

## Small Flood Damage Reduction Projects

### Request for Work Application

The Municipality of Colchester's Flood Advisory Committee approves and manages small flood damage reduction projects in the County on an annual basis. The Committee has limited resources and as such feels it is important for property owners to cost share in projects. The Small Flood Damage Reduction Projects Policy outlines the process for applying for such work as well as the cost reduction options available to various property owners. The Policy is available on the County website at [www.colchester.ca](http://www.colchester.ca). A paper copy of the Policy can also be obtained by calling the Public Works Office at 902-897-3175 or email [cdeuville@colchester.ca](mailto:cdeuville@colchester.ca).

***Please review the Policy prior to completing this application.***

Completed applications should be received by the Municipality by April 30 to be considered for placing in the priority list of projects of that calendar year.

After receiving your completed application, a site visit will be done to assess the extent of work to be carried out. Local contractors will be invited to submit bids to carry out the work. Based on the bids received, you will be advised of the project costs as well as your share of the costs (as per the Policy). You will have two weeks after being notified to either withdraw your application or accept the costs and sign the Agreement to Cost Share Expenses, and License to Enter Upon Land and Release from Liability.

Depending upon the available budget and the project prioritizing process outlined in the Policy, the Municipality reserves the right to defer the project to a future year even if you have accepted the costs and have signed the documents to carry out work on the project.

**You MUST pay 50% of your share of the project prior to any work being done on the property.** The remaining 50% can either be paid in a single lump-sum amount or in 1 to 12 monthly installments. Payment is due on March 1 in the fiscal year the project is completed.

Please fill out the attached form and return the completed form to your Councillor, drop off or mail it to the address below or email it to Crystal Deuville at [cdeuville@colchester.ca](mailto:cdeuville@colchester.ca).

Flood Advisory Committee  
Municipality of Colchester  
1 Church Street  
Truro, NS B2N 3Z5

Property Owner(s) Name(s)									
Property Owner Mailing Address									
Contact Phone Number(s)									
Property Location									
Does this property have direct access to a public road?									
What is the current/primary use of the property? (Circle One)	Primary Residence	Commercial	Active Farm Land	Vacant Land					
Name of Area Councillor									
Brief Description of the Damage (use additional page if necessary):									
Does the flooding affect more than your property? If yes, list the names and addresses of those affected									
By Signing this request, you acknowledge that you have read the Small Flood Damage Reduction Projects Policy and agree with the terms of the Policy.									
Property Owner Name (please print):	Signature:		Date:						
Property Owner Name (please print):	Signature:		Date:						
Property Owner Name (please print):	Signature:		Date:						

