



CITY OF KENORA

“Schedule A” Private Service Connection Application External Water & Sewer

Section 1: Instructions for the Applicant

1. The applicant must be the registered owner of the property to be serviced.
2. The applicant must complete this application in full and pay the required \$70.00 processing fee at the City of Kenora Municipal Office located at 1 Main Street South.
3. Once the application has been reviewed to ensure that frontage and connection fees have been paid, it will be forwarded to Biman Paudel, Water & Sewer Supervisor for authorization. The applicant will be contacted by Biman Paudel regarding the status of the application. You need to allow 10 working days for this process.
4. A sewer & water service contract is required for billing purposes which needs to be signed at City Hall, 1 Main Street South.
5. After the service contract is signed, a customer service representative will notify Public Works and you will be able to pick up your water meter at the Public Works building located at 60 14th Street North.
6. The applicant must arrange with Biman Paudel, Water & Sewer Supervisor or his designate, to have an inspection before the installed services are buried.
7. Inspections are available between 8 a.m. – 4 p.m., Monday to Friday (excluding holidays).
8. The applicant will be responsible for locating all buried services such as communications, natural gas, electrical, etc.
9. The applicant will be responsible for any damages to City of Kenora property, including pavement restorations, sidewalks, storm drainages, etc.
10. The applicant will be responsible for any damage to adjacent properties caused by the installation of water and/or sewer services.
11. The water meter must be installed within a maximum of eighteen (18”) inches of where the water line enters the premises.
12. The touch pad will be located on the outside of the building adjacent to the hydro meter.
13. No soldered fittings shall be allowed before the water meter.

Section 2: (please print)

Date: _____

Name: _____

Mailing address: _____

Telephone: Home _____ Work _____

Property Location:

Physical address: _____

Legal Description: Lot _____ Block _____ Plan _____ Parcel _____

Applicable Charges:

Frontage fee: _____

Connection fee: _____

Type of Installation: Residential _____ Commercial _____ Industrial _____

Section 3: Requested Services

Water: Size _____ Type _____ Materials _____

Sewer: Size _____ Type _____ Materials _____

Contractor:

Name: _____

Address: _____

Telephone: _____ Cell: _____

Construction:

Start date: _____

Inspection date: _____

The application acknowledges that he/she is responsible for any and all damages, direct or consequential, arising from any work authorized by this permit, whether performed directly by the owner or his contractor, employee, agent or otherwise, and agrees to indemnify and save harmless the City of Kenora from any and all losses, costs, damages in connection with the work being performed.

Signature of Applicant: _____ Date: _____

Section 4: Location of Services (Diagram)

