



Category: Water and Wastewater
Sub-Category: Public Works Department

Title: Service Extension and Connection Policy

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1. Purpose

To provide guidelines for any development requiring the extension, connection, or alteration of municipally owned infrastructure. These guidelines ensure adherence to industry standards and practices, protecting the municipality and its taxpayers by preventing negative impacts on the community. The purpose of this policy is:

- a) To outline the process for connecting properties to municipal roads, water distribution/storage/treatment systems, sewage and/or stormwater collection and associated treatment systems.
- b) To help developers understand their responsibilities and the costs associated with servicing their developments early in the planning process.

2. Policy Statement

This policy governs the extension and connection of municipal services to properties within the municipality. It ensures that all developments meet the required standards and practices to maintain the quality and safety of municipal infrastructure.

3. Application and Scope

The Town provides municipal services within roadways and road allowances following Provincial Legislation. Key aspects include:

- a) Roadways: Designed and maintained per Geometric Road Design Standards and Minimum Maintenance Standards set by the Province.
- b) Sanitary Collection System: Operates according to Provincial Standards for safe and effective wastewater collection.
- c) Drinking Water Distribution: Managed according to Drinking Water Quality Standards and related legislation.
- d) Storm Water Collection/Conveyance Systems: Provincially regulated, requiring adherence to accepted engineering standards to prevent localized flooding.

All properties within the Town's urban boundaries requiring municipal servicing must obtain permission per the *Town's Sanitary Sewer and Storm Use and Water Supply and Sewer Use By-laws*. Developers are encouraged to confirm servicing allocation and collaborate with Town staff early in the planning stages.

3.1 Municipal Servicing Permit

A Municipal Servicing Connection Permit is required for connecting to an existing municipal watermain, sanitary, and/or storm sewer system services. This Permit signifies approval from the Town's Public Works Department for using and connecting to the Town's infrastructure.

- a) Infrastructure Main Extensions: Not permitted under this permit.

- b) Pre-Consultation: Recommended to determine the required Scope of Work and submissions required to obtain a *Municipal Servicing Permit*.

3.2 Site Servicing Agreement

A Site Servicing Agreement is required when the scope of the servicing works includes extending or upgrading water mains, sanitary sewers, storm sewers, or roadways to accommodate/support the proposed development, or when the value of the proposed servicing work is likely to exceed the threshold set by the Town's *Purchasing/Procurement Policy* or in cases where the Town's Public Works Department deems the proposed Right-of-Way construction to be sensitive or disruptive to existing infrastructure or public safety. This will require the proposed work to go to public tender.

A Site Servicing Agreement will give the Town control over Town owned lands for offsite engineering and construction works within the Town-owned Right-of-Way, with the Developer agreeing to financial terms and/or prescribed timelines to complete the Scope of Work.

4. General Provisions- Municipal Servicing Permit Application

A permit application for service connections must be submitted by property Owners by completing the application form and attaching applicable documents and information as identified within this policy. The completed form is to be submitted to the Public Works Department digitally at publicworks@town.minto.on.ca. If email is not available, then forms can be obtained/submitted at the Town's Administrative Office.

The application, documents and information filed with the Public Works Department will be reviewed and the Applicant advised of the Town's requirements to access municipal services including the following:

4.1 Submission Requirements

Submission requirements may vary depending on location of each property, the access to and condition of existing infrastructure required for connections, scope/nature of the development and level of risk to public safety,

Supporting documents that may be requested include;

- a) Grading, Drainage and Servicing Plan
- b) Servicing Plan
- c) Servicing Sketch
- d) Construction Schedule
- e) Traffic Control Plan

- f) Completed Application Forms
- g) Applicable Fees & Deposits submitted
- h) Road Authority Approval
- i) Any additional requirements associated with securing connection to Municipal Services, as identified by the Town.

4.2 Drawing Submissions

A drawing submission will be required to support the application. The Public Works Department will require one of the following drawings to be submitted and approved as a requirement of the Municipal Servicing Permit. Public Works will decide which drawing submission is required for each application, as it is dependent on the details and scope of the *Works*.

a) Grading, Drainage and Servicing Plan

Submitted in conjunction with a Building Permit, as per the Town of Minto's Building By-law. This drawing combines the Right-of-Way servicing design with the grading, drainage, and servicing proposals for the development. (see article 6.2 for detailed drawing requirements for a Grading, Drainage, and Servicing Plan).

b) Servicing Drawing

To be completed by a qualified *Professional Engineer* and be submitted for the Town's review and approval (see article 6.1 for detailed list of drawing requirements).

c) Servicing Sketch

At the discretion of the Public Works Department, a Servicing Sketch may be permitted to be submitted for simplistic proposals. The Servicing Sketch may be completed by the *Pre-Qualified Contractor* or a *Professional Engineer*.

