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## Water or Sanitary Petition Procedure

If you are not sure that the municipal water and/or sewer system is available to your property, please contact the GIS department at 519-436-0119 to verify.

If you know that municipal water and/or sewer is available nearby, organizing a petition to have it extended to your property is required and we offer the following information as to how that process works.

The first step is to complete a petition form and submit it to CK PUC. You can draw up your own petition form or use form supplied on page 3. If you are making your own form, we ask for names, 911 Addresses or lot and roll number, if there is no 911 number.

The completed petition form will provide us with a measure of the neighbourhood's interest in initiating a petition. Since all property owners are responsible for all eventual costs associated with the administration, design and construction of petition projects, it would be in the neighbourhood's best interest to obtain as many signatures as possible in order to reduce the overall cost per property. Please note that petitions require that the property owners must have 50% of the potential assessment within the proposed area sign the petition.

When you return the petition form, we will determine whether there is enough interest to initiate a petition project. If we find sufficient interest, we will then develop an estimated project cost report. A vote/information package would then be mailed to every property owner within the proposed service area. This information will include a summary of the estimated project costs, annual estimated assessments, and a ballot. The ballot will include a statement that obligates all property owners to pay for all costs associated with the project if and when it is formally approved.

Once the ballots have been certified and tallied, one of two actions can be taken:

1. If the majority of the property owners are opposed to the project for whatever reason, the property owners will be notified, and the project file will be closed until such time that the property owners request it to be reopened.
2. If the majority of property owners are in favour (66% of the returned ballots) a report will be prepared for Commission and Council to approve the project. The affected property owners will be notified of Commission's Decision. If the Commission or Council does not find the petition in order, they will vote to not proceed with the project. The property owners will then be notified as to the outcome and the file will be closed.

Council authorization of funding will be based upon the preliminary estimate. More defined project costs can only be determined upon completion of final design and the tendering process. If during the tendering stage, the total construction cost per assessment is greater than 10% of the estimated amount, CK PUC will notify all affected property owners of the increase and allow a re-vote on the project.

If the total construction cost per assessment is less than 10% of the estimated amount, the project will proceed without having a re-vote. The final project cost will be updated when project has been constructed, tested and commissioned. The estimated project cost is preliminary and may be subject to change upon final detailed design.

When all actual costs are collected, the actual price per service is finalized. A by-law is compiled for the project, outlining the price per connection, the list of residents and future hook up cost if applicable and then forwarded to the tax department. The residents are sent assessment letters that inform them of the final assessment cost and giving them the option of paying a lump sum cost or debenture it on their property taxes over 5, 10 or 15 years.

If you require more information about the petition process, please call 519-436-0119, email [ckpuc@chatham-kent.ca](mailto:ckpuc@chatham-kent.ca) or stop in at the PUC office at 325 Grand Ave East, Chatham.



## Petition for Water or Sanitary Main Installation

**on:** \_\_\_\_\_ (please indicate road name)

We, the undersigned residents are submitting this Petition for \_\_\_\_\_  
 (please indicate if it is water or sanitary) **Servicing to the Municipality of Chatham-Kent.**

**Proponent contact information: Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**\*Please indicate if you have more than one property in the proposed boundary area,  
 by listing all 911 numbers or Tax Roll Numbers\***

Date:	Municipal Address (911 number)	Name: (please print)	Signature:

**Notice of Collection – Water or Sanitary Petition Form**

Personal information contained on this form is collected by the Municipality of Chatham-Kent under the authority of the Municipal Act, 2001 and will be used by Chatham-Kent Public Utilities Commission Engineering staff for the purpose of verifying ownership information, contacting you, and reviewing the petition. Questions regarding the collection and use of this information may be directed to the Municipal Clerk, 315 King Street West, Chatham, ON N7M 5K8, or by telephone at 519.360.1998 or email [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)