



## 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:
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**\*\*\*\*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 : \$237.00 (for applications prior to January 12, 2021 **OR** for 3<sup>rd</sup> inspection)
- 2 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:	TILLSONBURG	ONTARIO
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Project Name:
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**B. Applicant is:  Property Owner  Authorized Agent of Property Owner**

Last name	First name	Corporation or partnership
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Address	Municipality	Province
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Telephone Number (       )	Cell Number (       )	E-mail
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**C. Property Owner (if different from applicant)**

Last name	First name	Corporation or partnership
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Address	Municipality	Province
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Telephone number (       )	Cell Number (       )	E-mail
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<b>D. Request for (Please check one):</b>		<b>Security Provided:</b>	<b>Amount: \$</b>
			<input type="checkbox"/> Cash <input type="checkbox"/> Letter of Credit

<input type="checkbox"/> <b>Partial Release of Securities</b>		<b>Amount: \$</b>
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<input type="checkbox"/> <b>Full Release of Securities</b>		<b>Amount: \$</b>
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<b>E. Description of Work Completed:</b>		

**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

<u>ENGINEERING DEPARTMENT</u>	<u>BUILDING DEPARTMENT</u>	
Inspection completed by: _____	Inspection completed by: _____	
Date: _____	Date: _____	
Based on the completed inspection, the request for release of securities should be:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	
<input type="checkbox"/> New Record Drawings to be submitted for next release request	<input type="checkbox"/> New Record Drawings to be submitted for next release request	
Comments:	Comments:	
Signature: _____	Signature: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied   Signature: _____ (Director Of Operation)		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied   Signature: _____ (Treasurer)		
• This application shall be circulated to the Development Planner, Chief Building Official, Manager of Engineering, And Director of Finance upon completion by Development Technician.		
Sent To Finance Department:	Who:	How:
Date:		