



SERVICE CONNECTION ADJUSTMENT APPLICATION

SECTION 1: APPLICANT INFORMATION

APPLICANT NAME	APPLICATION DATE
APPLICANT (PRIMARY CONTACT): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Owner Contracter Other: </div>	
PHONE	EMAIL

SECTION 2: SITE/ADJUSTMENT INFORMATION

CIVIC ADDRESS			
	DESIRED ELEVATION AT PROPERTY LINE (ft/m)	RELOCATION (i.e. 3 m W of E PL off Victory St/Lane)	
SANITARY		Location:	
STORM		Location:	
COMBINED		Location:	
1.	Is the service connection in the Tree Protection Zone? TPZ installation required (See Demo Permit).		Yes No
a.	If Yes; DO NOT PERFORM ANY WORK. Contact the Engineering Department and go to #2...		
b.	If No (service connections are outside of the TPZ); Is the service connection(s) at the property line exposed?		Yes
2. A	Is a copy of the house/site plans/drawings attached? Note: these are the plans that were submitted to the Building Department (show minimum cellar slab elevations, etc.) Note: Only the submitted drawing(s) will be used when reviewing this application.		Yes
3.	Copy of topographical plan attached.		Yes
4.	Copy of posting plan attached. Note: Copy is not required when legal evidence(iron posts and/or lead plugs are shown on the Topographic Plan.)		Yes
5.	\$387.60 + GST (total=\$406.98) non-refundable application fee - Receipt # <small>(Payments made online requires applicant to email engineering@burnaby.ca to notify)</small>		Yes

Important Notes:

- A Design Technologist will review the application for completeness. Please ensure SECTION 1 is accurate. You will be contacted if you must perform work for this application to proceed through the City process of Service Connection Adjustment.
- City of Burnaby sewer service connections are sloped 2% between sewer and property line
- All new sewer connections are ninety (90) degrees to property line
- All information and documents requested above must be provided and the existing service connection(s) exposed at the property line prior to acceptance of this application. Safe access must be provided for City crews.
- Applicants will be notified within approximately 6-8 weeks of application date with final assessment on whether a lowering/relocation is feasible. If applicable, an invoice with any additional costs will be provided to applicant via email.
- Payment is required prior to city forces performing work. Final job completion will take approximately 15 weeks from date of payment. Please note that the City does *not* work on private property.

SECTION 3: APPLICANT ACKNOWLEDGEMENT

In accepting this application, the Engineering Department does not guarantee that the existing service connection may be adjusted. The purpose of this application is to initiate an assessment by the Engineering Department to determine if the existing service connection may be lowered and/or relocated.

The undersigned make this application to the Director of Engineering and have fulfilled the complete application requirements.

For more information on digital signatures, please refer to the job aid - [Signing PDF Forms using your City of Burnaby Certified Digital Signature](#).

DATE	SIGNATURE OF APPLICANT
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SECTION 4: OFFICE USE ONLY

TO APPLICANT	
<p>Copy of Service Connection Adjustment Application Form</p> <p>Copy of Connection Card(s)</p> <p>Copy of As-Built (If Requested)</p>	
TO SEWERS/SURVEY DIVISION	
<p>Topographical Plan and Posting Plan</p> <p>Copies of Approved House Drawings (showing cellar slab elevation) and Survey Certificate</p> <p>Copy of Service Connection Adjustment Application Form</p> <p>Copy of Connection Cards</p> <p>Copies of all Utility Information (Plan and Profile)</p> <p>Copy of Map Facet Sheet</p>	
TO UTILITIES INFORMATION CLERK	
<p>As Shown under Sewers/Survey Division</p> <p>Utilities Clerk to forward application and information package to Sewers. Sewers will contact Survey if necessary.</p>	
TO ESTIMATOR (IF APPLICABLE)	
As Above	
STORM CONNECTION TYPE (B OR C)	
B	C
SEWER DIVISION COMMENTS: (ALL CALCULATIONS ARE FROM TOP OF SEWER MAIN)	
DATE	CREW ATTENDED
SURVEY DIVISION COMMENTS	
DATE	SURVEY TECHNICIAN
ESTIMATOR COMMENTS	
DATE	ESTIMATOR