4.3 Pre-Qualified Contractor

The Town of Minto has a list of Pre-Qualified Contractors who are authorized and insured to complete *Servicing Works* within the Town owned *Right-of-Way*. These contractors have completed the necessary screening and have satisfied the conditions set by the Town to ensure that the contractor is competent, with experience in the municipal sector, and has the required insurances in place to complete servicing work in the Town of Minto.

- a) As part of this Permit application, the Applicant must obtain one of these contractors to complete the servicing construction. The Applicant can reach out to these contractors and request quotations for ALL work that is required within the Towns Right-of-Way.

- b) If a Servicing Drawing is required, then the Applicant should first have the drawing approved by the Town prior to contacting the contractors. Once the Owner has procured the services of a *Pre-Qualified Contractor*, the Applicant must complete the applicable forms in the servicing connection application documents.
- c) The *Pre-Qualified Contractor* is responsible for all work within the municipal Right-of-Way, including
 - i. Supply and installation of sanitary, water, or storm services, in accordance with applicable standards;
 - ii. All roadway remediation work including road base, asphalt, curbs, sidewalk, and boulevard restorations;
 - iii. Obtaining locates and reporting any design conflicts to the municipality;
 - iv. Supplying a list of sub-contractors to the Town;
 - v. Supplying a construction schedule to the Town;
 - vi. Traffic Control Plan;
 - vii. Any other work prescribed under the Servicing Permit or Site Servicing Agreement.
- d) The Town is not party to any terms of payment between the Owner, their selected Pre-Qualified Contractor, or their Sub-Contractors. A total cost estimated by the Pre-Qualified Contractor or Professional Engineer is to be submitted to the Town with a general itemized breakdown to be reviewed by the Town to ensure completeness and prove conformity with the Town standards and Procurement Policy thresholds.
- e) If an Owner/Developer wishes to use a contractor that is not a Pre-Qualified Contractor, the contractor must apply to become pre-qualified. The application process can be initiated by contacting the Town's Public Work's Department.

4.4 Construction Schedule

Some Works may require that a construction schedule be created and circulated to the Town, Road Authorities, emergency services, school boards, local residents and/or general public, to notify them of road closures, detours, or other access concerns. Once a schedule is agreed upon with the Public Works Department, it is required to be followed, unless alterations are approved by the Public Work's Department. Any unnecessary changes are to be avoided, but if changes are required, they are to be communicated and approved by the Public Works Department.

Prior to commencing construction, Town Staff may request a pre-construction meeting on site, to discuss details of the project. The contractor shall not conduct any work without seven (7) days notice.

- a) The construction season for Works within a municipal road allowance is generally between May 15th and October 31st of the calendar year. Permits may not be issued if construction cannot be completed within the prescribed construction season.

4.5 Traffic Control Plan

A Traffic Control Plan (TCP) is a requirement that effectively and safely harmonizes a project's physical requirements with the operational needs of the Town and all right-of-way users. It ensures the safety of workers, pedestrians, and motorists during construction or maintenance activities.

- a) Compliance with OTM Book 7: Contractors should adhere to the guidelines outlined in the Ontario Traffic Manual (OTM) Book 7. This manual addresses the application of traffic control devices in temporary work zones resulting from highway activities, including planning, construction, surveying, maintenance, utility work, and unplanned event responses.
- b) Traffic Management Measures: The plan should specify how traffic will be managed during the work. This includes details on lane closures, detours, signage, and flagging operations.

4.6 Inspection of Construction Works

Town staff or a consulting engineer will complete full-time inspection of the Works being installed. No Works will be permitted without Town representation and approval. The Town reserves the right to require proper testing be completed to ensure the quality of installation. All testing or inspection required will be invoiced directly to the Owner/Developer.

4.7 Private Service/Additional Dwelling Unit, Attached and/or Detached

The continuation of the service from the property line to the building on private property can be completed with the owner's private contractor, working under the applicable permits from the Chief Building Official and the Ontario Building Code.

- a) A single water, sanitary and storm sewer service and water meter is required to serve the Principal Unit on a property. Water service connections for *Additional Dwelling Units* (ADU) that meet the definition in the Town's Zoning By-law is required to be made after the water meter and within the Principal unit. Storm and sanitary service connections serving ADU's are required to be completed within the property boundaries. Individual services to an attached or detached ADU is not permitted.
- b) The water service connection shall be equipped with a municipal shut-off valve that shall be located on municipal property at or near the property line or a location authorized by the Town's Public Works Department.

- c) Each water, sanitary sewer and/or storm sewer service connection shall be installed and connected to the Town's watermain, sanitary and/or storm sewer along the frontage of the property unless otherwise authorized in writing by the Town's Public Works Department.
- d) A separate connection service meter installed for irrigation and/or fire sprinkler systems is not permitted.

