



**SITE PLAN – SECURITY  
RELEASE APPLICATION**

Town of Tillsonburg – 10 Lisgar Ave  
Tillsonburg ON N4G 5A5  
PH: 519-688-3009 FX: 519-688-0759  
Email: [planning@tillsonburg.ca](mailto:planning@tillsonburg.ca)

Date received:	File number:	Project Name:
----------------	--------------	---------------

**\*\*\*\*ALL SECTIONS AND INFORMATION MUST BE COMPLETED IN ORDER TO PROCESS YOUR APPLICATION\*\*\*\***  
This application is for a request in release/reduction of securities. This application is not considered complete unless all documentation requested is received.

- Security release application completely filled out
- Engineering Inspection Fee : \$185.00
- 8 Original hard copies of the Record Drawings- stamped and sealed by the Consulting Engineer **(Folded)**
- Letter from consulting Engineer with correspondence of all or partial work completed- stamped and sealed by the Consulting Engineer
- Cost Estimate- detailing value of completed work and uncompleted work- stamped and sealed by the Consulting Engineer
- Provide all documents above in PDF format to [planning@tillsonburg.ca](mailto:planning@tillsonburg.ca) - stamped and sealed by the Consulting Engineer

**A. Project Information**

Building number, street name:	<b>TILLSONBURG</b>	<b>ONTARIO</b>
Project Name:		

**B. Applicant is:**     **Property Owner**                   **Authorized Agent of Property Owner**

Last name	First name	Corporation or partnership
Address		Municipality
Province		
Telephone Number (    )	Cell Number (    )	E-mail

**C. Property Owner (if different from applicant)**

Last name	First name	Corporation or partnership
Address		Municipality
Province		
Telephone number (    )	Cell Number (    )	E-mail

**D. Request for (Please check one):**

**Security Provided:**

Amount: \$
<input type="checkbox"/> Cash <input type="checkbox"/> Letter of Credit

**Partial Release of Securities**

**Amount: \$**

**Full Release of Securities**

**Amount: \$**

**E. Description of Work Completed:**


**F. Declaration of Applicant**

I \_\_\_\_\_ declare that:  
(print name)

I/We agree that all information provided is correct to the best of my knowledge.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

**FOR OFFICE USE ONLY**

<p><b><u>ENGINEERING DEPARTMENT</u></b></p> <p>Inspection completed by: _____</p> <p>Date: _____</p> <p>Based on the completed inspection, the request for release of securities should be:</p> <p><input type="checkbox"/> <b>Approved</b></p> <p><input type="checkbox"/> <b>Denied</b></p> <p><input type="checkbox"/> <b>New Record Drawings to be submitted for next release request</b></p>	<p><b><u>BUILDING DEPARTMENT</u></b></p> <p>Inspection completed by: _____</p> <p>Date: _____</p> <p>Based on the completed inspection, the request for release of securities should be:</p> <p><input type="checkbox"/> <b>Approved</b></p> <p><input type="checkbox"/> <b>Denied</b></p> <p><input type="checkbox"/> <b>New Record Drawings to be submitted for next release request</b></p>	
Comments:	Comments:	
Signature: _____	Signature: _____	
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> Signature: _____ (Director Of Operation)		
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> Signature: _____ (Treasurer)		
<ul style="list-style-type: none"> <li>• This application shall be circulated to the Development planner, Chief Building Official, Manager of Engineering, And Director of Finance upon completion by Development Technician.</li> </ul>		
Sent To Finance Department:	Who:	How:
Date:		