



MUNICIPALITY OF THAMES CENTRE  
 4305 Hamilton Rd. Dorchester, ON, Canada, N0L 1G3  
 Tel. (519) 268-7334 Fax (519) 268-3928

**Notice of Collection of Personal Information**

Personal information on this form is collected under the legal authority of the Municipal Act, 2001, as amended. This information is collected and maintained for the purposes of a Service Connection Application. Questions about this collection should be directed to the Clerk at 4305 Hamilton Rd, Dorchester ON N0L 1G3, 519-268-7334 or clerk@thamescentre.on.ca

**SERVICE CONNECTION APPLICATION**

Permit #: \_\_\_\_\_

This application is intended **ONLY** for new service lines that are being connected to an existing watermain/ sanitary sewer main/ or storm sewer main and terminated at property line. Service lines (water/sanitary/storm) being installed from property line to inside a building require a **Application to Construct or Demolish** permit available on the Municipal Website. Complete the following application to request a service connection from an existing main to your property line and forward to **tstanton@thamescentre.on.ca**

WATER

SANITARY

STORMWATER

Applicant Name			
Mailing Address			
	Postal Code:		
Telephone	Home:		
	Business:		
	Cell:		
Email			

**Contractor Information:**

Service Connection Address			
Contractor Name & Telephone Number			
Engineering Consultant			
Description of Work			
Estimated Start Date		Estimated Completion Date	

**The following must be included with this application form for review and acceptance:**

- Engineered Drawing** - Indicating the service connection details and location
- Application Fee \$321 per connection** (i.e. 1 water + 1 sanitary + 1 stormwater = 3 connections = \$963)

**Application Fee Calculation:**

Service Connection Type	# of Service Connections	Application Fee
Water		
Sanitary		
Stormwater		
<b>TOTAL APPLICATION FEE (\$312 PER SERVICE CONNECTION)</b>		



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The below information is intended to assist owners and their contractors by outlining the responsibilities for installing service connections made to existing municipally owned water, wastewater or stormwater mains.

The owner is required to complete a 'Service Connection Application' form in order for Thames Centre to process a request to install services to existing infrastructure. The following items are required:

- Completed and signed 'Service Connection Application' form
- A stamped engineered drawing
- Application Fee of \$321 per service connection

The engineered drawing must indicate the location of the service connections along with details on the connections, including but not limited to, saddle type/ make, water service diameter and material type along with road restoration. All servicing must be in accordance with the current Thames Centre Engineering Design Standards available at [www.thamescentre.on.ca](http://www.thamescentre.on.ca). Thames Centre will provide the related As Constructed drawing for reference which indicates the location of the existing infrastructure for which the new services will be connected. All parts used for water must be NSF/ANSI/ CAN 60 approved as per the Municipal Drinking Water Licence and Municipal Drinking Water Permit. Water connections must follow AWWA standards and MECP procedures.

The engineered drawing must be reviewed and accepted by the Director of Public Works prior to approval of the Service Connection Application.

**In addition to the above requirements, the owner may also be required to complete the following applications:**

- **Road Occupancy Permit - Authorizes construction within the municipal road allowance**
- **Road Closure Permit (if required) - Authorizes a road closure during construction (minimum notice of 5 business days is required)**
- **Road Entrance Permit (if required) - Authorizes a new entrance (grading plan required)**

Once the stamped engineered drawing has been accepted, the fees have been received and the Applications and Permits have been approved, the owner may proceed with the construction to connect the new service(s) to the municipal main(s).

**The Owner/ Developer must provide Thames Centre ([kwillson@thamescentre.on.ca](mailto:kwillson@thamescentre.on.ca)) - with a minimum of one (1) week's notice prior to the intended start date of construction** so that tapping and inspections can be appropriately coordinated.

**The Municipality of Thames Centre must approve of the specified contractor assigned to the Proposed Service Connection.**

The owner is responsible for providing all the necessary parts for the installation including but not limited to:

- Service Saddle
- Denso Paste, Mastic & Tape
- Tracer Wire
- Main Stop
- Water Service Pipe

The owner is also responsible for all municipal costs associated with the service connection(s) to the main(s). This includes coordination of the construction and the physical tapping of the main(s) as described in the accepted engineered drawing.



By signing below, the Applicant agrees to complete the service connection(s) as described in the accepted engineered drawing and follow all Thames Centre Engineering Design Standards

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Internal Use Section:**

Agreement Status	Satisfactory	Pending	Not Applicable
Public Work Comments			

**Thames Centre Section:**

Approval Signature		Date	
Distibution	<b>Director of Public Works, Director of Planning &amp; Development Services, Drainage Superintendent, Environmental Superintendent, Transportation Superintendent</b>		

**Operating Authority Section:**

Watermain Connection (if applicable)	Connection Witnessed By: _____	
	Name	Date
	Comments: _____	
Sanitary Sewer Main Connection (if applicable)	Connection Witnessed By: _____	
	Name	Date
	Comments: _____	
Stormwater Sewer Main Connection (if applicable)	Connection Witnessed By: _____	
	Name	Date
	Comments: _____	

Completed copy sent to [tstanton@thamescentre.on.ca](mailto:tstanton@thamescentre.on.ca)

**Date:** \_\_\_\_\_