4.8 Coordination With Other Utilities

The Owner/Developer is to notify and coordinate all aspects with utilities required to support their development. The Owner/Developer is required to:

- a) Notify all relevant utility providers (e.g., electricity, gas, telecommunications) early in the planning process. This ensures that any existing infrastructure or planned upgrades by these utilities are considered in the design of the proposed development;
- b) The Owner/Developer is to acknowledge that any additional utility services required to service the proposed develop (i.e. new gas lines, electrical upgrades, etc.) are required to be completed as part of the site development;
- c) If the proposed development requires any offsite Works, the Owner/Developer is responsible for the sole cost of the design and construction of the Works;
- d) Works that require the relocation or adjustment of existing utility infrastructure, the Owner/Developer is responsible for coordinating with the affected utility providers to facilitate these changes. The cost and logistics of such relocations must be managed in conjunction with the utility companies and included in the Owner/Developer's project plan.
- e) Any conflicts or issues encountered during construction that affect utility services must be reported to both the municipality and the relevant utility providers immediately. Prompt reporting allows for quick resolution and minimizes disruptions.
- f) Any additional utility services required to service the site (e.g., new gas lines, electrical upgrades, or telecommunication lines) must be completed prior to the remediation of the Right-of-Way *Servicing Works*. This ensures that the Right-of-Way is not disturbed multiple times and reduces the risk of damage to new or existing infrastructure.

4.9 Security Deposits

A security deposit is required to ensure that all work related to the extension and connection to municipal services is completed in accordance with the approved plans, municipal standards, and applicable regulations. The deposit also serves to cover any potential costs for remedial work or damage caused to municipal infrastructure during construction that has not been rectified by the Owner/Developer.

a) Amount of Security Deposit

The amount of the security deposit shall be determined based on the scope and nature of the proposed work. Generally, the deposit is a fixed amount as specified in the Town's Fees and Charges By-law, but this amount could be increased or decreased by the Public Works Department in situations where the project scope creates an increase in potential risks and liabilities associated with the Works. At Public Works discretion, an alternate security deposit amount can be calculated by receiving an engineered cost estimate, or a *Pre-Qualified Contractor's* quote and taking a security of 110% the estimated cost. The exact deposit amount will be specified in the *Municipal Servicing Permit*.

a) Payment and Submission

The security deposit must be paid in full prior to the issuance of the *Municipal Servicing Permit*. Payment can be made via certified cheque, letter of credit, bank draft, or electronic transfer as per the Town's accepted payment methods. The deposit agreement is required to be signed and submitted along with the completed permit application and any other required documentation.

b) Maintenance Holdback

A portion of the security deposit, specifically 10% of the original security or a minimum of \$5,000.00, whichever is greater, will be held back as a maintenance holdback. This maintenance holdback is retained for a period of one (1) year from the date of acceptance of the Works. The purpose of the holdback is to ensure that the servicing works remain in good condition through at least one winter season and to address any issues that may arise during this period.

c) Release of Security Deposit

The security deposit, excluding the maintenance holdback, will be returned to the Applicant upon successful completion of the following conditions:

- i. **Substantial Completion:** The servicing works must be complete and pass all required inspections and meet the Town's standards and specifications.

- ii. **Settlement of Outstanding Fees:** All applicable fees and charges, including those related to inspections and any additional costs, must be settled.

d) **Maintenance Holdback Release**

The maintenance holdback will be released after the one-year maintenance period, provided that:

- i. **No Outstanding Issues:** There are no outstanding issues or defects in the servicing works that need to be addressed.
- ii. **Winter Condition Performance:** The servicing works have performed satisfactorily over the winter season, and any issues arising due to winter conditions have been resolved.
- iii. **Completion of Remedial Work:** Any required remedial work or repairs identified during the one (1) year holdback must be completed to the satisfaction of the Town.

e) **Forfeiture of Security Deposit**

The security deposit may be forfeited, in whole or in part, under the following circumstances:

- i. **Non-compliance:** If the Applicant fails to comply with the conditions set out in the Municipal Servicing Permit, including non-adherence to municipal standards or failure to complete required remedial work.
- ii. **Damage to Municipal Property:** If the construction work results in damage to municipal infrastructure and the costs to repair or replace are not covered by other means.
- iii. **Unpaid Fees:** If there are outstanding fees or charges related to the project that are not paid upon final settlement.
- iv. If the costs to remedy any deficiencies listed in clause 5.9 e) exceed the security amount held by the Town, the Town will invoice the Owner for the additional costs. If the invoice has not been paid within 30 days of the date of the invoice, the Town may collect the additional costs in the same manner as Municipal Taxes.

5. Definitions

"Applicant" means the Owner of a property or the Authorized Agent of the Owner for which water, sanitary, storm or entrance sewage works are being sought;

"Developer" means a person or a company being responsible for causing construction on a property. A Developer may also be the Owner of the property where work is proposed or taking place;

"Frontage Fee" means a charge levied on a property based on the length of its frontage along a municipal roadway where municipal services, such as water, sanitary, and/or storm sewer systems are available. The fee is imposed to cover the costs associated with the installation, maintenance, replacement, and rehabilitation of municipal

infrastructure that services the property. Frontage Fees are distinct from Development Charges and are typically applied when a property is connected to municipal services for the first time, or when a new lot is created by consent applications.

