



Multi-Family Development Package



City of Camrose Council Policy

Development Permit Securities

APPROVAL:	Motion 32-16	POLICY#:	FIN 7.5.0
APPROVAL DATE:	January 18, 2016	EFFECTIVE DATE:	January 18, 2016

Purpose:

To guarantee that securities are put in place for development projects within City of Camrose boundaries in order to ensure that all applicable Municipal Development Standards are achieved prior to release of the securities.

Policy:

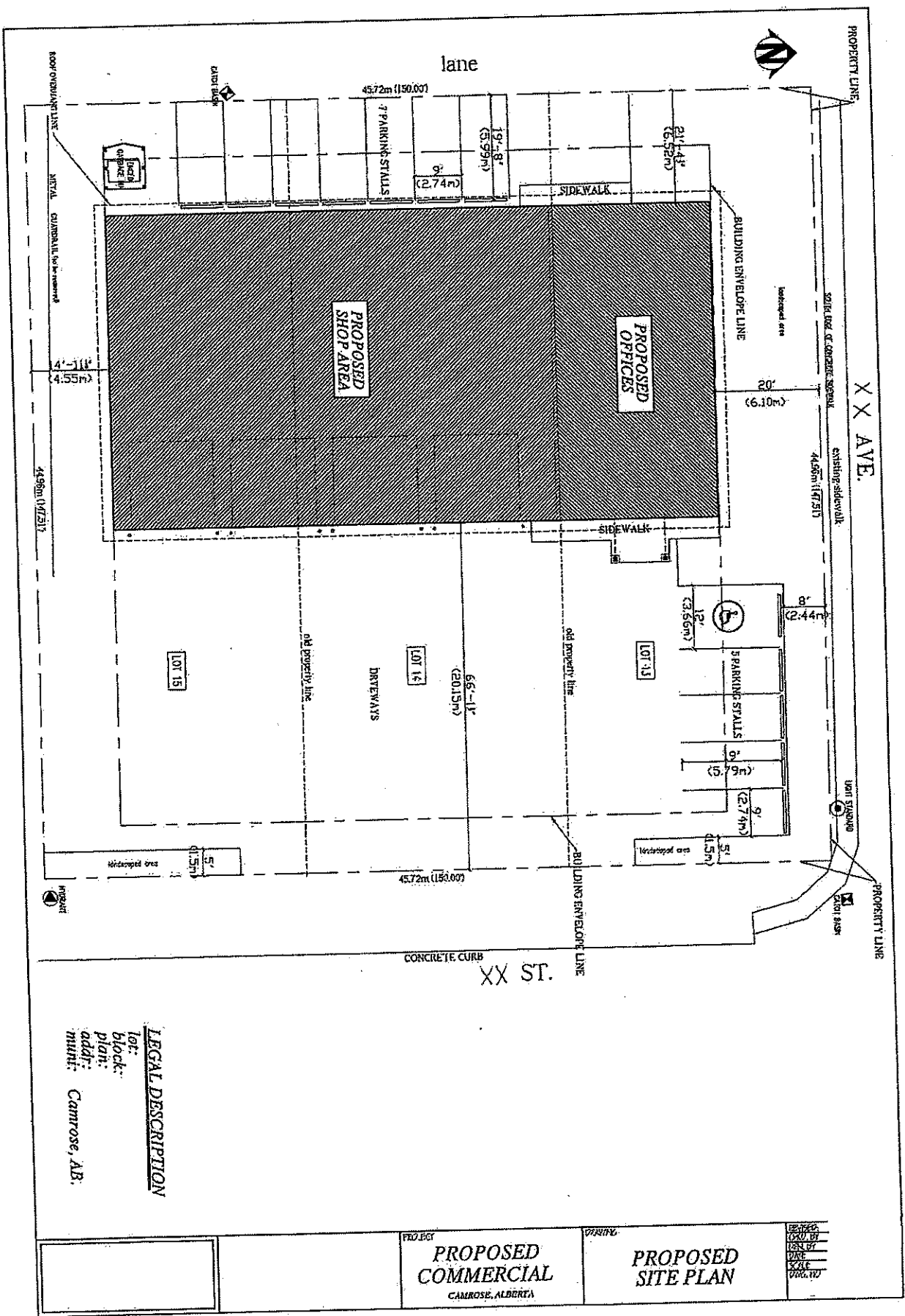
1. Securities for on-site and off-site improvements, as required as a condition of a development approval will be collected in accordance with Part 17 Section 655 (1) (b) (vi) of the MGA, as well as the City of Camrose Land Use Bylaw as amended from time to time.
2. Securities shall be taken in accordance with Table 1-A for commercial, industrial, mixed use, institutional, multi-unit residential over four (4) units, or other related higher order development projects.
3. No construction activity will commence until the appropriate security has been submitted to the City of Camrose
4. Acceptable forms of security are:
 - a. irrevocable, automatically renewable (12 month minimum) letter of credit
 - b. cash
 - c. certified cheque
 - d. bank draft
 - e. Personal cheques, term deposits, lots in lieu, or guaranteed investment certificates are not representative replacements for securities, and will not be accepted.

