

Application for Residential Curbside Collection Service

Please submit the form by email to info@salmonarm.ca or deliver to the front counter of City Hall at 500 2 Ave NE. See page 4 of this form for more information.

Part A: Application Type

Property with multiple residential units (e.g. bare land strata, mobile home park)
Contained or detached suite(s) to be added to a property already receiving the service
Other (specify): _____

Part B: Applicant Information

Name of Property Owner(s):

Name and Title of Contact or Representative/ Agent's Name:
(If Representative/ Agent, a letter of authorization signed by the Property Owner must accompany the form.)

Mailing Address (Street, City, Postal Code – if different from Property Address below)

Email Address:

Telephone No.

Part C: Property Information

Property Address:

Assessment Roll Number(s) (if known)

For properties with multiple units, indicate number of units¹: _____

For suites, indicate the number to be added: _____

Desired Service Start Date² (mm/dd/yyyy) _____

¹ All units must be included to receive the curbside collection service. The number of units indicated will be validated. If City records are different, the applicant will be advised. All units assessed will be included in the curbside collection program and charged the fee outlined in Part D.

² For new developments with multiple units, the City may not be able to provide service until all units are constructed. This will be determined during the application review process.

Part D: Fees and Service Limits

- In accordance with Bylaw 2498 – Fee for Services, the Curbside Collection Fee will be charged per residential unit per year and will be invoiced as:
 - the prorated amount for the remaining portion of the year, calculated from the first (1st) day of the month following the date of approval of the application; and
 - thereafter shall be billed annually on the annual property tax bill.
- The fee permits the collection limits specified in Section 4 of Bylaw 4281 – Curbside Collection of Refuse, Recycling, Food Waste and Yard Waste.
- Any Refuse or Food Waste exceeding the specified limits require City of Salmon Arm Extra Refuse Tags or Extra Food Waste Tags, respectively.

Part E: Terms

- The Curbside Collection Fee is charged on a calendar-year basis.
- Notwithstanding any provisions contained herein, all accrued and unpaid fees are deemed to be a debt to the City of Salmon Arm and any amounts remaining unpaid on the 31st day of December in the year that the rates apply shall be added to and form part of the taxes payable on the property, as property taxes in arrears.
- The billing of the Curbside Collection Fee in no way constitutes the City's approval of a non-conforming dwelling or the granting of occupancy; it is solely for the purpose of billing for and providing the Services.

Part F: Declaration/Certification

I hereby declare that:

- I am the Owner or Representative/ Agent of the above property, and that:
- I/we request the City of Salmon Arm to provide Curbside Collection services to the property described in Part "C".
- I/we have read and agree to the Terms, per Part E.
- If applicable, this matter came before the managing body for the property on _____ (mm/dd/yyyy), who approved the motion.

I/we certify that the foregoing information is true, correct and complete.

Signature of Owner: _____

Name (print): _____

Title (if applicable): _____

Date (mm/dd/yyyy) : _____

The personal information on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of providing Curbside Collection services. Questions about the collection of information and use should be directed to the FOI Head at 250.803.4036.

Part G: City Approval (City-use Only)

Application No.: _____

Reviewed by: _____

Approved

Preliminary Approval Date³ (mm/dd/yyyy): _____

Approved by: _____

Signature: _____

Final Approval Date³ (mm/dd/yyyy): _____

Approved by: _____

Signature: _____

Service Start Date (mm/dd/yyyy): _____

Date Fees Applicable⁴ (mm/dd/yyyy): _____

Denied

Date (mm/dd/yyyy): _____

Approval/Denial Notes

Distribution:

Applicant

Finance (Property Tax Dept.)

Collection Contractor

GIS (update curbside collection map)

³ Preliminary approval will be provided where the City has determined that the service can be provided but cannot commence until construction is complete, or until such a time that collection can be safely provided. Final approval will be given once the City determines that the service can commence.

⁴ Fees are applicable as of the first (1st) day of the month following final approval.

Opt-in Information

In accordance with [Bylaw 4281 – Curbside Collection of Refuse, Recycling, Food Waste and Yard Waste](#), the City will provide the curbside collection service to the following types of residential dwellings, which are defined as Curbside Households in Section 1 (Definitions) of the Bylaw:

- Single-family dwellings
- Rowhouses and townhouses of two (2) or more units

Additional conditions:

- The dwelling(s) must front directly on to a City owned and maintained roadway
- The occupants are expected to bring their containers and bags to the curb for collection

Exclusions:

- Contained and detached suites*

* This means that even if a property meets the Curbside Household definition, any contained or detached suites are not automatically included to receive the service. Refer to this [info sheet](#) for curbside collection options for properties with suites. The info sheet is also found on the Curbside Collection web page under Additional Information.

Residential properties with dwellings that do not conform with the Curbside Household definition will not automatically receive the curbside collection service but may apply for the service in accordance with Section 6 of the Bylaw. This opt-in process would be applicable to properties such as bare land stratas, mobile home parks, and contained or detached suites.

Key requirements:

- For properties with multiple dwelling units, such as bare land stratas and mobile home parks, all units must be included to receive the collection service; the City will not provide service to only some of the units.
- For properties with more than one contained or detached suite, the property owner can decide how many additional collection services are required to service the suites. It is not obligatory to opt-in for a service for each suite.
- Opt-in applications are to be made by the property owner, strata council/managing body, or property owner's agent (signed authorization from property owner is required).
- Upon approval, the annual curbside collection fee will be applicable for each dwelling unit in accordance with [Bylaw 2498 – Fee for Services](#) (Schedule B, Appendix 10).
- The fees are charge to the property owner of each dwelling unit on their annual property tax bill as a separate line item.

The submission of an opt-in application does not guarantee that service can be provided. The City will review the property and dwelling units to ensure that they meet the requirements to receive the service.

Please note that the approval of an opt-in application does not constitute the City's approval of a non-conforming dwelling or granting of occupancy; it is solely for the purpose of providing the Curbside Collection Service.