



# VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



## WATER SERVICE CONNECTION APPLICATION

<b>Application Date:</b>	<b>Roll/Folio No.:</b>
<b>Service Address:</b>	<b>Legal Description:</b> Lot ____, Block _____, Plan _____
<b>Owner(s) Name(s):</b>	<b>Owner Phone No.:</b>
<b>Mailing Address</b> (if different from service address):	
<b>Agent Name</b> (if applicable):	<b>Agent Phone No.:</b>
<b>Agent Mailing Address:</b>	
<b>Agent Authorized by Owner:</b> I have authorized the above agent to make application for this permit on my behalf.	
<b>Owner Signature:</b>	<b>Date:</b>
<b>Connection Use:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Fire Sprinkler System <input type="checkbox"/> Civic Institutional <input type="checkbox"/> Regional Park <input type="checkbox"/> Provincial Park	
<b>Connection Requested:</b> <input type="checkbox"/> Permanent Use <input type="checkbox"/> Temporary Use and Purpose (specify)	
<b>Connection Size:</b> <input type="checkbox"/> 38 mm <input type="checkbox"/> larger than 38 mm (Superintendent approval required)	
<b>Current Source of Water for parcel:</b> On the parcel to be connected <input type="checkbox"/> Off of the parcel to be connected <input type="checkbox"/> Details:	
<b>If private well on parcel to be connected:</b> I plan to permanently close private well <input type="checkbox"/> I plan to use private well for non-domestic purposes <input type="checkbox"/> <b>Declaration of Well Use form attached</b> <input type="checkbox"/>	<b>If current source of water is located off of the parcel:</b> I understand that I may be responsible for closing and decommissioning the well per s.3 of the Village of Belcarra Well Regulation Bylaw No. 456, 2012 <input type="checkbox"/> <b>YES</b>
<b>Water Service Connection Fee Paid</b> (\$750.00)	<input type="checkbox"/> <b>YES</b>
I/We hereby: <ul style="list-style-type: none"> <li>• apply for water service to the service address indicated above;</li> <li>• agree that I/We will comply with all Village of Belcarra bylaws, including the following: Waterworks Bylaw No. 456, 2012, as Consolidated; Well Regulation Bylaw No. 455, 2012; Fees and Charges Bylaw No. 517, 2018 and amendments thereto in so far as they apply to my requirements and use;</li> <li>• agree to save the Municipality, its elected and appointed officials, employees and agents harmless from and against all liability, actions, causes of action, claims, damages, expenses, costs, debts, demands for losses suffered or incurred by them or any of them, including consequential damages and damages to third parties whether known or unknown, foreseeable or not, arising from the installation and use of the service connection; and</li> <li>• wish to connect the building on my property to the municipal water services.</li> </ul> <input type="checkbox"/> <b>I Agree</b>	
<b>Owner/Agent's Signature:</b>	<b>PERMIT ISSUED BY: (Signature for Superintendent)</b>
<b>Date signed:</b>	<b>Date Issued:</b>
<b>Water Service Connection Date:</b> _____ <b>Service Record Card attached</b> <input type="checkbox"/>	

**Freedom of Information and Protection of Privacy Act Notification:**

The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected for the purposes of processing this residential parking permit and for administration and enforcement. Questions about the collection, use, and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra Hall, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email belcarra@belcarra.ca



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## DECLARATION OF WELL USE

I, \_\_\_\_\_ being the property owner of the parcel at \_\_\_\_\_;  
 (print name) (full address including postal code)

mailing address, if different from above: \_\_\_\_\_, intend to (check one only):

