



PERMIT DEPOSIT FORFEITURE ACKNOWLEDGEMENT FORM

(Schedule "D" to By-Law No. 2025-29)

The Deposit Forfeiture Acknowledgement Form is an application to submit a deposit with the Township of Southwold as a guarantee the municipal right of way (roadway, curb, sidewalk, boulevard, etc.), adjacent properties (fences, irrigation, hardscaping, sod, etc.) and compliance with all By-laws and approved grading, as well as any clean-up of the street and adjoining streets.

Once construction is complete, including all required inspections and submission of all required paperwork/files, a property owner/permit holder may make a formal request to the Building Department by email at deputyco@southwold.ca to request the release of the deposit.

NOTE: Building Permit cannot be issued until the Deposit is remitted and the following Deposit Forfeiture Acknowledgement Form is received.(see bottom of form for instructions)

1. PAYEE INFORMATION

FULL NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PERMIT NUMBER: _____

PROJECT ADDRESS (IF DIFFERENT FROM ABOVE): _____

2. ACKNOWLEDGEMENT OF DEPOSIT FORFEITURE

Initial beside each statement to acknowledge that you have read and understand the conditions regarding deposit forfeiture as stipulated by the Township of Southwold.

I am aware that the deposit paid in relation to my permit is subject to forfeiture under the following conditions:

_____ The deposit(s) shall be forfeited in full where the permit file is not closed by way of passing a final inspection within two years of the date of issuance of the building permit, and a request for extension for completion of the permitted work is not requested in writing and granted.

_____ The deposit(s) shall be forfeited in full where the building for which the permit was issued has been occupied prior to the issuance of an occupancy permit.

_____ The deposit(s) shall be forfeited in full where there is damage to Township property as a result of the construction/completion of my project.

By signing this form, I agree to the following:

- I acknowledge that I am aware of and understand the circumstances under which my deposit may be forfeited.
- I agree to comply with all permit conditions and applicable regulations to avoid forfeiture of my deposit.
- I understand that if my deposit is forfeited, it may be used to cover costs incurred by the Township of Southwold as a result of non-compliance or other permit-related issues.

3. SIGNATURE

APPLICANT'S SIGNATURE: _____

DATE: _____

1. TOWNSHIP OF SOUTHWOLD OFFICE USE ONLY

RECEIVED BY: _____

COMMENTS: _____

Instructions for Submitting the Form:

1. Complete all sections of the form.
2. Sign, initial and date the form where indicated.
3. Submit the completed form to the Township of Southwold office via email, mail, or in person as per the instructions provided by the Township.

Refund Information:

Deposits will be refunded and mailed to the Payee indicated in Section 1 of this completed form. A cheque will be mailed to the mailing address indicated on this form. Cheques may not be picked up.