



# WATER STUDY/FIRE FLOW ANALYSIS Application

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## INSTRUCTIONS

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

Please note, you must submit the application, applicable forms, and the application fee to City Hall or to [finance@duncan.ca](mailto: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, please fill out and submit the Authorization of Agent form which can be found on the City's website at <https://duncan.ca/city-hall/forms-applications/> and submit it with the application.
- A Fire Underwriters Survey (FUS) calculation and site plan in which the FUS calculation was based must be submitted with the application.
- The complete application, and applicable forms must be emailed to [finance@duncan.ca](mailto: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.
- With a credit card by calling City Hall at 250-746-6126.

### After the Application Fee is Paid:

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



# WATER STUDY/FIRE FLOW ANALYSIS Application

## APPLICANT INFORMATION

Property Owner Name:

Company:

Address:

Phone:

Email:

## SUBJECT PROPERTY

Service Location Address:

Project Name:

## SERVICE TYPE (please select one)

Single-Family Residential    Multi-Family Residential    Commercial    Industrial

Water Study Application requests are subject to a \$600 + GST fee as per the *Fees and Charges Bylaw*.

Paid Stamp

**Note: A fire flow calculation sheet completed by a mechanical engineer must be submitted.**

## DECLARATION

I/We understand that the fee is charged by the City of Duncan to pay a third party for fire flow water modeling to ensure that the City's water supply system has adequate capacity, and that this fee is non-refundable.

\_\_\_\_\_  
Registered Owner/Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY

Water Study Fee (WTRST)  \$600 + GST

Date Received:

Approved: (Engineering Department)

Fire Flow Calculations Submitted? Yes  No  FILE NO: 5600-06

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](mailto:duncan@duncan.ca) or phone: 250-746-6126.