5. Securities collected will be determined by written estimate, as provided by **the developer's contractor or supplier.**
6. At the discretion of the City, cost estimates may be subject to third party review to ensure sound engineering judgments are followed and that industry costing and standards are utilized.
7. In the event where a Developer is not fulfilling their obligations identified under the Development Permit and do not act on requests from the City to remedy maintenance or safety concerns, the City will draw on the securities collected against the development to complete the maintenance or safety concerns to the satisfaction of the City.
8. In the event that that Development Permit is approved for a site where an existing Development Permit for that same site has outstanding conditions, additional securities in the amount of 15% of any related costs shall be taken to ensure that any and all outstanding conditions are met.
9. The Developer shall forfeit all remaining securities to the City after four (4) years from the date a development permit has been issued, if in the sole opinion of the City (acting reasonably), the Developer has not acted in a reasonable manner to complete remaining work related to their development.
10. The amount of securities taken shall be a percentage of the total estimated cost of any required improvement as per Table "1-A"
11. Landscaping securities shall be administered as per Section 11.10 of the City of Camrose Land Use Bylaw.
12. Upon application by the owner or the owner's representative, all securities shall be fully released if all on-site and off-site improvements are completed, and conditions met, as per Development Permit requirements.
13. Upon application by the owner or the owner's representative, a portion of securities may be released if a specific on-site or off-site improvement is completed as per Development Permit requirements.

TABLE 1-A

Improvement	On-Site	Off-Site
Hardsurfacing	10%	25%
Storm / Sanitary / Water	10%	25%
Curb Cut Installation	10%	25%
Sidewalk Installation	10%	25%
Storm Water Management	10%	25%
Garbage Screening	10%	25%

SAMPLE



CITY OF CAMROSEPOLICY 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 Form.



STORMWATER MANAGEMENT SCENARIOS

SCENARIO A: Change of use only: no changes being proposed on property with respect to building, vegetation, paving, etc :

“A lot drainage plan must be submitted for approval by the City showing how storm runoff will be directed away from any existing facilities, and how drainage will exit the property. The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. The plan must provide sufficient information (including elevations at property corners and any high or low points along property lines, any berms or swales to direct drainage, etc) to show how drainage will exit the property in accordance with the above requirements. The developer must provide the City with written confirmation within 1 year of approval that the plan has been implemented as approved.”

SCENARIO B: For properties larger than 0.5 ha: redevelopments or intensifications of use that affect less than 10% of the building size and /or 10% of the property area:

“The developer shall retain a professional engineer to determine whether the proposed development will result in an increase to the volume or intensity of runoff leaving the site and provide written confirmation to the City of their findings.

If there is no increase to the storm runoff rate as a result of the proposed development, then the developer must submit (for approval by the City) a lot drainage plan to show how storm runoff will be directed away from any existing and/or proposed facilities, and how drainage will exit the property. This plan must indicate that no site drainage is directed onto adjacent private properties.

SCENARIO C: For properties smaller than 0.5 ha, any new developments, redevelopments or intensifications of use.

