



Owen Sound

STANDARD POLICY

S.P. NO: 038

PAGE NO 1 OF 1

DATE: June 15/92

SUBJECT: PROCEDURE FOR SPECIAL SERVICES APPLICATIONS

**DEPARTMENT: Operations
DIVISION: Engineering**

COUNCIL AUTHORITY OR STAFF APPROVED:
06/15/92, Staff Approved 2001

NEW:X

**REVISED:
DATE:**

The following procedure shall be followed for Special Services Applications:

1. All sidewalk, curb and gutter, sewer laterals and service requests shall be recorded on the Special Services Application with the next ascending number with all necessary deposits and frontage charges, if known. These application forms will be available from the Engineering Services Division.
2. A cost estimate shall be prepared and the Applicant advised of the cost, which includes any applicable frontage costs (including P.S.T. & G.S.T.)
3. A deposit for the amount of the estimate will be required from the Applicant prior to the start of the project.
4. Once application the is signed and the deposit received, copies shall be distributed as follows:
 - (a) Original shall be kept in the Special Services file.
 - (b) Financial Services Department for service requests tracking.
 - (c) Public Works Division for underground services.
5. The Manager of Public Works and the Manager of Engineering Services shall be responsible for co-ordinating the underground servicing and curb and gutter/sidewalk respectively in a timely manner.
6. Once the work is complete and includes the labour, materials, equipment and any work done by Contractors, the application form shall be signed by the Manager of Public Works or the Manager of Engineering Services, copied for the files and forwarded to the Financial Services Department.