- a) The total length of a residential/commercial/industrial/institutional property which is adjacent to a municipal roadway and underground infrastructure.
- b) Where the property is zoned agriculture, frontage shall be the length along which the servicing mains extend.
- c) Where a property fronts more than one Right-of-Way, the length shall be calculated for the side from which the property is being serviced.

“Municipal Servicing Standards” means and is not limited to the current Town of Minto’s Municipal Servicing and Design Standard, the Design Guidelines for Drinking Water System 2008 by the Ministry of the Environment, the Design Guidelines for Sewage Works 2008 by the Ministry of the Environment, Ontario Provincial Design Standards/Ontario Provincial Standard Specifications (OPDS/OPSS) and the Design Guidelines for Sanitary Sewers, Storm Sewers and Force mains for Alterations Authorized under Environmental Compliance Approval; as applicable and amended;

“Municipal/Municipality” or “Town” means the Corporation of the Town of Minto;

"Road Authority" means the entity responsible for the management, maintenance, and regulation of public roads within a specified jurisdiction. This includes the approval and oversight of activities that may impact roadways, such as construction, maintenance, and utility installations, in accordance with applicable legislation and standards.

"Professional Engineer" means an individual who is licensed and registered to practice engineering under the applicable provincial or territorial engineering regulatory authority. A Professional Engineer is qualified to design, supervise, and approve engineering work, ensuring compliance with relevant standards, codes, and regulations. In the context of this policy, a Professional Engineer is responsible for preparing and certifying engineering drawings, plans, and other technical documentation related to municipal servicing and infrastructure projects.

"Pre-Qualified Contractor" means a contractor who has been vetted and approved by the Town based on specific criteria such as experience, expertise, and compliance with municipal and industry standards. A Pre-Qualified Contractor is authorized to perform work within the Town’s Right-of-Way, including the installation, maintenance, and repair of municipal services. Such contractors must meet the Town's requirements for insurance, bonding, and past performance to be eligible to undertake projects covered by this policy.

"Sub-Contractor" means an individual or company hired by a Pre-Qualified Contractor to perform specific tasks or portions of the work on a project. The Sub-Contractor operates under the supervision and responsibility of the Pre-Qualified Contractor and must adhere to the same standards, regulations, and requirements set forth by the Town. The use of Sub-Contractors must be disclosed to and approved by the Town, and

they must meet any applicable qualifications or certifications relevant to the work they are assigned.

"Right-of-Way" means the legal right to pass through or use a specific portion of land, typically for transportation or utility purposes. In the context of municipal infrastructure, a Right-of-Way refers to the publicly owned land reserved for roads, sidewalks, utilities, and other public infrastructure. It includes the space within which municipal services such as water mains, sanitary sewers, storm drains, and other utilities are located and maintained. The Right-of-Way is regulated by the municipality or other governing authority, and any work within this area requires appropriate permits and approvals.

"Other Charges" means charges related to repairs, installations, services rendered, or other expenses, exclusive of charges included in water rates, frontage charges and sewage service rates, payable by the consumer as provided for in this Policy or as directed by Town Council;

"Servicing Works" or "Works" means the construction, installation, extension, upgrade, repair, or maintenance of municipal services and infrastructure. This includes, but is not limited to, water mains, sanitary sewers, storm sewers, roadways, sidewalks, and associated utilities. *Servicing Works* are undertaken to provide or improve the necessary infrastructure to support development, ensure proper functioning of municipal services, and comply with applicable standards and regulations. These works may be required as part of a development project, property connection, or municipal infrastructure improvement.

6. Related Documentation

- a) Servicing Plan Requirements
- b) Grading, Drainage, and Servicing Plan Requirements
- c) Municipal Servicing Permit Application

Date	Description
March 9, 2005	Passed by Council
May 21, 2019	Amended by Council
October 29, 2024	Amended by Council



The Corporation of the Town of Minto

Servicing Plan Check List

INTRODUCTION

An approved Servicing Plan is a requirement of the Town of Minto's Service Extension and Connection Policy. This Policy requires that the Town of Minto review and approve engineered drawings to ensure that municipal standards and requirements are met for any servicing works within the Town owned right-of-way.

DRAWING REQUIREMENTS

Prior to submission, the applicant must have all the following requirements clearly displayed on an engineered drawing. All servicing must be designed and installed to municipal standard in accordance with the Town of Minto's Municipal Servicing and Design Standards and the plan must be approved by the Public Works Department. A Servicing Plan is **not deemed complete until all deficiencies have been addressed and all requirements have been met. Additionally, work cannot commence until the plan has been approved.**

General Information

- ☐ Indicate a north arrow
- ☐ Show a title block including drawing title, revision number, date, applicants name and address, consulting information, and subject property address
- ☐ All elevations are referenced to a metric geodetic municipal benchmark
- ☐ Label fronting and adjacent streets
- ☐ Reference drawing scale (minimum scale of 1:500)
- ☐ Signature and stamp of a Professional Engineer (P.Eng) registered in the Province of Ontario

