

CITY OF CAMROSE POLICY MANUAL

CITY OF CAMROSE

POLICY AND PROCEDURE FOR CONSTRUCTION PERFORMANCE DEPOSITS

This policy will apply to all development within the City of Camrose.

This policy was developed to protect public and private interests in regard to:

1. unnecessary damage to City infrastructure during construction, including but not limited to streets lanes, sidewalks, curbs, boulevards, trees and curb stops
2. development permit conditions.

The Construction Performance Deposit shall be paid by the Contractor/Developer/Owner prior to issuance of a Building Permit.

For Residential Development:		Fee
A	Garage and Accessory Building	No Charge
B	Mobile Homes	\$ 1,000.00
C	Single Family Residential	\$ 1,000.00
D	Single Family Residential Valleyview Subdivision	\$ 2,500.00
E	Duplex Residential	\$ 1,500.00
F	Triplex/Fourplex Residential	\$ 2,000.00

All Other Development

Construction damage deposits for all other development will be calculated at the time of development application, but shall not be less than \$2,500.00, and shall be paid by the Contractor/Developer/Owner prior to the application for Building Permit.

Administration of Performance Deposits:

Prior to issuance of a Building Permit, the Contractor/Developer/Owner shall:

- submit the fee
- complete and return a Site Condition Form to the Engineering Department as attached hereto, and marked Exhibit 'A'.

If damages are reported, an inspection by the City will be undertaken within approximately two weeks of the receipt of reported damages. Any damage will be noted on the Site Condition Form.

If construction proceeds prior to filing a completed Site Condition Form or Building Permit, with the City, or if a Contractor/Developer/Owner is found to be using a lot for access or storage and has not filed a completed Site Condition Form with the City for that lot, the City will assume that no damage was present at the time construction started, and the Contractor/Developer/Owner will be responsible for all damages.

On notification that construction is complete, the City and the Contractor/Developer/Owner will inspect the site within approximately four weeks, record any damages, and complete and sign the Site Condition F

Should damage occur, all damages will be assessed by the Engineering Department. The cost of repair will be deducted from the deposit. If insufficient deposit funds are available to cover damage costs as assessed, the Contractor/Developer/Owner will be invoiced for the balance.

Any refund for deposits will be returned to the Owner. If the Owner has transferred the damage deposit to the Contractor/Developer, a letter from the Owner will be required, stating that the deposit is to be released to the Contractor/Developer.

If the title is transferred before completion, it is the responsibility of the Owner to transfer any deposit to the new Owner.

Requirements for Release of Deposit:

- Written request from owner
- Completion of all conditions indicated on the Development Permit
- Completion of all driveways, as per City of Camrose Land Use Bylaw
- Completion of landscaping, including sod or seeded areas, and boulevards
- Submission of a Real Property Report to the City of Camrose •
- Approval, subject to inspection by the City indicating no damage to City property including but not limited to streets, lanes, sidewalks, curbs, boulevards, trees, and curb stops.

Interest on Deposits:

- Interest on deposits shall be paid only as per provisions of the Interest Policy on All Deposits (INT-2) as approved in the City of Camrose Policy Manual.