



Updated: July 8, 2025

Connecting to the Millstream 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 **connection charge** under Bylaw F1144-2 [Bylaws \(acrd.bc.ca\)](http://www.acrd.bc.ca) of **\$3,800.00** 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 single family residential connections** of **\$300.00** for the first 108 m³ and \$2.00/m³ for water use exceeding this amount, if metered.
- If you have a **secondary water connection**, the **quarterly water rate** for this additional connection is **\$300.00** for the first 108 m³ and \$2.00/m³ for water use exceeding this amount, if metered.
- 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 MILLSTREAM WATER SYSTEM APPLICATION FOR WATER SERVICE

Service Address:		Date:	
Name of Owner(s):			
Mailing Address:		Phone:	
Legal Description:			
Building Permit #:			

I/we, being the registered owner or purchaser of the lands and premises described as above hereby apply to the Alberni-Clayoquot Regional District for a supply of water 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 water service:

Single Family Dwelling:		Multi-Family Dwelling:		Accessory Dwelling Unit:	
Other (please describe):					

Please specify the sewage collection and treatment system proposed for the property with VIHA sewage permit number and ACRD building permit number reference:

The applicant should include:

- A site drawing that shows property lines, structures, driveway and your preferred location of the new water service. 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 property owner.
- Upon completing this application, a Maintenance Technician 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 water line being installed and the building permit being issued.

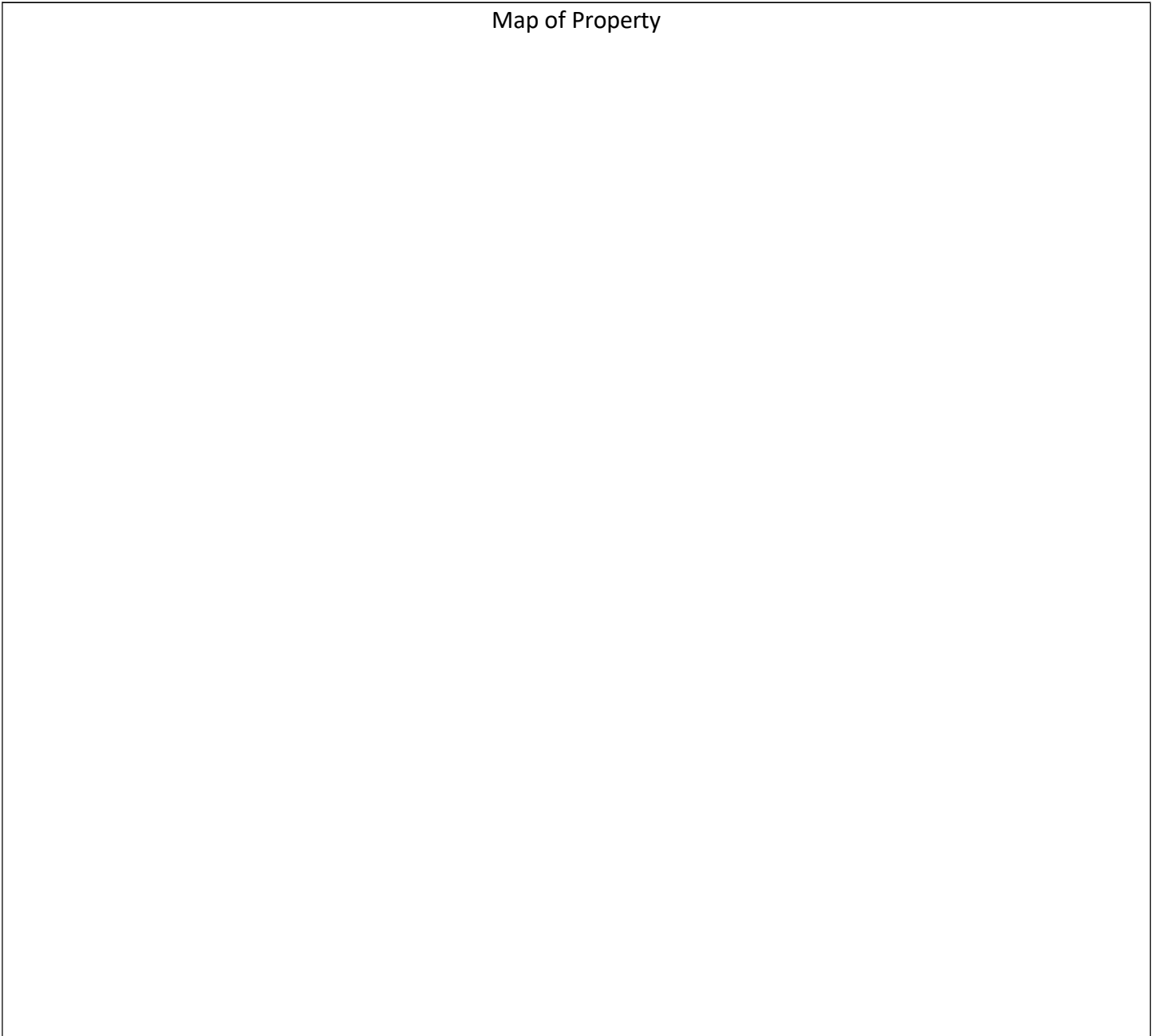
If any information or payment is missing it will result in a delay in getting your water service connection.

Owner/Applicant or Agent Confirmation	
<ol style="list-style-type: none"> 1. As applicant or approved agent, I confirm that I have read all relevant Alberni-Clayoquot Regional District Bylaw 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 Millstream 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: foi@acrd.bc.ca 	
Signature of Owner: _____	Date: _____
Signature of Applicant: _____	Date: _____

For Office Use Only:			
Property is confirmed to be in the Water Service Area :			
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 water line 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