

VILLAGE OF EMPRESS

Title: Private Property Water Service Line Repair Policy	Policy Number:41-02
Effective Date: September 17, 2015 Revised: February 18, 2020	Replaces: Replacement of Water or Sewer Lines on Personal Property Policy Jan. 1, 2003

Private Property Water Service Line Repair Policy

Date of Application

Name of Property Owner

Property Address

Contact Phone Number

Note: A residential water service line leak on the street side of curb stop, which requires excavation to correct, will be repaired by Village crews at no charge to the resident. Property owners are responsible for repairs associated with leaks which occur in water service lines within a residence.

For a leak on a water service line on the property side of the curb stop, the following procedures will apply:

1. The property owner is required to attend at the Village office to fill out required paperwork for a water disconnect to proceed with the repairs.
2. The property owner has the option to use Village crews or a private contractor. If the owner decides to use Village crews to carry out the work, a Village representative will meet the property owner on site to review the requirements and conditions for the work to be done. If the line is an old copper line, the owner will be required to replace the full line rather than a repair job.
3. If property owner uses a private contractor, the owner may choose to just do the repair as long as it does not require connection to the curb stop. Village personnel have to be present to oversee any connection to a curb stop.
4. If using Village crews, the owner is required to submit a deposit to the Village, (see the *Village's Water Bylaw*), for water line repairs and sign the required work order. Once the deposit is paid and the resident has signed the appropriate forms, the Village will provide an anticipated date for the repair work. It is understood that this date is subject to change depending on factors such as weather conditions, emergency situations, staff availability, etc.

Reviewed & Agreed - Property Owner to Initial

5. The property owner is responsible to have the curb stop exposed. At the owner's request, the Village will attempt to locate the curb stop; however, the property owner is responsible to have the curb stop exposed.

Reviewed & Agreed - Property Owner to Initial

6. Performance of this work will cause substantial damage to a large portion of property, which may include lawn area, trees, shrubbery, walkways, driveways, etc., *(see enclosed sketch).

If the property owner chooses, s/he may remove sods, trees, shrubbery, etc., prior to start of work. This must be completed 48 hours prior to the scheduled date of the Village's work

In the event of work delay, the Village is not responsible for condition of trees or shrubbery which have been removed.

Reviewed & Agreed - Property Owner to Initial

7. The Village will not assume responsibility for reinstatement of landscaped areas, topsoil, sod, plantings, asphalt, walkways, steps or any areas damaged by excavation. The Village will return the disturbed surface to rough-graded fill surface only. The property owner accepts all responsibility for reinstatement and landscaping of disturbed/damaged areas.

Reviewed & Agreed - Property Owner to Initial

8. Upon completion of the work, the Public Works department will submit hours, materials and equipment used on project. The property owner will be charged the rate set by the CAO per Village Water Bylaw which includes all actual costs of material and Village rates set in the rates bylaw or the actual contractor bill if the Village outsources the work. There will be an additional charge for removal and disposal of large items, (concrete steps, large trees, etc.), the fee for which will be determined prior to start of work.

If the cost of the work exceeds the deposit amount, the owner will be charged the additional amount. If the cost is less than the deposit paid, a refund for the difference will be issued to the property owner.

Reviewed & Agreed - Property Owner to Initial

9. The Village will provide the property owner with 24-hour notice prior to the start of the work.

I have read, understand and agree with the terms of this policy and I am requesting the work be completed by the Village's forces.

Date

Name of Property Owner (Please Print)

Signature of Property Owner

Date

Name of Village Representative (Please Print)

Signature of Village Representative