

# ENGINEERING, PUBLIC WORKS & BUILDING DEPARTMENT MUNICIPAL ROAD DAMAGE DEPOSIT FORM

Application to submit a road damage deposit



## Application Process

The **Municipal Road Damage Deposit Form** is an application to submit a deposit with the Township of King as a guarantee against the damage to the curb, sidewalk, road, boulevard and any other municipal service in the municipal right of way, as well as any clean-up of the street and adjoining streets.

Once construction is complete, including all Building Division inspections, a property owner may make a formal request to the Building Division by email at [inspections@king.ca](mailto:inspections@king.ca) or by contacting (905) 833-5321 Ext. 4102 to request the release of the deposit.

## Applicant Information

<b>Applicant Type:</b>	Owner <input type="checkbox"/>	Lessee <input type="checkbox"/>	Authorized Agent <input type="checkbox"/>
<b>First Name:</b>			<b>Last Name:</b>
<b>Corporation:</b> <small>*If applicable</small>			
<b>Municipal Address:</b>			
<b>Mailing Address</b> <small>*If different than above</small>			
<b>Contact Phone No.:</b>			<b>Fax No.:</b>
<b>Date of Application:</b>			<b>Email:</b>

## Project Information

<b>Payee:</b>	
<b>Municipal Address:</b>	
<b>Building Permit No.:</b>	
<b>Receipt No.</b>	
<b>Work Description:</b>	

## Road Damage Deposit Fee Schedule – Fees updated as of January 1, 2018

<b>Building Permit – Major:</b>	<input type="checkbox"/>	\$
<b>Building Permit – Minor:</b>	<input type="checkbox"/>	\$
<b>Building Permit – Shed / Deck:</b>	<input type="checkbox"/>	\$
<b>Payment Methods:</b>	Cheque, Debit or Bank draft	

\*All cheques to be made payable to **Township of King**. Note: personal cheques are accepted. Please retain a copy of your original receipt.

## Refund Information

The Municipal Road Damage Deposit will be refunded and mailed to the **Payee** indicated on the paid receipt and above. A cheque will be mailed to the mailing address indicated on this form. Cheques may not be picked up.

Cheques should be received within 8-10 weeks for all projects with complete and finalized inspections. This includes time to complete the inspection by the Roads Manager. Please be aware, road inspections are not completed from December thru April.

**Applicant's Declaration**

1. Pursuant to Township of King By-law 2005-121 and Township of King Fees & Charges: Effective January 1, 2018, I/We agree to place with the Township of King as a protection guarantee against damage to the curb, sidewalk, road, public laneway, boulevard and other services as well as tracking mud on Township streets or failing to clear snow and ice from sidewalks while construction is in progress a deposit in the amount of: \_\_\_\_\_.
2. I/We acknowledge that this deposit will be used to make any necessary repairs upon completion of the work with the understanding that repairs made by Township forces will be charged at the standard prevailing Township rates. It is also understood that in the event that I/we fail to keep the roads and sidewalks free from the mud and debris caused by the vehicular traffic traveling to and from the site, the Township will do the cleaning and deduct such charges from this deposit. I/We agree to pay the Township for any additional costs, over and above the deposit, should the deposit prove to be insufficient to cover the above repairs and cleaning work.
3. I/We understand that this deposit may be used to cover the cost of removal, reconstruction and relocation of vehicular access, as well as repair of any damage resulting from this project, but not for new drain and water services or relocation of street furniture that may be required in conjunction with this building construction work. In event of such work is required, I/we hereby agree to make application to Engineering & Public Works and to pay the full costs. I/We acknowledge that the Township may withhold this deposit pending resolution of any third party claim.
4. I/We acknowledge that it is my/our responsibility to closely inspect the right of way abutting the property and confirm that no damage to pavements, curbs, sidewalks, public laneways, boulevards, etc. exists prior to commencement of construction. In the event that any damage exists, I/We will immediately forward a registered letter to the Road Manager/Building Division within ten (10) business days from the date of this application outlining specifically the damage exists. I/We agree not to commence any construction until Township staff have confirmed the damage to the public right of way as noted in the registered letter. I/We could be held responsible for any or all damages at the project location.
5. I/We further acknowledge that it is my/our responsibility to maintain free, clear and safe passage for pedestrians and this includes maintaining all sidewalks adjacent to the property free of building materials, signs, bins, snow, ice or any other materials on public right of way. Should I/we fail to carry out the required work, I/we acknowledge that it may be carried out by Township forces and the cost of such work may be deducted from the deposit.
6. I/We further acknowledge that it is my/our sole responsibility to submit a written request to the Building Division ([Inspections@king.ca](mailto:Inspections@king.ca)) or (905) 833-5321 Ext. 4102 for the refund of the Municipal Road Damage Deposit after the completion of work and within 2 (two) years from the date on which the Municipal Road Damage Deposit was made.
7. I/We further acknowledge and understand that I/we have the opportunity to seek legal advice prior to executing this Municipal Road Damage Deposit.

By submitting this application, the applicant affirms that the facts set forth in this document are true and complete. The undersigned acknowledges that he/she has read and understood the declaration the aforementioned disclaimers.

I affirm that I am the owner/lessee/authorized agent of the property listed on page one of this form.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Staff

Personal information collected on this form is under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Municipal Road Damage Deposit Process. Personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Part II. Should you have any questions or concerns regarding the collection of personal information, please contact the Building Division, King Township, 2075 King Road, King City, ON L7B 1A1 (905) 833-4008.