



# TOWN OF RAYMOND

Adopted By:

Motion:

Authority to Administer: Chief Financial Officer

Policy Number: GP - 2017-15

## Policy Name

Rural Municipal Utility Servicing

## Policy Purpose

The Town of Raymond owns and operates both a municipal water and wastewater system for and on behalf of the residents of the Town. Property owners residing outside of the Town of Raymond municipal boundaries are desirous of gaining access to the Town's water and wastewater systems.

The Town of Raymond is agreeable to allow rural utility service connections to their water and wastewater systems under the parameters outlined in this policy and upon entering into a Utility Right of Way Agreement (appendix a).

## Policy Statement

This Policy provides Town administration with the ability to allow connections to the municipal water distribution and wastewater collection systems within the limitations of this policy.

Rural municipal utility servicing has been divided into two zones. The first zone is the Urban Fringe Area as defined in the Inter-Municipal Development Plan between the County of Warner No.5 and the Town of Raymond (appendix b). The second zone is rural properties outside of the Urban Fringe Area.

Rural Municipal Utility Servicing Zones:

Urban Fringe Area Servicing Criteria

- a. Any proposed rural utility service connection in the urban fringe must complete a Level 3 Soil Assessment in accordance with The Model Process for Subdivision Approval and Private Sewage (prepared by Alberta Association of Municipal Districts & Counties in partnership with Alberta Municipal Affairs). If the property passes the level 3 assessment, rural water shall be granted, provided the system can handle the additional service.
- b. Municipal Utility Mainline Infrastructure must be installed within the Transportation corridors outlined in the Inter-Municipal Development Plan. (appendix b)
- c. Municipal Utility Mainline Infrastructure must be able to accommodate the service connection within the parameter of Alberta Environment operating license requirements.
- d. The property owner must enter into a Utility Right of Way Agreement. (appendix a)

Rural Properties outside of the Urban Fringe Area Servicing Criteria

- a. The Town will only consider applications for rural water services connections.

- b. Any proposed rural utility service connection outside of the urban fringe must complete at least a Level 1 Soil Assessment in accordance with The Model Process for Subdivision Approval and Private Sewage (prepared by Alberta Association of Municipal Districts & Counties in partnership with Alberta Municipal Affairs). If the property passes the level 1 assessment, rural water shall be granted, provided the system can handle the additional service.
- c. Municipal Utility Mainline Infrastructure must be able to accommodate the service connection within the parameter of Alberta Environment operating license requirements.
- d. The property owner must enter into a Utility Right of Way Agreement. (appendix a)
- e. Municipal Utility Mainline Infrastructure must be able to accommodate the service connection within the parameter of Alberta Environment operating license requirements.
- f. The property owner must enter into a Utility Right of Way Agreement. (appendix a)

### **Policy Procedure**

#### Applications for Rural Municipal Utility Servicing

1. All applications for rural municipal utility servicing must be in writing. All applications must include the following information:
  - a. Letter of request outlining the purpose for which the rural municipal utility servicing will be used.
  - b. A new (within one month of the letter of application) title search of the property to be provided with the rural municipal utility service.
  - c. Drawings of the proposed route of utility service connection.
  - d. Letters of permission from all property owners that the service line(s) may cross.
  - e. Payment of the application fee. (appendix c)
  - f. Any other information that the Town may require at the time of application.
2. Requirement upon Approval of an Application for Rural Municipal Utility Servicing
3. Upon approval of an application for rural municipal utility servicing the following information must be provided and requirements meet:
  - a. Engineered utility service drawings with specifications.
  - b. Conformation of the registration of required utility right of way agreements with other parties.
  - c. Execution and registration on the property land title of the Utility Right of Way and Rural Water Agreement for new hook-ups
  - d. Payment of the Hookup fee
4. All costs associated with an application for rural municipal utility servicing and approval requirement are the responsibility of the applicant.

Date Approved: September 18, 2013

APPENDIX A – Utility Right of Way and Rural Water Agreement

APPENDIX B – Urban Fringe Area and Transportation Corridors

APPENDIX C – Application Fees

Rural Water Application Fee	\$75.00
Rural Water Engineered Requirements	\$1500.00
Rural Water Connection Service	\$8500.00