



Updated: July 1st, 2022

Connecting to the Long Beach Water System

YOU MUST APPLY

Whether you are completing a new construction and have a building permit in process or are requesting a new stand-alone service, you must make a separate application to connect to the water system. Please complete the application form.

The application should include:

1. A site drawing that shows, property lines, structures, driveway, and your preferred location of the new water service.
2. ACRD Building Permit number and VIHA Sewage Permit number
3. A completed Application Form including signature of the property owner
4. Application fee of \$200 will be collected for applications that are filled out completely

If any of this information or payment is missing, it could result in a delay in getting your water service connection.

Financial Information

For your information, the charges associated with water service include:

- An **application fee** for a new water service or extension of **\$200.00**.
- A **water connection charge** under Bylaw F1106-1 [Bylaws \(acrd.bc.ca\)](http://acrd.bc.ca) of \$4,200.00 per lot or the cost of construction as determined by the regional district, whichever is larger. If you have not paid these fees, or if the actual cost exceeds the amount you have paid, your account will be billed for the outstanding amount.
- A **sewer connection charge** under Bylaw F1106-1 [Bylaws \(acrd.bc.ca\)](http://acrd.bc.ca) of \$4,200.00 per lot or the cost of construction as determined by the regional district, whichever is larger. If you have not paid these fees, or if the actual cost exceeds the amount you have paid, your account will be billed for the outstanding amount.
- Quarterly **water rates** for all unmetered connections is \$180, and all metered connections is \$2.00 per cubic meter with a minimum charge of \$180 for water use of this amount. Bills are mailed out mid-month in April, July, October and January for the prior 3 month period.
- Payments can be made by sending a cheque to the ACRD Office at 3008 5th Ave. Port Alberni BC, V9Y 2E3 or call 250-720-2700 to pay by Credit Card.

Please don't hesitate to contact the ACRD Operations Manager at **(250) 720-2700 or email administration@acrd.bc.ca if you have any questions.**



ALBERNI-CLAYOQUOT REGIONAL DISTRICT LONG BEACH AIRPORT WATER SYSTEM APPLICATION FOR UTILITY SERVICE

Service Address:		Date:	
Name of Lessee(s):			
Mailing Address:		Phone:	
Legal Description:			
Building Permit #:			
Service Type:	Water:		Sewer:

I/we, being the Lessee of the lands and premises described as above hereby apply to the Alberni-Clayoquot Regional District for the service(s) selected above through a connection to the works operated, maintained, or controlled by the Alberni-Clayoquot Regional District.

Please detail the number and type of buildings onsite that will be connected to the service(s):

The applicant should include:

- A site drawing that shows property lines, structures, driveway, and your preferred location of the new service(s). If this is not provided, the location will be selected for you by the Water System Operations.
- A completed application with the signature of the lessee.
- Upon completing this application, the Water System Operations will look at the requirements for the installation. An invoice with the fee for installation will be billed to the owner.
- Payment in full must be made prior to the service(s) being installed and the building permit being issued.

If any information or payment is missing it will result in a delay in getting your service(s) connection.

Applicant or Agent Confirmation

1. As applicant or approved agent, I confirm that I have read all relevant Alberni-Clayoquot Regional District Bylaws and policies and that this application is in conformance.
2. I accept responsibility for processing delays caused by incorrect or insufficient submission materials.
3. The personal information is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and is only collected for the purposes of the Long Beach Airport Water System and will not be used or disclosed for any other purpose. If you have any questions about the collection, use or disclosure of your personal information, please contact the ACRD Office at (250) 720-2700 or email: wthomson@acrd.bc.ca

Signature of Lessee: _____ Date: _____

Signature of Applicant: _____ Date: _____

For Office Use Only:

Reviewed by:		Date:	
Approved:		Denied:	
Connection Fee:		Paid:	

Please draw a map of your property below and locate where you would prefer to have your meter installed, if you do not include this on your application the Water Technicians will install it where they see fit.

Map of Property



Please submit completed application to: administration@acrd.bc.ca or mail it to: ACRD

3008 5th Ave.
Port Alberni BC V9Y 2E3