

**AT-COST AUTHORIZATION FORM**

City of Nanaimo  
455 Wallace Street  
Nanaimo, B.C. V9R 5J6

To be used for the installation of services by City forces where required service size exceeds the size covered by the bylaw rates.

Dear Sir:

FOLIO: \_\_\_\_\_  
BP: \_\_\_\_\_  
ENG: \_\_\_\_\_  
SUB: \_\_\_\_\_

RE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, the registered owner of the above-noted property, hereby request the City of Nanaimo to do or have done the following work in connection with the above-noted property, at my cost:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that a minimum of two (2) weeks notice shall be given to the City of Nanaimo Public Works Department (758-5222) prior to anticipated construction date. Also, I understand that the City will construct the required works at rates uniform with those charged to all other projects undertaken by City forces. I will be billed after completion for the total cost of the works, including labour; trucking and machinery rental; materials and the cost of any other service arising during the course of construction, consistent with Municipal cost accounting policies.

Payment of all charges will be due within thirty (30) days following billing date. Overdue accounts will be subject to interest.

**Attached is a plan, initialled by me, showing the location of the works.**

DATED the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ .  
BILLING/MAILING ADDRESS (**PLEASE PRINT**):

\_\_\_\_\_  
NAME (Last) of Registered Owner

\_\_\_\_\_  
HOUSE (Apt.) No.      STREET      CITY      Postal Code

\_\_\_\_\_  
Signature of Registered Property Owner      Telephone No.

\_\_\_\_\_  
PLEASE PRINT NAME

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**SKETCH  
TO ACCOMPANY AN AUTHORIZATION  
TO INSTALL SERVICE CONNECTIONS**

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**THE SKETCH MUST INCLUDE THE FOLLOWING INFORMATION:**

1. Scale
2. North Arrow
3. Proposed lot dimensions
4. Proposed lot numbers/letters
5. Dimensioned location of existing service connections
6. Dimensions for preferred location of proposed new service connections
7. Name of fronting street
8. Street address of existing lot
9. Legal description of existing property
10. Registered property owner's signature in the lower right-hand corner of the sketch