Property/Survey Information

- ☐ Location of existing structures, utilities, property bars, trees, watercourses, or any other topographical features of interest, on or adjacent to the property
- ☐ Lot numbers, property lines, and existing/proposed easements clearly displayed
- ☐ Existing elevations with contours on the subject property and the adjacent properties (include date of topographical survey)

Drawing Features

- ☐ Show existing and proposed drainage features including culverts, catch basins and other structures including invert elevations
- ☐ Sediment and Erosion control including appropriate location, details, and specifications for both during construction, and post construction applications
- ☐ Location of all existing hard surface elements and surface treatment types within the expected affected construction area (i.e. concrete, asphalt, gravel, brick, patio stone, decks, sidewalks etc.)
- ☐ Include surveyed elevations and locations of all existing underground infrastructure within the roadway
- ☐ Show location of existing/proposed water service from water main to the building, including location of the curb stop

- ☐ Show location of existing /proposed sanitary service from the sewer main to the building, including location of the clean out
- ☐ Show location of existing/proposed storm service from storm sewer to a building, or inlet including cleanout at property line
- ☐ Include pipe material and sizes for all services in accordance with the Towns Servicing Standards
- ☐ Clearly label pipe slopes, include details of any slope variations, with invert elevations at the main, property line, and the elevation at connection to the building/structure
- ☐ Clearly outline the anticipated limits of restoration due to service installation within the Towns right-of-way, including asphalt restoration, line painting, curb and sidewalk replacement, topsoil and sod restoration etc...
- ☐ Tree Protection: If the work involves trees within the road allowance, include measures to protect them. This may include fencing or other barriers.
- ☐ Note stating that all Right-of-Way servicing works are required to be completed by one of the Town's Pre-Qualified Contractor
- ☐ Show location of existing/proposed utilities, including telecom, gas, and hydro with transformers if required.
- ☐ Clearly define limits of grading activities (where proposed grading matches existing ground)
- ☐ Show existing/proposed road grades and elevations on all streets with arrows indicating direction of slope

POST CONSTRUCTION REQUIREMENTS

After the construction of the approved Servicing Plan, the Town of Minto requires verification that the site was built in conformance with the approved plans. Any changes or variances made during construction must be documented and submitted by an engineer for the Town's review. The Town of Minto may require that you submit an As-Constructed Plan prior to the release of a grading deposit and/or associated securities.

As-Constructed Plan Requirements

- ☐ Date of site survey/inspection
- ☐ As constructed building location with setbacks from property lines
- ☐ Clearly identify and display any conflicts or alterations between what was built and the approved plans
- ☐ Locations and elevations of the sanitary and water servicing with the clean-out and curb-stop locations
- ☐ Confirm and display locations/elevations/slopes of key drainage features such as constructed storm water structures, pipe inverts, top of grates, retaining walls, swales, berms, driveways, ditches, etc.
- ☐ Display sump pump discharge locations/roof leader discharge locations and how the site's grading directs storm run-off to a sufficient outlet
- ☐ Include any additional site features such as fences, decks, hard surface walkways/patios, sheds, pools, or anything else that is permanently located on the site at the time of inspection



The Corporation of the Town of Minto

Grading, Drainage, and Servicing Plan Check List

INTRODUCTION

An approved Grading, Drainage, and Servicing Plan is a requirement of the Town of Minto (By-law No. 2022-112) for Construction, Demolition, and Change of Use Permits and Inspections. This By-law authorizes the Town of Minto to review and approve development details and ensures that municipal standards and requirements are met for both the private development, and for the Town owned right-of-way.

DRAWING REQUIREMENTS

Prior to submission, the applicant must have all the following requirements clearly displayed on an engineered drawing. All servicing must be designed and installed to municipal standard in accordance with the Town of Minto's Municipal Servicing and Design Standards and Building By-law and the plan must be approved by the Public Works Department and Building Department. A Grading, Drainage, and Servicing Plan is **not deemed complete until all deficiencies have been addressed and all requirements have been met. Additionally, work cannot commence until the plan has been approved.**

General Information

- ☐ Indicate a north arrow
- ☐ Show a title block including drawing title, revision number, date, applicants name and address, consulting information, and subject property address
- ☐ All elevations are referenced to a metric geodetic municipal benchmark
- ☐ Label fronting and adjacent streets
- ☐ Reference drawing scale (minimum scale of 1:500)
- ☐ Signature and stamp of a Professional Engineer (P.Eng) registered in the Province of Ontario

Property/Survey Information

- ☐ Location of existing structures, utilities, property bars, trees, watercourses, or any other topographical features of interest, on or adjacent to the property
- ☐ Lot numbers, property lines, and existing/proposed easements clearly displayed
- ☐ Existing elevations with contours on the subject property and the adjacent properties (include date of topographical survey)

Design/Proposed Layout

- ☐ Zoning compliance matrix – showing required and proposed setbacks, lot coverage, parking spaces, height, ground floor area, etc.
- ☐ Details of proposed structures, including retaining walls, elevated decks/patios, and air conditioning units
- ☐ Existing and proposed drainage features including culverts and other structures including invert elevations
- ☐ Sediment and Erosion control including appropriate location, details, and specifications for both during construction, and post construction applications

- ☐ Foundation off-set pins, including the distances from the pins to the front corners of the structure and the elevation of the pin to the top of foundation
- ☐ Show existing and proposed fencing, buffering, berms and privacy screens
- ☐ Location of all proposed hard surface elements and surface treatment types (i.e. concrete, asphalt, gravel, brick, patio stone, decks, sidewalks etc.)

