charges, damages, expenses, claims and demands. The Town of Minto is not liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the Works authorized and have read and agree to issue such security to the Town of Minto prior to receiving a Municipal Servicing Permit.

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Date

**Total Security Deposit Required:**

**Payment Received by:**

**Date Received:**

**Permit Approved by:**

**GL Account #:**

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