



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

PROCEDURES TO BE TAKEN TO OBTAIN A TILE DRAINAGE LOAN

STEP ONE:

Prior to tiling, consult with the Township of Brock to determine whether the area to be tiled is within the jurisdiction of the Conservation Authority. In the event that the property is within the jurisdiction of the Conservation Authority, a permit must be received prior to tiling.

STEP TWO:

Prior to tiling, obtain from the Township of Brock Municipal Office an "APPLICATION FOR LOAN", complete and return to the Township Office along with a written estimate from your tiling contractor showing the estimated quantities of each size of tile to be used, estimated quantity of fittings, etc., and labour costs for installing each size of tile. Also, provide an indication of the proposed outlet locations for our review.

STEP THREE:

Contact the Public Works Department at 705-432-2355 at least three days prior to tiling. If any work is required to be completed within the municipal road allowance a road occupancy permit is required. All connections must match existing municipal ditch invert.

STEP FOUR:

After tiling, have your contractor complete a "Tile Drainage Map" showing at least the following information:

CONTRACTOR _____ LICENCE NO. _____

MACHINE LICENCE NO. _____ MAKE OF MACHINE _____

OWNER _____ LOT & CON. NO. _____

DRAIN INFORMATION

_____ RANDOM TOTAL FIELD SIZE _____

_____ SYSTEMATIC MONTH/YEAR OF
INSTALLATION _____

_____ NEW SYSTEM HECTARES DRAINED _____

_____ IMPROVED SYSTEM

LENGTH OF DRAINAGE WORK INSTALLED:	10"/250 mm	_____
	8"/200 mm	_____
	6"/150 mm	_____
	4"/100 mm	_____
	OTHER	_____

MAP TO SHOW: Size
Length and distance between each run and header tile
North arrow
Adjacent road(s) – labelled
Fence lines and/or property lines

STEP FIVE:

Upon receipt of the required information within STEP FOUR, a rating By-law will be adopted by Council and forwarded to the Region of Durham to process the loan application.

STEP SIX:

After tiling is complete, submit the following to the Township Office:

- (A) A detailed invoice from the tile supplier showing size and quantities of the tile delivered to the site.
- (B) A bill marked paid in full from tile supplier.
- (C) A detailed invoice from the tile contractor including at least the following information:
 - Contractor's Name, licence number, machine licence number, and make of machine
 - Size and quantities of tile installed
 - Size and quantities of tile supplied by tile contractor
 - Labour to install each size tile
 - Cost of taps, outlet pipe, etc.
 - Size and quantities of tile given credit for by tile contractor
- (D) The completed "Tile Drainage Map"
- (E) Payment of the Tile Drainage Inspection Fee in accordance with the Township of Brock Fees By-law

NOTE: The following provisions shall be complied with when connecting to Municipal Drains and/or Municipal Roadside Ditches:

THE OUTLETTING INTO OPEN MUNICIPAL DRAINS/ROADSIDE DITCHES

Corrugated steel pipe with rodent gate will be used to protect the field tile at its outlet. This pipe shall be of sufficient size so that the tile can be inserted into it to provide a solid connection that will then be grouted (cemented). A minimum of 12" freeboard is required from the invert of the ditch.