



UTILITY SERVICE CONNECTION APPLICATION

INSTRUCTIONS

If you have any questions or would like a preliminary discussion before applying, you may contact the Engineering Department at 250-746-5321 or engineering@duncan.ca.

Please note, you must submit the application, applicable forms, and the application fee to City Hall or to finance@duncan.ca. **The Engineering Department cannot accept applications.**

Completing and Submitting the Application:

- The registered owner must complete and sign the application.
- If the registered owner would like an authorized agent to act on their behalf, they must fill out and sign the Declaration section of the application. If an Authorization of Agent/Declaration section is not within the application form, please fill out and submit the Authorization of Agent form located on the City's website at <https://duncan.ca/city-hall/forms-applications/> and submit it with the application.
- The complete application, and applicable forms must be emailed to finance@duncan.ca, or mailed, or dropped off to City Hall, 200 Craig Street, Duncan, BC V9L 1W3. The Engineering Department cannot accept applications.
- The application fee must be made per the instructions below.

Application Fee Payment Options:

Payment cannot be processed until the City receives the completed application and applicable forms.

Payment can be made:

- At City Hall, 200 Craig Street, Monday – Friday (Statutory holidays exempt) between 8:30 a.m. and 4:00 p.m. by cash, cheque, or credit card.
- By mailing a cheque with the application and any applicable forms to City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3.
- Online by credit card at www.duncan.ca/city-hall/online-payments/.

After the Application Fee is Paid:

The Finance Department will send the application to the Engineering Department to be processed.



UTILITY SERVICE CONNECTION Application

OWNER INFORMATION

Owner(s) Name:

Mailing Address:

City:

Postal Code:

Phone:

Email:

AGENT INFORMATION

Agent Name:

Company:

Mailing Address:

City:

Postal Code:

Phone:

Email:

PROPERTY INFORMATION

Civic Address:

Legal Description: Lot:

Section:

Range:

Plan:

Parcel Identifier No.:

Folio No.:

UTILITY SERVICE INFORMATION

Project Name:

Estimated Date of Occupancy:

	Existing	New	Total
No. of Single-Family Units			
No. of Multi-Family Units			
Commercial/Industrial Sq. Ft.			

Details of Development:

DECLARATION

I (we) hereby make an application for utility connection(s) to the above property.

I (we) agree to abide by all the City of Duncan bylaws and regulations in connection with this utility service.

I (we) understand the deposit amounts below are collected at the time of application, with any excess amount being billed after the work is complete. The City has provided an estimate that is as accurate as possible; however, the applicant understands and agrees that whenever underground works occur, unforeseen conditions and circumstances may occur and that the applicant is required to pay the actual costs of the installation. If it becomes evident after works commence that actual costs will exceed the initial estimate by 20%, the City will contact the applicant to inform them of an updated estimate.

I (we) understand that should the work not commence within two months by my direction, or due to development approvals not yet having been completed, that increases in fees and deposit amounts may be applicable.

Registered Owner/Authorized Agent

Signature

Date

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126



**UTILITY SERVICE CONNECTION
OFFICE USE**

SERVICES REQUESTED

Utilities	Size of Service	Deposit Amount	CCCs (if applicable)	Other Contributions (not CCCs or DCCs)
Sewer				
Storm Drain				
Water				

Other Services

Curb Cut				PAID STAMP
Driveway Installation/Relocation				
Pavement Replacement				
Sidewalk Replacement				
Other:				
Sub Total:				

TOTAL DUE: _____

Date Estimate Prepared: _____

Prepared By: _____

STAFF REVIEW

Water Study Completed

Water Study Not Required

Mgr. of Engineering initials: _____

Manager of Engineering Final Review

Date

Original Application to Eng.
Technologist

COPIES: Mgr. of Financial Services Utilities Clerk (x2) Building Inspector (CoD only)

Office Use (CR):

1. Use **CONDEP** (UTILITY CONNECTION DEPOSIT) 10-4-69907-0000 for payment.
2. Copy to Utilities Clerk/FOM for GL distribution.