

CRD LOCAL SERVICE AREA INCLUSION REQUESTS GUIDELINE

Below is a general step-by-step process for a property that is currently located outside of a CRD Local Service Area but would like to be included in the Service Area:

1. Write a letter to the Capital Regional District (CRD) requesting inclusion into the Service Area.
2. Provide details on the whole development including, but not limited to:
 - Civic Address and Legal Description of the property
 - Current zoning of the property
 - number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc),
 - total number of units and total square footage of all buildings,
 - equivalent population for the whole property to be served,
 - average daily flow, peak hourly flow, and inflow and infiltration allowance. (for sanitary sewer connection only)
 - domestic water peak demand based on total fixture units. (for water service connection only)
 - The above information will have to be signed and sealed by a professional engineer.
3. Provide a deposit for the CRD to review your information and what impacts it may have on the service. We can follow up with the estimated cost of the CRD's analysis once the information in item 2 has been provided.
4. CRD staff will present the letter and information from item 2 to the Service Area Commission at a Commission Meeting. The Service Area Commissions meet at the call-of-the-chair, typically 3-4 times a year. There are no pre-scheduled set meetings for the Commissions.
5. CRD staff will request direction from the Commission whether to proceed with the analysis or not.
6. If direction is to proceed, the applicant will need to provide a deposit to complete the analysis.
7. Once the analysis is complete, CRD staff will present the results to the Commission, and request direction on whether to proceed with the service area inclusion or not.
8. If the Service Area Commission directs staff to proceed with the service area inclusion, a bylaw will need to be prepared to amend the service area.
9. The bylaw will be presented to the Service Area Commission and the CRD Board for 1st, 2nd and 3rd reading and then sent to the Inspector of Municipalities for approval. After the Inspector of Municipalities approves the bylaw, the CRD Board will make final adoption of the bylaw.
10. Once the Service Bylaw is amended, the applicant can proceed with the process of design and construction of the service extension/connection.
11. The property owner will have to apply for a connection and commence with making annual user fee payment and parcel tax payments to use the service.

12. The service/main extension and/or connection will have to be designed by a Professional Engineer. Another deposit will be required for CRD's time to review the design and assist the consultant in getting the project "construction-ready".
13. Once the connection/extension design is accepted by the CRD, and all other pre-construction items are received (agreements, connection deposit, insurance, permits, etc), construction can begin. More details of the pre-construction items will be provided at this point. The owner will hire a contractor to install the connection/extension to the specifications of the design drawings.
14. Following the construction, the owners are responsible for providing all post-construction items/documentation (as-constructed drawings, construction costs, warranty bond, statutory declaration, inspection reports, etc).
15. Once the one year warranty period is completed, the CRD will return the warranty bond to the owner provided there are no outstanding deficiencies.

Note: Items 1, 2, and 3 need to be completed and submitted, prior to the CRD spending any time on conducting an analysis.