“A lot drainage plan must be submitted for approval by the City showing how storm runoff will be directed away from any existing and/or proposed facilities, and how drainage will exit the property. The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. The plan must provide sufficient information (Including elevations at property corners and any high or low points along property lines, any berms or swales to direct drainage, etc). to show how drainage will exit the property in accordance with the above requirements. The developer must provide the City with written confirmation within 1 year of approval that the plan has been implemented as approved.”

SCENARIO D: For properties larger than 0.5ha: any developments on currently undeveloped lands OR any redevelopments or intensifications of use that affect more than 10% of the building area and/or 10% of the property area):

“The developer must retain a professional engineer to submit a stormwater management plan for approval by the City that shows how storm runoff will be retained on-site and released at a rate equivalent to the capacity of the downstream system (35L/sec/ha for areas serviced by an existing City storm sewer system or 5 L/sec/ha for areas not serviced by a City storm sewer system) for all storm events up to and including the 24-hour, 1:100 year storm event. This plan must indicate that no drainage from anywhere on the site is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. Once this stormwater management plan has been reviewed and approved by the City, the developer will be required to implement the required changes on site within 1 year of approval, and provide the City with confirmation within 1 year of the approval date.

SCENARIO E: In new areas where the City requires an extension to the City’s storm system: normally, this situation would occur with new subdivisions through use of a Development Agreement. However, there may be some instances where a Development Agreement is not required where this condition may apply:

“ The wording for this scenario will be determined on an individual basis. It will likely be handled through a servicing agreement or some other means. However, should this scenario be encountered through a development permit application, the condition should also include the following: “The plan must indicate that no site drainage is directed onto adjacent private properties, but that storm overflows are directed to public property or along a drainage easement, registered with the Province of Alberta in the name of the City of Camrose. The plan must provide sufficient information to show how drainage will exit the property in accordance with the above requirements. The developer must provide confirmation from a professional engineer within 1 year of the issuance of this permit that the site has been constructed as approved by the City Engineer.”

ALBERTA LAND SURVEYORS



Hagen Surveys	8929-20 Street	Edmonton, AB T6P 1K8	PH : 780 464-5506
Alberta Geomatics	201 , 8762 – 50 Avenue	Edmonton , AB T6E 5K8	PH: 780-437-8033 Email: abgeo@telus.net
Stantec Geomatics	10160-112 Street	Edmonton, AB T5K 2L6	PH:780-917-7000 Fax:780-917-7289
Westacott Consulting Ltd.	# 50,53221 Range Road 223	Ardrossan , AB	PH:780-922-6545 Fax:780-922-1977 wcltd@telusplanet.net
Geomatics Surveys & Eng	9538-87 Street	Edmonton, AB T6C 3J1	PH:780-465-3389 Fax:780-465-5400
Olson Surveys Ltd. (Cathy Sprott)	Suite 306, 5033-52 Street	Lacombe, AB T4L 2A6	PH :403-782-5358
Maltais Association Surveyors	17011-105 Avenue	Edmonton, AB T5S 1M5	PH:780-483-2015
Snell & Oslund Surveys (1979) Ltd.	5128-52 Street	Red Deer, AB	PH:403-342-1255
On- Site Surveys Inc	Byron Laurie, ALS, P. Eng Travis Young	Byron@onsitesurveys.ca Travis@onsitesurveys.ca	PH: 780-691-2784 PH:780-691-0793
Alberta Land Surveyors (Brian Doyle)	P.O. Box 796	Millet, AB	PH:780-387-4047 Fax:780-387-4047 bdoyle_als@hotmail.com
Navigation Surveys Ltd. (Marty Robinson)	14 Austin Drive	Red Deer, AB T4R 2T9	PH:403-396-4472
WSP Canada – Camrose Branch	Unit 200, 4615-36 Street	Camrose, AB	PH:780-672-2468 Fax:780-672-9146
PALS Geomatics	10704-176 Street	Edmonton, AB T5S 1G7	PH: 780-455-3177 Email:plotplan@palsgeomatics.com
Lawson Surveyors	13055-156 Street NW	Edmonton, AB T5V 0A2	PH:780-669-4799