



TOWN OF WAINWRIGHT

Policy Number: 03-10 **Date of Issue:** April 15th, 2003

Page: 1 of 1 **Motion Number:** 03-128

Policy Subject/Title: DAMAGE TO TOWN PROPERTY DURING DEVELOPMENT

Signature of Approval by Authorized Personnel:


Ray Poulin, Municipal Administrator

Supersedes: January 18, 1983
Date of Last Update

Motion No. 80-971, 83-39
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to describe a property owner/developer's responsibility for damage to Town property during development of the owner/developer's property.

PROCEDURES:

1. An owner of land that is or has been subjected to development shall be 100% financially responsible for any damages caused to Town property (including but not limited to property pins, water shut off assembly, curb, and sidewalk) as a result of carrying out the development.
2. Before commencing a development, an owner or designate shall conduct a site inspection with the Public Works Foreman or designate, record any existing damages to Town property on a Lot Condition Report and sign the report. An owner's designate shall provide written authorization that he/she is acting on behalf of the owner.
3. Any damage to Town property found at the conclusion of the development (including landscaping) and not recorded on the Lot Condition Report shall be repaired by the Town at the owner's expense.

TOWN OF WAINWRIGHT

LOT CONDITION REPORT



DATE: _____, 20____

PLAN: _____ BLOCK: _____ LOT: _____

CIVIC ADDRESS: _____

PERMIT# OR PROJECT: _____

ITEMS TO BE CHECKED

PROPERTY PINS _____

WATER SHUTOFF _____

CURB AND/OR SIDEWALK _____

ADDITIONAL REMARKS _____

OWNER'S NAME _____

OWNER'S DESIGNATE _____
if applicable name signature

OWNER'S SIGNATURE _____

IF AN OWNER'S DESIGNATE SIGNS ON BEHALF OF AN OWNER, THE OWNER MUST ALSO SIGN TO GIVE AUTHORIZATION TO THE DESIGNATE OR PROVIDE ALTERNATE WRITTEN AUTHORIZATION.

SIGNED _____
TOWN REPRESENTATIVE