

REMOVAL OF UTILITY SERVICES FORM

This form is required to be filled out if removing Utilities Kingston service(s); water, sewer, gas, electric, water heater and/or fibre. If required for the demolition of a building/structure, this form must be signed by a Utilities Kingston Service Advisor after the service(s) have been removed according to Utilities Kingston specification before the demolition can proceed. This form will then be forwarded to the City of Kingston Building and Planning department. Payment of fees and/or a security deposit is required before disconnection work can be scheduled.

PROJECT INFORMATION					
Location of Service(s):					
Excavation Contractor:					
Excavation Contractor Telephone Number:	Email:				
AUTHORIZED UTILITIES KINGSTON ACCOUNT HOLDER INFORMATION					
Name:					
Mailing Address:					
Telephone Number:					
Signature:	Date:				
CHECK LIST FOR APPLICANT (please fill out all fields)					
Contact Ontario One Call for locates 1-800-400-2255 <input type="checkbox"/>					
Contact the City Of Kingston for:					
Cut Permit <input type="checkbox"/> #	Demolition Permit <input type="checkbox"/> #				
City Building Inspector Name:					
Contact Hydro One <input type="checkbox"/> (if not Utilities Kingston customer)					
Contact Union Gas <input type="checkbox"/> (if not Utilities Kingston customer)					
UTILITIES KINGSTON SERVICES TO BE DISCONNECTED					
Electric <input type="checkbox"/>	Gas <input type="checkbox"/>	Water <input type="checkbox"/>	Sewer <input type="checkbox"/>	Water Heater <input type="checkbox"/>	Fibre <input type="checkbox"/>
Residential and Small Commercial: Most removal requests can be completed within 15 business days after receipt of Removal of Utility Services form and your payment or security deposit.					
Large Commercial and Industrial: Most removal requests can be completed within 30 business days after receipt of Removal of Utility Services form and your payment or security deposit.					
LOCATION OF DISCONNECTED SERVICES - FOR OFFICE USE ONLY					
Electric	Underground <input type="checkbox"/>	Overhead <input type="checkbox"/>			
Gas	Abandon at the Main <input type="checkbox"/>	Temporary Cut and Cap at the Property Line * <input type="checkbox"/>			
Water	Abandon at the Main <input type="checkbox"/>	Temporary Cut and Cap at the Property Line * <input type="checkbox"/>			
Sewer	Abandon at the Main <input type="checkbox"/>	Temporary Cut and Cap at the Property Line * <input type="checkbox"/>			
Fibre	Underground Demarcation Point and remove equipment <input type="checkbox"/>	Overhead Demarcation Point and remove equipment <input type="checkbox"/>			
		Project code if Deposit collected: _____			
Meters to be returned to UK: # of Electric _____ ; # of Gas _____ ; # of Water _____ ; # Water Heaters _____					
SUMMARY OF DISCONNECTION COSTS PAYABLE BY THE CUSTOMER					
ITEM	DETAILS	AMOUNT			
<input type="checkbox"/> Electric Removal					
<input type="checkbox"/> Gas Abandonment					
<input type="checkbox"/> Water Abandonment					
<input type="checkbox"/> Sewer Abandonment					
<input type="checkbox"/> Fibre Removal					
<input type="checkbox"/> Meter(s) Removal					
<input type="checkbox"/> SWAP Permit					
<input type="checkbox"/> Security Deposit (if required)*					
<input type="checkbox"/> Other costs (if applicable)					
		Total Fees			
Utilities Kingston Signature:					Date:

SEE REVERSE if security deposit required

*** Security Deposit for Temporary Disconnection**

As per the City of Kingston's By-laws and Utilities Kingston's terms of service, in cases of permanent abandonment of utility services, disconnection must be done at the main at the cost of the property owner. In certain circumstances, including but not limited to re-development projects and/or areas where there is an asphalt cutting moratorium, Utilities Kingston may allow, at its sole discretion, disconnection at the property line and/or another mutually agreed upon demarcation point.

In such cases, Utilities Kingston shall determine the amount of a security deposit due from the property owner for future disconnection of a utility service at the main in accordance with the respective City of Kingston By-Law(s). The security deposit shall be sufficient to cover all estimated project costs to permanently disconnect all utility services at the main including but not limited to, equipment, operator and labour rates, supplies and miscellaneous materials, granular materials, concrete, asphalt, and sod required for restoration, all of which are subject to a 20% administrative overhead charge.

In the case that the temporarily disconnected services are re-connected or properly abandoned in accordance with the By-Laws within 365 days, the security deposit shall either be returned to the customer or applied to Utilities Kingston service connection charges. In the case that the temporarily disconnected services are not re-connected for use within 365 days of receipt of this security deposit, the security deposit may be used by Utilities Kingston to fund permanent disconnection of the services at the main, provided that Utilities Kingston provides 10 business days' notice to the property owner. Should the security deposit be insufficient to cover the actual costs of permanent disconnection of the services, the difference shall be charged to the customer and if not paid will be levied against the property taxes of the service location in question. Should the actual costs be less than the security deposit amount, the difference shall be refunded to the customer.

The terms and conditions of this removal of utility services are binding on the property owner's successors and assigns. The property owner agrees to notify Utilities Kingston's Service Advisors should ownership of the property be transferred to another party.

Tax Roll Number or Numbers of the Properties in question: _____

Property Owner Signature: _____ Date: _____

Print Property Owner Name: _____

Utilities Kingston Service Advisor Signature: _____ Date: _____

Print Utilities Kingston Service Advisor Name: _____

FOR HELP WITH THIS FORM OR ANY UTILITIES KINGSTON SERVICE, PLEASE CONTACT:

Utilities Kingston Service Advisors

85 Lappan's Lane, Kingston, ON

P.O. Box 790, K7L 4X7

613 546-0000 x2285

serviceadvisors@utilitieskingston.com