Servicing Within Municipal Road Allowance

- ☐ If right-of-way servicing works are required, the drawing must include surveyed elevations and locations of all existing underground infrastructure within the roadway
- ☐ Show location of existing/proposed water service from water main to the building, including location of the curb stop
- ☐ Show location of existing /proposed sanitary service from the sewer main to the building, including location of the clean out
- ☐ Show location of existing/proposed storm service from storm sewer to a building, or inlet including cleanout at property line
- ☐ Include pipe material and sizes for all services in accordance with the Towns Servicing Standards
- ☐ Clearly label pipe slopes, include details of any slope variations, with invert elevations at the main, property line, and the elevation at connection to the building/structure
- ☐ Clearly outline the anticipated limits of restoration due to service installation within the Towns right-of-way, including asphalt restoration, line painting, curb and sidewalk replacement, topsoil and sod restoration etc...
- ☐ Tree Protection: If the work involves trees within the road allowance, include measures to protect them. This may include fencing or other barriers.
- ☐ Note stating that all Right-of-Way servicing works are required to be completed by one of the Town's Pre-Qualified Contractor
- ☐ Show location of existing/proposed utilities, including telecom, gas, and hydro with transformers if required.

Grading

- ☐ Label existing and proposed elevations at lot and building corners
- ☐ Indicate direction and slope percentage of front, rear, and side yard overland flow paths, swales, ditches and drains
- ☐ Indicate proposed structure elevations including underside of footing, top of foundation, finished floor, steps in foundation, top of garage floor slab, all risers including from all exterior doors into the dwelling/garage, retaining walls, etc.
- ☐ Clearly define limits of grading activities (where proposed grading matches existing ground)
- ☐ Show proposed driveway elevations with slope to where the driveway matches into towns right-of-way (ie. sidewalk, curb, or roadway)
- ☐ Show existing/proposed road grades and elevations on all streets with arrows indicating direction of slope
- ☐ Label sump pit and rain leader discharge locations and directions
- ☐ If applicable, flood lines specified by the local Conservation Authority to be displayed.

POST CONSTRUCTION REQUIREMENTS

After the construction of the approved Grading, Drainage, and Servicing Plan, the Town of Minto requires verification that the site was built in conformance with the approved plans. Any changes or variances made during construction must be documented and submitted by an engineer for the Town's review. The Town of Minto requires that you submit an As-Constructed Plan and Grading Certificate, prior to the release of a grading deposit and/or associated securities.

As-Constructed Plan Requirements

- ☐ Date of site survey/inspection
- ☐ As constructed building location with setbacks from property lines
- ☐ Surveyed elevations of key building components, such as top of foundation, garage floor, finished floor, exterior building grades, etc.
- ☐ Clearly identify and display any conflicts or alterations between what was built and the approved plans
- ☐ Locations and elevations of the sanitary and water servicing with the clean-out and curb-stop locations
- ☐ Confirm and display locations/elevations/slopes of key drainage features such as constructed storm water structures, pipe inverts, top of grates, retaining walls, swales, berms, driveways, ditches, etc.
- ☐ Display sump pump discharge locations/roof leader discharge locations and how the site's grading directs storm run-off to a sufficient outlet
- ☐ Include any additional site features such as fences, decks, hard surface walkways/patios, sheds, pools, or anything else that is permanently located on the site at the time of inspection

Grading Certificate Requirements

- ☐ Written letter from an engineer or OLS on letterhead that confirms that they have reviewed the as-constructed site and explain that the site generally conforms with the approved plans, or that the As-Recorded drawing outlines the differences, but the grading is still acceptable.
- ☐ Address of development
- ☐ Name of owner/developer
- ☐ Signature of the Engineer or OLS that is signing off on the completed works
- ☐ Date of signature

If any of the above items are not applicable to your development, please note why. The Town reserves the right to review the rationale and reach out to you for further clarification as needed.



The Corporation of the Town of Minto

Municipal Servicing Permit- New Service Application Guidelines

INTRODUCTION

The Towns Service Extension and Connection Policy requires that any municipal lot (either existing or created by severance) that requires a service connection to existing municipal infrastructure, is required to obtain permission from the town via Municipal Servicing Permit, unless approval is given through an alternate Town approved contract.

