



UTILITY SERVICE PRE-CONNECTION APPLICATION

INSTRUCTIONS

Submitting and paying for this application is not a commitment to connect a service by either the applicant, or the City of Duncan. The purpose of the utility service pre-connection application is to provide the applicant with the estimated cost for a future utility connection.

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 can not 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 PRE-CONNECTION Application

APPLICANT INFORMATION

Applicant Name:	Company:	
Mailing Address:	City:	Postal Code:
Phone:	Email:	

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 INFORMATION

Service Location Address:	Estimated Date of Occupancy:		
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial			

Details of Development:

	Proposed	Existing
No. of Residential Units		
No. of Commercial Units		
Commercial Sq. Ft.		

Pre-connection application requests are subject to fees as per the Fees and Charges Bylaw. Please indicate which service below.

Curb Cut (includes driveway installation and relocation)	\$475.00 (MS - CONPRE) (note: this fee covers analysis of curb, sewer, storm and water combined)	PAID STAMP
Sewer <input type="checkbox"/>		
Storm Drain <input type="checkbox"/>		
Water <input type="checkbox"/>		

DECLARATION:

I understand that this is only an application for service and that the City of Duncan may not be able to provide the service(s) requested, depending on the circumstances. In the event the City of Duncan cannot provide services, a portion of the pre-application fee may be refunded. I understand that after Public Works determines the estimated costs of these services, I must make a deposit payment prior to the installation being scheduled. The date of installation may be as much as eight (8) weeks after payment is made. I understand that if I have not paid the deposit within two weeks after Public Works has calculated the deposit and other applicable charges the deposit and charges may be subject to increase.

Registered Owner/Authorized Agent	Signature	Date
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Note: Completing this application does not guarantee approval. Your application will be reviewed and you will be contacted.

OFFICE USE ONLY

Reviewed by Eng. Technologist	Approved by Ops. Mgr/Director	Date
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Project Number: _____ Water Study Required? Yes No

Original Application to Eng. Technologist **COPIES:** Utilities Clerk (x2) Building Inspector (C.O.D. Only)