



Custom Work Request Form

Rural Municipality of Elton
 Forrest, Manitoba
 ROK OWO
 Ph: 204-728-7834
 Fax: 204-725-1865
 Email: info@elton.ca

Owner Information

Name:		Contact Phone #:	
Mailing Address:			
Civic Address:		Legal Description:	

Renter Information (if applicable)

Name:		Contact Phone #:	
Mailing Address:			

Requested Work(s)

	Grading	Plowing	Mowing
Auto Visit <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (if you would like auto visit, please specify months below).	<input type="checkbox"/> Yes <input type="checkbox"/> No (if you would like auto visit, please specify months below).	<input type="checkbox"/> Yes <input type="checkbox"/> No (if you would like auto visit, please specify months below).
Call in Request <input type="checkbox"/> Yes <input type="checkbox"/> No	Month(s) of:	Month(s) of:	Month(s) of:
Comments: Detail specific instructions e.g. Plow the driveway & shop yard. Watch for well on east side of yard as marked. If marking any items on the property, please ensure it is clearly visible and the markings don't fade due to the elements.			

By my/our signature(s) below, I/we certify:

- I/we have reviewed the Private Work Lane Maintenance and Rate policies on the reverse side of this page.
- I/we understand that Municipal Equipment cannot complete any work on private property until this "Request for Custom Work" form is completed and received by Elton.
- I/we understand that custom work will be completed as Public Work employees schedule permits.
- I/we understand that municipal employees will not contact the landowner prior to attendance on site.
- I/we am responsible to clearly mark any items near the work area (such as wells) with clearly visible markers.
- I/we understand that this request form will remain in effect until such time as I/we cancel the request.
- For rental properties, the Owner hereby agrees that any billings incurred by Renters will be added to the tax roll of the property if unpaid.
- I/we hereby release the Rural Municipality of Elton, its employees and Council from any responsibility or liability for property damage while performing the requested work(s).

Owner Signature(s):		Date:	
Renter Signature(s):		Date:	
Municipal Signature:		Date:	

For office use only:

Public Works provided a request copy on:		Public Works provided a cancelled request on:	
Request cancelled on:		Request cancelled by:	

**The Rural Municipality of Elton
Rates Policy - Policy No. 18-2012
Approved January 10, 2012 - Amended November 10, 2014 & March 15, 2018**

POLICY DESCRIPTON:

Hourly

That Council policy be that Elton machinery rates are **\$100.00 per hour** with **Minimum Charge per site visit \$100.00** for the following equipment:

- Grader
- Plow
- Tractor and Attachment (Mower/Disc/Packer)
- Backhoe

Daily

That Council policy be that Elton machinery rates are **\$100.00 per day** for the following equipment:

- Pipeline Plow

Custom Work Request Form

A Custom Work Request form must be completed and received by Elton prior to any work on private property being undertaken.

**The Rural Municipality of Elton
Private Work – Lane Maintenance Policy - Policy No. 19-2012
Approved January 10, 2012
Amended November 10, 2014**

POLICY DESCRIPTON:

Be it resolved that Council of the Rural Municipality of Elton hereby set policy that work orders for lane maintenance may be requested by the Municipal office for scheduling and authorizing custom work as follows:

- Work requested must be for lane grading/plowing/mowing
- All rates are based on the "Rates" policy
- A Custom Work Request form must be completed and received by Elton prior to any work on private property being undertaken.

**The Rural Municipality of Elton
Private Work – Standing Work Orders Policy - Policy No. 20-2012
Approved January 10, 2012
Amended November 10, 2014**

POLICY DESCRIPTON:

Be it resolved that Council of the Rural Municipality of Elton hereby set policy that standing work orders for lane maintenance may be requested by the Municipal office for scheduling and authorizing custom work as follows:

- Standing work order requests may be placed for lane grading/plowing/mowing
- Standing work order form must be completed
- All rates are based on the "Rates" policy
- A Custom Work Request form must be completed and received by Elton prior to any work on private property being undertaken.