

Connection to Municipal Water System Guide

To connect to municipal water service as a new connection in the Township of Southwold, property owners must follow a series of steps. Here's a step-by-step checklist to guide you through the process:

1. Confirm Eligibility & Fees

- ❑ Ensure your property is located within the boundaries of the municipal water system and that your property is eligible for connection.
- ❑ Get verification of the fee amount for your specific request. Water connection fees are the charges that a resident must pay to connect their property to the public water supply system. These fees typically cover the costs associated with establishing a new water service, including both administrative and physical work. The fees are found in the User Fee By-law available here:
<https://www.southwold.ca/en/municipal-office/user-fees.aspx#Water-Connection-Fees>

2. Complete Application for new service connection (online)

- ❑ Complete the Service Connection Application Form. This form can be found on the website here: <https://forms.southwold.ca/Service-Connection-Application-Form>
 - In this online form you will complete your name address telephone number and email address.
 - In the Issue/Request Information box, use the pull-down menu and select "Service Connection Application" (Water, Wastewater, Stormwater)
 - In the Service Connection Type box, use the pull-down menu and select "Water"
 - Include the address of where the water connection is to occur.
 - Include any other details about the service.
 - Attach Image-provide a sketch showing the proposed location of the curb stop and where the private water service line will be located on your property. This drawing must be an accurate representation of the property. Often it is best to use an image from google earth.

3. Apply for and Obtain Permit from Building Department

Installation of a water service from property line to building falls under the jurisdiction of the Ontario Building Code.

- ❑ Apply for a Building Permit through the Township's website
<https://www.southwold.ca/en/business-and-development/building-permits.aspx>
The "Applying for a building permit" section contains a live link to "Cloudpermit" where all permits are applied for. You will be required to create an account in Cloudpermit.
- ❑ The fees are found in the User Fee By-law available here:
<https://www.southwold.ca/en/municipal-office/user-fees.aspx#Building-Services>
- ❑ Deposits are held on all permits in the Township of Southwold and will be refunded upon completion of all the permit obligations. This includes requesting site inspections. (as per the Building By-Law.)

3. Pay Connection Fees and Building Permit Fees

- ❑ The connection fees and the permit fees, including deposits will be invoiced with the building permit. All fees must be paid in full before any work begins.

4. Township Work

- ❑ The Water Department will coordinate the Township work once all fees have been paid, which includes:

Tapping of Water Main - Tapping refers to the process of connecting the water line from the public water main (usually located under the road) to the property's water system. This step ensures that your property has access to the public water supply. It's a critical part of connecting your home or business to the water distribution network.

Installation of a New Curb Stop - A curb stop is a valve located at the property line, typically where the water line from the street connects to your private property. It allows the water supply to be turned off for repairs or emergencies without affecting the whole neighborhood. The curb stop serves as a shutoff point for your property's water service. This makes it important for isolating the water system and preventing issues such as leaks or repairs from impacting the entire system.

5. Private Property Work (done by private contractor)

- Install the private water service pipe from the curb stop at the property line to the interior of the home. Coordinate this installation 1-2 days in advance with the Building Department who will check the following:
 - Depth of water service pipe, must be installed below frost line
 - Size and Material of water service pipe
 - Installation of tracer wire attached to water service pipe the entire length
 - Verify correct installation
- Water meter installation is to be completed as per the attached drawing. Disconnect the well water from the potable water service. Well not permitted to be connected to potable water system. Coordinate this installation 1-2 days in advance with the Building Department who will check the following:
 - Installation of water meter, reader
 - Confirmation of disconnection of well