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## Additional Connection Permit (ACP) Procedures

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### When is an Additional Connection Permit (ACP) required?

When work is to be done to connect a water, storm or sanitary lateral service connection to an existing main on a road or boulevard.

### Application Process

1. Applicant fills out Additional Connection Permit (ACP) Application Form and a Roads Occupancy Permit (ROP) form if required.
2. The Additional Connection Permit Application requires:
  - a. Submission of drawings stamped by a Professional Civil Engineer for the location and design of the service connections. All materials shall be supplied and installed to Town Standards.
  - b. A cost estimate of the works to be completed on Municipal property.
  - c. Proof of Insurance.
  - d. Securities in the form of a Certified Cheque in the amount of 100% of the cost estimate (amount to be determined once the design is approved.)
3. The applications are submitted to customer service.
  - a. In person
  - b. Via email to [engineering@midland.ca](mailto:engineering@midland.ca)
4. Operations will manage the ROP application as per its procedures if required.
5. Engineering will review the ACP and the Manager of Engineering or designate approves or declines the permit.
  - a. Permit may be declined if:
    - i. Application submitted on or after the work date requested.
    - ii. If the permit is not legible.
    - iii. Proper Insurance coverage is not supplied (min. \$5 million.)
    - iv. A security in the form of a Certified Cheque in the amount of 100% of the cost estimate is not supplied.
    - v. Legal issues – Applicant/contractor is deficient on other outstanding ROP's or other municipal permits.
6. Engineering contacts applicant with approved/declined permit decision.
7. Engineering issues the Permit once the required securities and insurance are submitted.
8. The Applicant must request an inspection from Engineering and the Water Department 24 hours in advance of construction commencing. Backfilling cannot be completed until Engineering and Water departments approve the installation.
9. The Applicant requires full time inspection from the designing engineer during the course of the work. The designing engineer is to provide the Town with a sign-off letter approving the work that was completed.
10. The Applicant must request a final inspection from Engineering upon completion of the works. Once the reinstatement of the boulevard and roadway is completed to an original state or better the Security will be released. If the work is not completed to the Town's satisfaction the Town has the right to cash the securities to complete the work and return any remaining security to the Applicant.

## Insurance Required

Applicant must maintain and pay for Comprehensive General Liability Insurance.

- The insurance must be a minimum of \$5 million.
- Insurance policy must include The Corporation of the Town of Midland as an additional insured party.
- Insurance must be up to date and not have an expiry date before the ACP expiry date.

## Permit Conditions

There are additional conditions that the issuer (Manager of Engineering or designate) can choose to put on the permit which include:

- Compliance with the Road Occupancy Permit (separate application process)
- The following conditions are on each and every Additional Connection Permit:
  - The design will be completed and stamped by a Professional Civic Engineer.
  - Any and all damage caused by or during construction will be reported forthwith.
  - The applicant shall be solely responsible to protect all persons that may enter the site in accordance with the Occupational Health and Safety Act, Town of Midland and Safety Policy and or all other Provincial or Municipal Acts, By-laws or Policies.
  - Any and all excavations shall be compacted to a minimum of 95% standard proctor density when backfilled.
  - Elevations prior to construction shall be maintained after construction to ensure proper drainage.
  - Restoration shall be carried out expediently and continually until completed to a value equal or better than that prior to construction.
  - A representative from the designing engineering firm shall inspect the works on a full-time basis and shall provide the Town with a certificate of substantial completion once the project has been completed.
  - A maintenance period may be required after the works has been completed for a time duration at the Town's discretion.
  - This permit shall be revoked and a stop work order issued by any Municipal Inspector or designate for any contravention or infraction of the conditions contained herein, regulation or by-law.
  - Notice of **STOP WORK ORDER** will cause all construction to cease immediately, until written notice is received by the applicant, from the Town, to continue work.
  - Where **EXTENSIONS** are required, the holder of this permit shall apply for such extension at least 48 hours in advance of the approved date for the works. Time extensions must be authorized by the Manager of Engineering. Failure to comply will render this permit void.

## Permit Instructions

1. All information must be printed and legible. Failure to meet this condition will result in a delay and/or request being denied.
2. Permit Fees – see Town Fee's By-law for current rates.
3. Inspection Fees – 3.5% of the Engineers Cost Estimate for the works.
4. All applications must be submitted to Customer Service five (5) business days prior to requested work.
5. The occupied site will be properly signed, lighted, protected, and have personnel properly outfitted to comply with the Occupational Health and Safety Act.

## Who Can Approve an Additional Connection Permit?

- Manager of Engineering or designate.

**Documents Attached:**

- Additional Connection Permit Application