<input type="checkbox"/> <b>DISCONNECT AND CLOSE WELL</b>	<input type="checkbox"/> <b>MAINTAIN WELL FOR NON-DOMESTIC USE</b>
<p>Disconnect and close the well located on this parcel, pursuant to the <i>Village of Belcarra Well Regulation Bylaw No. 455, 2012</i> ("the Bylaw"); and,</p> <p>I understand and agree to the following:</p> <p>(a) As a condition of connecting a parcel on which a well is located to the system for the supply of water for domestic purpose, the owner of the parcel must, promptly upon the connection, disconnect or cause the well to be disconnected at the owner's expense.</p> <p>(b) No later than 90 days after Connection to the System:</p> <p>(i) ensure the well is closed in accordance with the Bylaw and all applicable Provincial enactments; and</p> <p>(ii) at the owner's expense, obtain and submit a Well Closure Report, prepared by the contractor, to the Village of Belcarra and Ministry of Environment.</p> <p>(c) A copy of this declaration may be forwarded to the Ministry of the Environment.</p>	<p>Maintain the well located on this parcel for Non-Domestic Purpose following connection to the System, pursuant to the <i>Village of Belcarra Well Regulation Bylaw No. 455, 2012</i> (list possible uses):</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p>I understand and agree to:</p> <p>(a) Operate and maintain the well in good order;</p> <p>(b) Not use the well for domestic purposes;</p> <p>(c) Not reconnect the well to the owner's private water distribution system as long as the owner's parcel is connected to the municipal water distribution system; and,</p> <p>(d) Ensure the well is closed immediately when required by the Ministry of Health or its successor, the Ministry of Environment or its successor, or the Village of Belcarra if it is not operated or maintained in good order.</p>
<p>SIGNATURE _____                      (Owner signature)</p>	<p>SIGNATURE _____                      (Owner signature)</p>

Dated at \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Freedom of Information and Protection of Privacy Act Notification: The information on this form is collected under the general authority of the Local Government Act. It is related directly, required and used by the Village of Belcarra, to administer the Well Use and Closure process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Information and Privacy Officer at 604-937-4100 if you have any questions.

Office Use Only	Date of Service Connection: _____
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## WATER SERVICE - RELEASE OF LIABILITY AGREEMENT

**BY SIGNING THIS AGREEMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE**

**PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING**

Name of Owner(s): \_\_\_\_\_ (the "Owner")

Address of Property to be connected to Water Service:

\_\_\_\_\_  
\_\_\_\_\_ (the "Lands")

Phone number: \_\_\_\_\_

To: The Village of Belcarra (the "Village") and its elected officials, officers, employees, servants, agents, workers and contractors (collectively, the "Releasees").

WHEREAS in order to connect to the Village's water service, the Owner must pressure test the private water pipe between the Village's water service vault and the shut-off valve on the Owner's property (the "Work");

AND WHEREAS the Owner may hire a plumber to perform the Work or request the Village to perform the Work;

AND WHEREAS the Owner has requested the Village to perform the Work;

IN CONSIDERATION of the Village performing the Work, the Owner agrees with the Releasees as follows:

1. TO RELEASE, WAIVE AND FOREVER DISCHARGE the Releasees from all claims, demands, damages, actions or causes of action of any kind whatsoever arising or to arise directly or indirectly by reason of the Work carried out by the Village and the Releasees, including without limitation any negligent performance of the Work by the Village or the Releasees, or by their entry upon the Lands.
2. This Agreement shall be effective and binding upon the Owner's heirs, next of kin, executors, administrators, successors, assigns and representatives.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY VOLUNTARILY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I, OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, REPRESENTATIVES, SUCCESSORS OR ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Signed and sealed at Belcarra, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**x**  
\_\_\_\_\_  
Signature of Owner(s)\*

\_\_\_\_\_  
Printed Name of Owner(s)

**x**  
\_\_\_\_\_  
Signature of Owner(s)\*

\_\_\_\_\_  
Printed Name of Owner(s)

**x**  
\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness



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September 2012

## Guide to Water Service Connection and Well Closure Process

This handout is prepared for your convenience as a general guide to requirements for water service connection and well closures in the Village of Belcarra. Changes to the information may be made where circumstances warrant. Please consult the Village of Belcarra Waterworks Bylaw 456, Well Regulation Bylaw 455, and other documents including the Community Charter, and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the Village of Belcarra website [www.belcarra.ca](http://www.belcarra.ca).

Are you connecting directly to the Municipal Water Service without any additional plumbing works?

YES  NO **If you selected 'yes', please bypass the 'Plumbing Renovations' Section.**

### PLUMBING RENOVATIONS

If you are undertaking plumbing renovations to your private System, you must abide by the Building and Plumbing Bylaw 355 and do your renovations accordingly, including but not limited to submitting:

- a Plumbing/Building Permit Application.
- 3 copies of design drawings including any structural drawings.
- 2 copies of site plans, if applicable.
- Proof of Ownership (Certificate of Title). Must be dated within 30 days prior to application, per the Building and Plumbing Bylaw.
- fee payment for a Plumbing Permit Application per the Fees and Charges Bylaw.

