

F060 Rev 1.0 28-Jun-2023

This form is to be completed prior to applying for a Building Permit or submitting an application under the Planning Act for an Additional Residential Unit (ARU) in the County of Oxford, where the property is connected to partial services (municipal water system only) or full services (municipal water system and municipal sewage system). Once sign-off is received from the County, the form should be submitted to the appropriate City / Town / Township with your Building Permit application or planning application. Owners of properties with both private water (well) and wastewater (septic) do not need to complete this form.

PART 1 – To Be Completed by Property Owner			
Owner Name:		Phone:	
Email:			
Agent (if applicable):		Phone:	
Email:			
Address of Property to be Serviced		Owner Mailing Address	
911/Municipal #:		911/Municipal #:	
Street		Street	
Lot #:		PO Box:	
City/Town:		City/Town:	
Township:		Postal Code:	
Property Information			
Principal Dwelling Type (e.g., single detached, semi-detached, or street townhouse):		Zoning of Property:	
Details of Proposed ARU(s) – as confirmed by Owner’s Designer / Qualified Person			
Dwelling Unit	ARU Unit Type (e.g., within principal dwelling, in a detached structure)	Gross Floor Area	Number of Plumbing Fixtures
Principal	n/a		
ARU 1			
ARU 2			
TOTAL HYDRAULIC LOAD FOR PROPERTY (TOTAL FIXTURE UNITS) <small>*shall be in accordance with applicable tables of Division B of the Ontario Building Code</small>			
WATER SERVICE PIPE SIZE REQUIRED (mm)			
SANITARY SERVICE PIPE SIZE REQUIRED (mm)			
Attach Sketch of proposed service (see page 2 for example sketch)			
<p>Submit completed form to: County of Oxford - Public Works (Development Review) 21 Reeve Street, PO Box 1614, Woodstock ON N4S 7Y3</p> <p>or email publicworksdevelopment@oxfordcounty.ca</p> <p>Response will be by email within 10 business days of receiving <u>complete</u> form, there is no fee.</p> <p>Questions? email publicworksdevelopment@oxfordcounty.ca or call 519-539-9800 x3900</p>			

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MFIPPA Notice of Collection & Disclosure - The collection of personal information on this form is necessary for the proper administration of a legally authorized activity under S. 86 (1) and S. 83 of the Municipal Act, 2001 and will be used for the purpose of connecting County utilities. Questions about this collection should be directed to Customer Service at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800.

Important Notes - The County is not responsible for the condition, capacity or performance of water and wastewater infrastructure once within the lot boundaries. It is the property owner's responsibility, through retaining a qualified person/designer, to confirm water and wastewater demands for the property, and the size/capacity of municipal services required. Any repairs or upgrades to municipal or private services would be at the cost of the owner.

Reduced water pressure could result from an increased number of units on the lot and/or distance from the street. Gravity outlets for wastewater connections are not guaranteed and depend on lot grading and distance from the service connection at the property line. The use of private wastewater grinder pumps may be required and all costs associated with the purchase, operation, and maintenance would be the responsibility of the owner. Only one water service, one wastewater service, and one meter (for billing) are permitted per lot, and any sub-metering of water usage by additional units would be at the discretion and cost of the property owner.

PART 2 – To Be Completed by Oxford County Public Works

Date Complete Form Received: _____

Is Water and/or Wastewater Capacity Available?

- Yes** Capacity is Available
 For _____ [number of] ARUs
- Capacity is **Not** Available

Staff Signatures

Development Engineer: _____

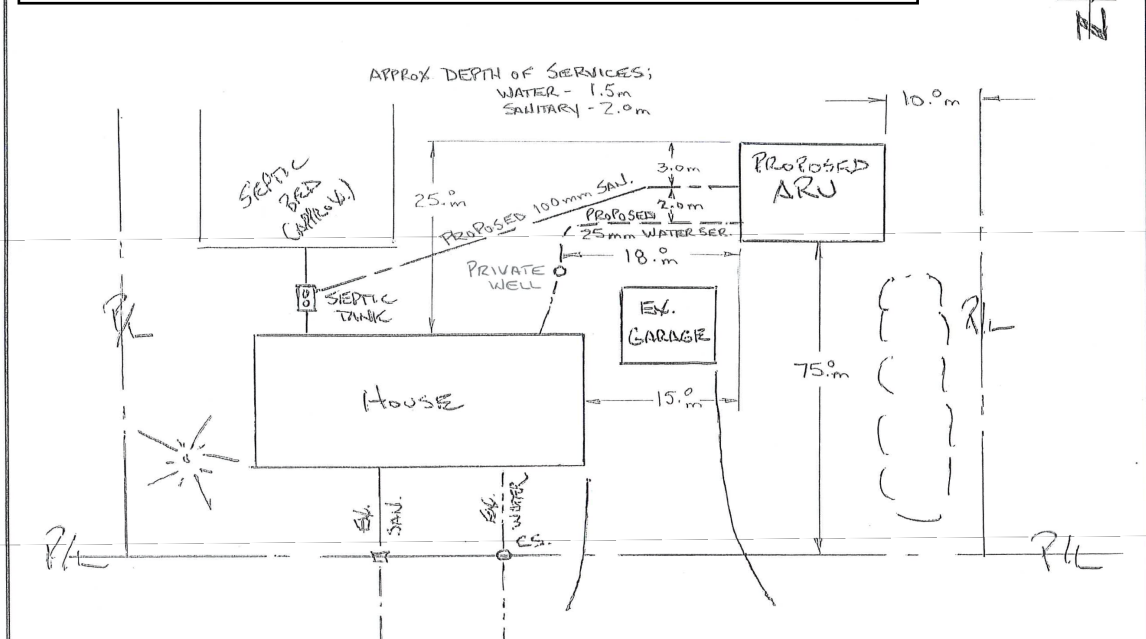
Date: _____

Supervisor: _____

Date: _____

- Signed form sent to property owner/agent Date: _____
- Copy of signed form sent to City / Town / Township (via email)
- Copy of signed form sent to County Planning (planning@oxfordcounty.ca)

EXAMPLE - Sketch of Proposed Services (all measurements in metric ; P/L = Property Line)
 (Private Well, Septic tank, and Septic bed may not be applicable.)



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Sketch of Proposed Servicing: (All Measurements in metric) P/L = Property Line