The issuance of Municipal Servicing Permit shall constitute as Town's Public Work Departments written approval to connect as required by the Town of Minto's By-Law's No 2017-25- (Sanitary Sewer and Storm Use) and No.2017-06 (Water Supply and Water and Sewer Billing)

This application only applies to Right-of-Way servicing Works that does not include the extension of roads or service mains.

SERVICING APPLICATION PROCESS

Step 1	Read the Town of Minto's Service Extension and Connection Policy.
Step 2	Engage with Public Works to determine the extent of the servicing work to connect to municipal infrastructure and determine the submission documents that will be required.
Step 3	Complete submission requirements for Town review
Step 4	Pay required Municipal Fees and Charges
Step 5	Once a drawing and payments are approved, hire a Pre-Qualified Contractor, and have them coordinate with Public Works a construction schedule and traffic control requirements.
Step 6	Receive a Municipal Servicing Permit from the Town of Minto
Step 7	Construction of Services
Step 8	Completion of construction to Towns satisfaction, then begin 1 year holdback period
Step 9	Town inspects after 1 year holdback period to verify if there are any deficiencies
Step 10	Once all deficiencies have been remediated, Town to issue Certificate of Compliance and return remaining deposit.

SUBMISSIONS

All submission forms and supporting documents can be sent to the Town at publicworks@town.minto.on.ca or in person at the Town Office.



Municipal Servicing Permit Application

The Corporation of the Town of Minto

APPLICANT INFORMATION

OWNER

If a numbered company, please give the name and phone number of the principal owner/president.

Name(s):

Address:

City/Town:

Postal Code:

Phone:

E-mail:

APPLICANT

Complete if the Applicant is not the legal Owner.

Name:

Address:

City/Town:

Postal Code:

Phone:

E-mail:

PROPERTY INFORMATION

Municipal/Civic Address:

Assessment Roll Number:

Lot Number(s):

Concession Number(s):

Registered Plan Number:

If applicable.

Lot(s)/Block(s):

If applicable.

Property Use: Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐

Is this Servicing Permit being applied for in conjunction with a Building Permit?

Yes ☐ No ☐

PROPOSED SERVICING

Sanitary

Type: New Service ☐ Connect to Existing Service ☐ Replacement ☐ Relocation ☐ Upgrade ☐

How Many Laterals Are Required:	
Existing Service Size: <i>If applicable.</i>	Existing Material: <i>If applicable.</i>
Required Size:	Pipe Material to be Used:
Water	
Type: New Service <input type="checkbox"/> Connect to Existing Service <input type="checkbox"/> Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Upgrade <input type="checkbox"/>	
How Many Laterals Are Required:	
Existing Service Size: <i>If applicable.</i>	Existing Material: <i>If applicable.</i>
Required Size:	Pipe Material to be Used:
Storm	
Type: New Service <input type="checkbox"/> Connect to Existing Service <input type="checkbox"/> Replacement <input type="checkbox"/> Relocation <input type="checkbox"/> Upgrade <input type="checkbox"/>	
How Many Laterals Are Required:	
Existing Service Size: <i>If applicable.</i>	Existing Material: <i>If applicable.</i>
Required Size:	Pipe Material to be Used:
Does any of the servicing Works fall within one of the Towns Wellhead Protection Area's (WHPA)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

REQUIRED SUBMISSION DOUCMENTS CHECKLIST	
This section is to be completed by Town Staff	
<input type="checkbox"/> Grading, Drainage, and Servicing Plan or Site Servicing Sketch <input type="checkbox"/> Site Servicing Plan <input type="checkbox"/> Site Servicing Sketch <input type="checkbox"/> Pre-qualified Contractor's Cost Estimate/Engineer's Estimate <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Construction Schedule	<input type="checkbox"/> List of Sub-Contractors <input type="checkbox"/> Completed Application Forms <input type="checkbox"/> Signed Security Deposit Agreement <input type="checkbox"/> Payment of Fees and Charges <input type="checkbox"/> Other Agency Permits (ie: road authority, Conservation Authority, Utilities)

PUBLIC WORKS CONDITIONS

Upon review by Public Works, the following are additional conditions or important notes regarding the servicing Works that the applicant will need to address as part of this application.

This section is to be completed by Town Staff

FEES AND CHARGES

In accordance with the Town of Minto's Fees and Charges Bylaw, the following table will be used to calculate the required fees for the applicant to pay prior to permit issuance.