### WATER CONNECTION PROCESS

**Referenced in detail in the Waterworks Bylaw 456, 2012**

- Submit Water Service Connection Application.
- Submit Water Service Release of Liability Agreement.  
(unless you opt to hire a professional plumber to perform pressure test)
- Pay Water Service Connection Fee per the Fees and Charges Bylaw.
- Follow the specifications in the Plumbing Code and the Building and Plumbing Bylaw for waterline construction on your property.
- Call the Municipality for inspection of trench, sizing and routing of pipe before covering trench, at least 48 hours (2 business days) prior to when you want it done.
- If works are municipally approved, you may fill your trench.
- Once works are ready for pressure testing, call the Municipality to observe your plumber doing the pressure test or call to have the Municipality do the test, 24 hours prior to test.

The municipality will begin works to flush the water system, perform a chlorine reading and install a water meter before turning the water service on at the curb stop near your property line.

The steps and definitions referenced on this page are explained in detail in the Well Regulation Bylaw 455, 2012.

### **WELL DISCONNECTION AND CLOSURE PROCESS**

As a condition of connecting a parcel on which a well is located to the municipal water system, the owner of the parcel must, promptly upon the connection, disconnect or cause the well to be disconnected at the owner's expense as per the Well Regulation Bylaw 455, 2012.

No later than 90 days after water connection, the owner must:

- Ensure the well is closed in accordance with the Well Regulation Bylaw 455, 2012 and all applicable provincial enactments.
- Obtain and submit a Well Closure Report prepared by the contractor, at the owner's expense, to the Ministry of Environment and the Municipality.

### **MAINTAINING WELL FOR NON-DOMESTIC USE PROCESS**

Despite the above section, if an owner wishes to be connected to the municipal water system and to use the well for non-domestic purposes, the owner must:

Submit to the Municipality, at the same time as the Water Service Connection Application:

- An Application for Permission to Use the Well for Non-Domestic Water after Connection (Well Regulation Bylaw 455, 2012 Schedule B).
- A map showing:
  - the location of the well in relation to the buildings and structures on the parcel on which the well is located, and
  - the well identification plate number if available;
- A Declaration of Well Use (Well Regulation Bylaw 455, 2012 Schedule A).

Promptly after connection to municipal water, the owner must also:

- Ensure the Well is disconnected, at the owner's expense, from the structure connected to municipal water;
- Operate and maintain the well in good order;
- Ensure the well is closed immediately when required by the Ministry of Health or its successor, the Ministry of Environment or its successor or the Municipality, if the well is not operated or maintained in good order;
- Not reconnect the well to any private water system as long as the parcel is connected to the municipal water system; and
- Not use the well for domestic purposes.





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## Prior to making an appointment for water connection

Confirm the following have been completed:

1. Regarding **pressure testing**...that either:
  - a. The water supply pipe to the building has been pressure tested by a plumber and witnessed by Municipal staff, with test results recorded; or
  - b. The *Waiver of Liability* has been signed by all owners on title to allow for Municipal staff to perform pressure test
2. There is a **shut off valve** located at the building and readily accessible (BCPC 2.6.13)
3. There is a **pressure reducing valve (PRV)** installed (BCPC 2.6.3.3)
4. There is Check Valve\Back Flow Preventer installed (BCPC 2.6.1.5)
5. There is a **thermal expansion device** installed near the hot water tank (aka a "**bladder tank**") (BCPC 2.6.1.11)
6. There is a **hose bib vacuum break valve** installed (BCPC 2.6.2.7)
7. Service connection size and material as per the application (BCPC 2.6.1.4)
8. Charge for Second Inspection as per Fees & Charges Bylaw.

## Check Valve Example (BCPC 2.6.1.5)



### LF600

Lead Free\* Cast Copper Silicon Alloy Maxi-Flo Check Valves

**Lead Free\***

#### **Size(s):**

3/4 to 2 in. (20 to 50mm)

#### **Description:**

Lead Free\* Brass Maxi-Flo Check Valves feature a Lead Free\* cast copper silicon alloy body with NPT female threaded connections. These silent check valves have a low pressure drop and can be installed in a horizontal or vertical position. Maximum Pressure: 400psi (2,700 kPa).





