



THE CORPORATION OF THE CITY OF WINDSOR ENGINEERING – DEVELOPMENT, PROJECTS & RIGHT-OF-WAY

INSTRUCTION SHEET TO PROPERTY OWNERS REQUESTING A PRIVATE DRAIN CONNECTION UNDER BY-LAW 4921

The Property owner will be responsible for the following:

STEP 1: Obtain a Request for Sewer Information (blue sheet) from the Engineering Department. Fee is \$26.50.

STEP 2: Contact the pre-approved Contractors (see attached) to obtain a minimum of two quotes for the private drain connection replacement, in accordance with the By-law 4921 (attached). The bids must be submitted on the bid forms provided.

STEP 3: Forward the quotes to the City of Windsor Engineering Department (attention: Right-of-Way Supervisor) and advise they want to proceed with the work. The Engineering Department will verify the validity of the quotes, select the lowest qualified quote, calculate eligible rebates to the property owner, and prepare an Agreement for execution by the property owner.

STEP 4: Return a signed agreement before the expiry date of the lowest qualified quote. The City of Windsor Engineering Department will then issue a Purchase Order to the successful Contractor to undertake the private drain connection replacement. Upon completion of the work, the Property Owner will be notified of the charges applicable for the private drain connection replacement. Depending on which payment option is chosen, the owner will either be invoiced for charges or those charges will be added to the property taxes.

NOTES:

1. *Quotes typically have an expiry date after which they are no longer valid. Property owner will be responsible to return the signed agreement prior to expiry of quotes.*
2. *Questions should be directed to the Engineering Department at 519-255-6257, extension 6441.*

TR/mb
Attachments
2016-01-15