



# Local Area Service Request Process

May 2017

## 1 APPLICANT

Applicant contacts the Engineering Division at 604.533.6006 or [enginfo@tol.ca](mailto:enginfo@tol.ca) to request a local area service.

## 2 TOWNSHIP OF LANGLEY

The Township of Langley completes a technical feasibility assessment of the proposed service. If the project is feasible, the Township determines the preferred alignment, prepares a high-level cost estimate, and communicates the findings with the applicant.

## 3 APPLICANT

Applicant decides whether to proceed with a preliminary petition.

## 4 TOWNSHIP OF LANGLEY

If yes, the Township provides the applicant with an informational letter and a preliminary petition form\*.

## 5 APPLICANT

The applicant has up to 60 days to circulate the preliminary petition to benefitting property owners and return it to the Township.

\* Note: The applicant is responsible for:

1. The cost of bringing a connection to the property line. The applicant is expected to pay this in full once the work is done. This charge is not applicable if the property owner does not wish to connect to a new service.
2. The cost of any private property works in order to connect to the service.

## 6 TOWNSHIP OF LANGLEY

If there is sufficient support (at least 60 percent of property owners sign the petition), the Township prepares a report to Council requesting the authorization of the official petition. If authorized, the Township circulates the official petition to the benefitting property owners.

## 7 PROPERTY OWNERS

Property owners typically have 60 days to submit their votes - in person or by mail.

## 8 TOWNSHIP OF LANGLEY

The Township Clerk determines the sufficiency and validity of the official petition. In order to be certified as sufficient and valid:

1. official petition must be signed by the owners of at least 50 per cent of the parcels located in the LAS and
2. signatories must be the owners of parcels that in total represent at least 50 percent of the assessed value of land and improvements in the LAS

If the official petition is found sufficient and valid, the Township prepares a report to Council requesting the first three readings of the local area service construction. If proposed service receives final reading, the Township carries out the work.

## 9 TOWNSHIP OF LANGLEY

When the project is complete, the Township calculates the actual costs incurred and divides this amount by the total taxable frontage to determine the cost to each property owner. In April, the Township mails tax assessments to the benefitting property owners.

## 10 PROPERTY OWNERS

Property owners can choose to pay the entire cost at once or pay an amortized amount over 20 years (default option).