



InnServices Utilities Inc.  
7251 Yonge Street, Innisfil, Ontario, L9S 0J3  
Tel: (705) 431-4321 (local)  
website: www.innservices.co

## Additional Service Connection Application

(Please print)

### Applicant Information

|          |              |           |
|----------|--------------|-----------|
| Name:    |              | Phone #:  |
| Company: |              | Fax No.:  |
| Address: |              | Cell No.: |
| City:    | Postal Code: | E-Mail:   |

|                      |          |
|----------------------|----------|
| After Hours Contact: | Phone #: |
|----------------------|----------|

### Owner Information

Same as above ☐

|          |              |           |
|----------|--------------|-----------|
| Name:    |              | Phone #:  |
| Company: |              | Fax No.:  |
| Address: |              | Cell No.: |
| City:    | Postal Code: | E-Mail:   |

### Requested Service

Sanitary Sewer Connection ☐ Water Service Connection ☐

|                  |                 |           |
|------------------|-----------------|-----------|
| Service Address: | Side of Street: | Lot No.:  |
| Cross Streets:   | and             | Plan No.: |

### Application Fee (Submitted With Completed Application)

Sanitary Connection (\$682.50) ☐ Water Connection (\$682.50) ☐ Water and Sanitary Connection (\$997.50) ☐

### Service Size

Residential / Commercial / Industrial (circle)

Domestic Water Service \_\_\_\_\_ mm Fire Water Service \_\_\_\_\_ mm Sanitary Service \_\_\_\_\_ mm

Requested service size will be subject to review and approval by InnServices. Additional information may be requested by InnServices to justify the service size requested.

### Declaration

If the Applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the Corporation and the Corporation's seal (if any) must be affixed. I, \_\_\_\_\_ am the owner of the land that is the subject of this application for and Additional Connection and I authorize \_\_\_\_\_ to make this application on my behalf.

Applicant/Owner Authorized Signature \_\_\_\_\_

### Freedom of Information

Personal information collected on this form is pursuant to Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and will be used for the purposes of this application. Questions about this collection should be directed to InnServices Utilities Inc., Privacy Officer, 7251 Yonge Street, Innisfil ON, L9S 0J3, Telephone - 705-436-3710.

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

### Internal Use

Complete Application ☐ Application Fee \$ \_\_\_\_\_ Enclosed ☐

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ File No. \_\_\_\_\_

### Conditions and Guidelines

#### 1. Additional Service Connection Application Submission

The Applicant will submit an Application to InnServices.

The **Application** shall include:

- **Application Form** (Page 1 completed)
- **Application Fee** as per the current InnServices Fees as can be found on InnServices website. Fee submitted in the form of a cheque payable to "InnServices Utilities Inc."  
(this Application Fee is non refundable and provides for the work outlined in Step 2.)

#### 2. Additional Service Connection Application Review

InnServices reviews application. Once review is completed InnServices will forward Right of Way Activity Permit (RAP) application to the Applicant.

#### 3. Applicant Decision

If the Applicant wishes to proceed with the service move to Step 4. If the Applicant chooses not to proceed InnServices should be notified and the file will be closed.

#### 4. Prepare and Submit Right of Way Activity Permit (RAP) Application

The Applicant's Contractor, with assistance from the Applicant and Applicant's Consulting Engineer, submits a Class 3 RAP application, all necessary provisions and fees to Operations at the Town of Innisfil, as per the Town's Road By-Law No.073-19.

#### 5. Right of Way Activity Permit Issued

The Town of Innisfil/InnServices reviews RAP application. Once approved and the Applicant has submitted Securities and Working Deposit as per terms of the RAP, the Town of Innisfil issues a Right of Way Activity Permit.

#### 6. Construction

The Applicant will execute the installation of the service(s) and all works as per the terms of the RAP. The Town does not permit road cuts between November 15th and May 1st.

#### 7. Substantial Completion

The Town/InnServices issues a Certificate of Substantial Completion once satisfied the the Works have been substantially completed in accordance with the RAP. Applicant may request reduction in security being held as per terms of the RAP.

#### 8. Final Release of Account

Following one year after substantial completion of the service, remaining securities held by The Town/InnServices will be returned to applicant subject to the terms of the RAP.