



Village of Tahsis Service Request Form*

SERVICES	FEES (as per Village Bylaws)	RESPONSE TIME (business days)
Water turn off/on	\$50.00	1 to 3 if known, 3 to 5 if unknown
Sewer back up (see below - 1)	Bylaw No 646, 2021 and Bylaw No. 651, 2022	2 to 5
Vegetation/Trees (see below - 2)	No charge if trees located on Village property or right of ways	5 to 10
Locate services (see below - 3)	No charge for locating Village services, e.g., curb stops	5 to 30
Road (e.g., potholes)	No charge for repairing Public roads	5 to 10
Heliport access	Bylaw No. 594, 2017	Date requested
Other (describe in detail under "Additional Information")	Bylaw No. 639, 2021	TBD

LOCATION WHERE WORK IS REQUESTED TO BE DONE (ATTACH MAP IF NEEDED)

ADDITIONAL INFORMATION

*** Village Policy #4021, 2021:**

Village crews will not perform work for private property owners except as authorized under this policy, Village bylaws or other authorities.

NON-EMERGENCY AFTER HOURS CHARGE FOR WATER AND SEWER SERVICES: \$200.00 (Bylaw No 646, 2021)

1. Crews will assess if the backup is due to blockage in the municipal system. If the blockage is in the municipal system (service connection or main), and was caused by material from the private property, the property owner will be charged for the full cost of the work. No work will be undertaken on the private property.
2. Crews will assess if vegetation/trees are encroaching on the road allowance and are a potential risk to traffic or public safety. Pruning and/or limbing will be done, if deemed necessary
3. Crews will not locate services on private property.



CONTACT INFORMATION

NAME: _____

BILLING ADDRESS: _____

PHONE NUMBER (MUST BE AVAILABLE FOR CALLS): _____

EMAIL ADDRESS: _____

METHOD OF PAYMENT: CHEQUE CREDIT or DEBIT CARD CASH

I am authorized to contract for this work and to indemnify the Village of Tahsis and its employees and contractors against any and all claims which may result from it, which I hereby do. I agree to pay all charges billed to me for this work.

Signed: _____

Date: _____

Routing:

Initial and Date

Director of Operations, for approval

CAO, for information

Reception, for billing
