

**PERFORMANCE DEPOSITS FOR APPROACH CONSTRUCTION  
POLICY #61.1.9**

POLICY STATEMENT

It is a standard condition of all subdivisions, and required by the *Municipal Government Act*, that a developer must construct roads needed to give access to a subdivision. This includes the construction of approaches from a municipal road into a subdivided lot. The County's policy is that approaches must be constructed before the plan of subdivision is endorsed for registration at Land Titles Office. This ensures that the approach is constructed to municipal standards and the owner has access to the road as soon as they purchase the land.

The County recognizes that when a sale is to take place in the winter, and the ground is frozen, it is not possible to do earth work. It may also be desirable to defer installing an approach into a large lot until the buyer determines where he wants to build the house. In these situations, the County will allow registration to proceed without an approach being installed, but will take a performance deposit guaranteeing that the work is done as soon as site conditions permit.

PROCEDURES

1. Each year the Director of Public Works shall provide the Director of Planning and Economic Development with an estimate of the cost of installing an approach which meets the standards set out in Policy #61.1.1.
2. Where a developer requests the County to take a performance deposit instead of immediately installing an approach, the amount of the deposit shall be twice the estimated cost noted in Clause 1.

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3. A developer wishing to defer the installation of an approach shall submit a written request to the County, using the form attached.
4. The Director of Planning and Economic Development and Public Works have the authority to accept or reject an application to defer constructing an approach.
5. The application form shall set a deadline for construction of the approach.
6. The application shall be accompanied by cash, money order, or certified cheque for the amount of \$100 per approach per inspection, set under clause 2, plus \$100 per approach as pre-payment for final inspection.
7. The Director of Planning and Economic Development shall send a copy of the completed application form to West Central Planning Agency, and the Agency shall take this as evidence that the developer has met the requirement to install or upgrade an approach.
8. Prior to the deadline set out in the application, the developer shall install the approach, inform the Director of Public Works that this has been done, and request an inspection by submitting the form attached to Policy 61.1.1.
9. If the approach meets County standards, the original fee set out in clause 2, less the inspection fee and a \$10.00 processing fee, shall be returned to the developer.
10. If the approach does not meet County standards, the Director of Planning and Economic Development shall notify the developer of any deficiencies, and require him to rectify them, in which case the developer shall submit a new request for inspection and another inspection fee.
11. If the approach has not been installed the County standards prior to the deadline set on the application, the Director of Public Works shall make arrangements to have the work done, either by a private contractor or by County forces, and the performance deposit paid under clause 2 shall be forfeit.

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**PERFORMANCE DEPOSIT FOR APPROACH CONSTRUCTION**

Name of Developer: \_\_\_\_\_

Land Location: \_\_\_\_\_ Phone #: \_\_\_\_\_

Subdivision File: \_\_\_\_\_ File #: \_\_\_\_\_

Date performance deposit approved by Council: \_\_\_\_\_ Ref. Page \_\_\_\_\_

Estimated Cost of Approach Installation (as per Director Public Works): \_\_\_\_\_

Deposit required (2x amount of installation): \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Deadline for Approach to Be Constructed: \_\_\_\_\_

Date Developer contacted County for Inspection: \_\_\_\_\_

\$100 Inspection Fee Submitted (receipt #): \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Is Approach Acceptable? Yes \_\_\_\_\_ No \_\_\_\_\_

**PERFORMANCE DEPOSIT REFUNDED:**

Date: \_\_\_\_\_ Cheque #: \_\_\_\_\_ Amount: \_\_\_\_\_

**PERFORMANCE DEPOSIT USED TO CONSTRUCT APPROACH:**

Name of Contractor: \_\_\_\_\_

Cost to Complete: \_\_\_\_\_ Date Completed: \_\_\_\_\_

File Completed: \_\_\_\_\_

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