This Section is to be completed by Town Staff

Municipal Servicing Application Fees	2025 Rate	Applicable Fees
New Service- Servicing Permit Fee	\$1,500	
Existing Service & Subdivision- Servicing Permit Fee	\$495	
Existing Service Cost Recovery Fee's		
Connect to Existing Water Service	\$1,210	
Connect to Existing Sanitary Service	\$1,650	
Connect to Existing Storm Service	\$500	
Connect to Existing Water Service- Elora Street Clifford	\$2,500	
Connect to Existing Sanitary Service - Elora Street Clifford	\$2,500	
Connect to Existing Storm Service - Elora Street Clifford	\$2,500	
Existing Service Lateral Cost Recovery (if records are available)	Actual Cost	
Lot Frontage Fee's		
Frontage Length= _____ (m)	\$/m	
Water	\$80	
Sanitary	\$80	
Storm	\$61	
Supply Water Meter	Actual Cost	
Entrance Permit	\$150.00	
Additional Fees		
TOTAL FEE		
Security Deposit for Inspection and Remediation of Developer Installed Water Wastewater and Storm Connections	\$20,000.00	
TOTAL FEE + DEPOSIT		

ADDITIONAL COSTS

The applicant may receive invoices for various expenses incurred by the Town for services provided in the conduct of on an application, including but not limited to:

- Legal services provided by the Town Solicitor
- Engineering Services provided by the Town's Consulting Engineers or other specialized
- Any additional inspections, material testing, CCTV inspections, sewer flushing, or water sampling, that is requested by Public Works, in relation to the Works of this permit.

All additional costs will be direct billed to the applicant.

PRE-QUALIFIED CONTRACTOR

This contractor has been chosen by the applicant and is responsible for all Works to be completed within the Right-of-Way A quote shall be completed by a qualified engineering professional or a pre-qualified contractor with an itemized cost breakdown attached to this application, along with a list of all sub-contractors and what they are responsible to complete.

Pre-Qualified Contractor

Developer chosen *pre-qualified contractor to be used*

Company Name:

Project Manager:

Phone:

E-mail:

Itemized Breakdown of Cost Estimate Attached

☐ Yes

☐ No

List of Sub-Contractors

These contractors are hired by the Pre-Qualified Contractor to complete certain aspects of the job. Please list the contractors and what they are completing.

Anticipated Start Date and Construction Timeline:

Total Cost from Prequalified Contractors Quote: _____

Security Deposit Agreement

The Town of Minto has established a system of deposits and fee collection for certain developments requiring services provided by the Town with respect to development on Town owned lands and/or servicing matters regarding municipal Water, Wastewater, Stormwater distribution/collection systems.

The undersigned Owner/Applicant acknowledges that they have reviewed and agree to the following terms and conditions:

1. The Town requires that certain Servicing Permit Applications involving infrastructure projects on Town owned lands require a Deposit Agreement as established by the Town and that this application is not considered complete until the required deposit and Deposit Agreement have been completed.
2. Unless otherwise agreed to by the Town, prior to the approval of this application, the Owner/Applicant shall agree to provide a deposit to the Town in the amount as detailed in the Town's Fee's and Charge's By-Law, or otherwise agreed upon value, hereto by way of Cash, Letter of Credit, or other deposit venue, as accepted by the Town and that this deposit is in addition to any other required fees.
3. The deposit is held by the Town until substantial completion of the servicing Works. The Owner/Applicant shall receive invoices for various expenses incurred by the Town for services provided in the conduct of an application, including but not limited to the following:
 - Legal services provided by the Town Solicitor;
 - Engineering Services provided by the Town's Consulting Engineers or other specialized;
 - Any additional material testing, CCTV inspections, sewer flushing, or water sampling, that is requested by Public Works, in relation to the Works of this permit; or,
 - Any other costs incurred by the Town
4. Any amounts invoiced shall become due and payable to the Town within thirty (30) days of the invoice. If an applicant does not pay the invoiced amount as specified in by its due date, the Town will collect the outstanding amount in the same manner as property taxes.
5. The deposit required for the servicing Works shall be retained by the Town until substantial completion of all the required Works to the satisfaction of the Town, at which, the Town will release the deposit, minus a holdback of 10% (\$5,000 minimum) of the total security for a one-year maintenance period. Upon the expiration of the maintenance period and with no deficiencies with the servicing Works identified, the remaining deposit will be refunded to the Owner.
6. Where the Works required by this agreement have not been completed, maintained, or repaired in a timely manner suitable to the Town's Public Works officials, acting reasonably, the Town may use such deposit to complete said Works, in accordance with the requirements of this permit.
7. The Owner/Applicant who has applied for a permit to add, alter, install municipal infrastructure in accordance with the information shown on this application and supplied in the approved plans and specifications, agrees that the issuance of a permit does not relieve the Owner/Applicant of the responsibility to comply with all relevant municipal and provincial standards, by-laws, codes and applicable legislation. It is understood that all Works will be

constructed, altered, maintained or operated at the expense of the Owner/Applicant, and that work shall not begin before a permit has been issued by the Town.

8. The Owner/Applicant, their heirs, executors, administrators, successors or assigns hereby agree to observe, keep and perform and be subject to the standards, and conditions of the said permit and to indemnify and save harmless the Town and its employees, from and against all loss, cost, charges, damages, expenses, claims and demands. The Town of Minto is not liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the Works authorized and have read and agree to issue such security to the Town of Minto prior to receiving a Municipal Servicing Permit.

Signature of Owner/Applicant

Date

Total Security Deposit Required:	
Payment Received by:	Date Received:
Permit Approved by:	GL Account #: