



Summer Village of Silver Beach

Administrative Policy

Number	Title			
#08-2023	Development – Collection of Security Deposits Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	#2023-023	Resolution No:	
	Date:	April 17, 2023	Date:	

Policy Statement

This policy will establish the process for collection of security deposits from development permit applicants, as authorized under the Land Use Bylaw.

Procedure

Security Deposits will be collected as follows:

- 1) Applicant submits DP application and Development Authority confirms which security deposit category the proposed development falls under.

The Security Deposit Agreement categories are as follows:

Security Deposit Agreement Category	Development Types
Category 1 (\$5,000) Security Deposit Agreement required	<ul style="list-style-type: none"> • New houses • Garages • Guest cottages
Category 2 (\$2,500) Security Deposit Agreement may be required	<ul style="list-style-type: none"> • Sheds, additions (including decks), accessory buildings and moved-on buildings over 20 sq.m. area • Enclosed additions over 20 sq.m. area if the addition includes a bathroom, bedroom, or kitchen • Demolition of buildings and structures
Category 3 Security Deposit Agreement not required	<ul style="list-style-type: none"> • General repairs and maintenance (roof, exterior work, interior work not expanding a building) • Unenclosed decks • Sheds, additions, Accessory buildings and structures less than 20 sq.m. area.



Summer Village of Silver Beach

Administrative Policy

2) If the proposed development falls under Category 1, the Development Authority contacts the applicant and advises them to complete the Security Deposit Agreement.

3) If the proposed development falls under Category 2, the Development Authority sends an email to the CAO detailing the proposed development. The email will give a recommendation as to whether or not to require a Security Deposit Agreement, with reasons.

3a) The CAO will make a decision as to whether to require a Security Deposit Agreement and the amount. The CAO will provide written reasons for their decision, which can be forwarded to the applicant.

Revisions:

Resolution Number	MM/DD/YY