



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Updated: May 13, 2026

### Connecting to the Long Beach Airport Water and Sewer System

#### YOU MUST APPLY

Whether you are completing a new construction with a building permit in progress or are requesting a new stand-alone service, you must submit a separate application to connect to the water and sewer systems.

Please complete the application form. The application must include:

1. A site drawing showing property lines, structures, the driveway, and your preferred location for the new service connections.
2. The ACRD Building Permit number.
3. Signature of the lessee.
4. An application fee of \$200 per service. Fees will be collected once a complete application has been submitted.

If any required information or payment is missing, your service connections may be delayed.

#### Financial Information

Water and sewer service charges include:

- The **application fee** is **\$200.00** for a new water service or extension and **\$200.00** for a new sewer connection.
- **Connection charges** under Bylaw F1171 [Bylaws \(acrd.bc.ca\)](http://www.acrd.bc.ca) are **\$4,200.00** per connection for a water connection and meter and **\$3,800.00** per connection for a sewer connection, 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.
- **Monthly water rates** are **\$100.00** per consumer unit (metered or unmetered), plus \$2.40 per m<sup>3</sup> for quarterly consumption exceeding 125 m<sup>3</sup>.
- **Monthly sewer rates** are **\$25.00** per consumer unit.

Payments can be made in person at the ACRD office, by sending a cheque to us at 3008 5th Ave. Port Alberni BC, V9Y 2E3 or by calling 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](mailto:administration@acrd.bc.ca) if you have any questions.



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT LONG BEACH AIRPORT UTILITY SYSTEM APPLICATION FOR UTILITY SERVICES

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

I/we, being the registered lessee of the lands and premises described as above hereby apply to the Alberni-Clayoquot Regional District for water and sewer services through connections 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 and sewer services:

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

The applicant should include:

- A site drawing that shows property lines, structures, driveway and your preferred location of the new water and sewer service connections. If this is not provided, the location will be selected for you by the system operator.
- A completed application with the signature of the property lessee.
- Upon completing this application, a water operator will review the requirements for the installation. An invoice for installation will be issued to the account holder.
- Payment in full must be made prior to connection and issuance of any related permits.

If any information or payment is missing it will result in a delay in processing your water and sewer service connections.

### Owner/Applicant or Agent Confirmation

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. Personal information collected is 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 Utility 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](mailto:foi@acrd.bc.ca)

Signature of Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Property is confirmed to be in the utility service area :

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

Please draw a map of your property below and indicate your preferred location for the water and sewer service connections. If this is not included with your application, the system operator will determine the location.

Map of Property

Please submit completed application to: [administration@acrd.bc.ca](mailto:administration@acrd.bc.ca) or mail it to: ACRD, 3008 5<sup>th</sup> Ave., Port Alberni BC V9Y 2E3