

# Service Connection Application

Please complete in FULL and return to:

Town of Wolfville – Engineering & Public Works  
200 Dykeland Street | Wolfville, NS | B4P 1A1  
t: 902-542-5767 | f: 902-542-3815  
e: [publicworksinfo@wolfville.ca](mailto:publicworksinfo@wolfville.ca)

**NO LATER THAN 30 DAYS BEFORE REQUIRED.**

## Application Status (office use only)

Application #:

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- Application Complete
- Invoice Generated
- Invoice Paid in Full



A cultivated experience for the mind,  
body, and soil.

## Residential Service Connection Information

New Service Location: (Civic Address or PID)

Service Type(s):  Water Choose Size:  19 mm (3/4")  25 mm (1")  Sewer Choose Size:  100 mm (4")  Storm Choose Size:  100 mm (4")  Other:

*Note that the Town cannot guarantee availability of all municipal services in every area. In addition, some locations may not qualify for storm service connections (if available).*

Estimated Date Required:  *Note that Public Works only considers installations between Jun. 1 to Oct. 31 annually (as priorities allow) and as such cannot guarantee completion of installation by the estimated date required.*

Description of Property:  Single Dwelling  Multi-Unit # of Units:  *Note that only one water meter is supplied per water service application, and a new water service account will be opened in the name of the property owner (in accordance with the Regulations).*

## Applicant Information

Applicant Name:  Organization:  (Optional)  
Role:  i.e. Contractor, etc. Email:   
Billing Address:  Phone:  (Daytime Contact)

## Account Holder Information (if different from above)

Property Owner Name:  Email:   
Billing Address:  Phone:  (Daytime Contact)

## Applicant Acknowledgements

- Initial:**
- I hereby agree to be responsible for any and all damage to Town-owned lands, streets, and associated infrastructure, as assessed by Town of Wolfville staff, and to return all lands and properties to their original state, after the completion of the connection to the services provided.
  - I hereby acknowledge that I have read and understand bulletins **EPW-B24-01 - Single-family Residential Services Installation** and **EPW-B24-02 - Water Meter Installations**, available on the Town of Wolfville's website under the Water Utility section.
  - I hereby acknowledge that I have read and understand the **Schedule of Water Rates and Rules & Regulations**, available on the Town of Wolfville's website under the Water Utility section.
  - I hereby acknowledge that all service connections **MUST** be inspected by the Town prior to backfilling, and that failure to comply will result in the requirement for connections to be re-exposed for inspection before activation.
  - I hereby acknowledge I am the property owner, or the authorized agent of the property owner, and that by submitting this application, the owner provides consent to be contacted by the Water Utility to enter into a utility service contract.
  - I hereby declare that I know of no reason why this application should not be granted, and that all the information provided on this application is truthful and accurate.

- Additional Information:**
- Service installations are to the private property boundary at the frontage with the street right-of-way.
  - Property owners and anyone working on behalf of the property owner must obey all by-laws, regulations, bulletins, guidelines, and any applicable notices issued to the owner in relation to the property. This permit does not convey any special privileges or rights to exempt any portion of the above;
  - No breaking of soils in the municipal street right-of-way is to occur unless application for such is submitted to the Department of Engineering and Public Works, and approval has been received by the applicant;
  - Public streets and sidewalks will be kept open for normal traffic movement, unless otherwise approved, and pedestrian and vehicular traffic will not be obstructed in any manner;
  - It shall be the responsibility of the applicant to ensure that all necessary safety precautions are taken to ensure the safety of the work;

Signature of Applicant: \_\_\_\_\_

Application Date: \_\_\_\_\_

Application and Installation Notes (if applicable)

ADMINISTRATIVE CHECKLIST:

	YES	NO	N/A	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All required information has been provided on/with the application.
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location vetted, and service availability verified by Public Works
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invoice has been generated by Finance. <b>Invoice #</b> <input type="text"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The above invoice has been paid in full by the applicant or property owner.
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application number filled into top of first page. Completed application and all supplementary attachments combined into one single PDF and saved in application folder.
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed application, supplementary attachments, and copies of all correspondence saved to LF: 31700-40\CURRENT YEAR> Service Connections\ <SC##-YYYY_CIVIC ADDRESS>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This application has been forwarded to Public Works for scheduling of installation.

ADMINISTRATIVE NOTES:

Administrative staff to complete steps 1-5 above prior to forwarding to Public Works for scheduling (step 6). Once scheduled, administrative staff shall contact the applicant with the scheduled date of installation.

Following installation of services, Public Works staff are to complete the following once inspection of connections is complete, and a meter is installed in accordance with Town requirements:

INSTALLATION CHECKLIST:

	YES	NO	N/A	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meter issued and/or installed. Number: <input type="text"/> Reading: <input type="text"/> Size: <input type="text"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connections inspected and completed in accordance with requirements. Date: <input type="text"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service activated. Date: <input type="text"/>

Utility operator acknowledgement:

Name:

Initial: