



**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:	
<b>****ALL SECTIONS AND INFORMATION MUST BE COMPLETED IN ORDER TO PROCESS YOUR APPLICATION****</b> This application is for a request in release/reduction of securities. This application is not considered complete unless all documentation requested is received.					
<input type="checkbox"/> Security release application completely filled out					
<input type="checkbox"/> Engineering Inspection Fee : \$237.00 (for applications prior to January 12, 2021 <b>OR</b> for 3 <sup>rd</sup> inspection)					
<input type="checkbox"/> 2 Original hard copies of the Record Drawings - stamped and sealed by the Consulting Engineer ( <b>Folded</b> )					
<input type="checkbox"/> Letter from consulting Engineer with correspondence of all or partial work completed- stamped and sealed by the Consulting Engineer					
<input type="checkbox"/> Cost Estimate- detailing value of completed work and uncompleted work- stamped and sealed by the Consulting Engineer					
<input type="checkbox"/> Provide all documents above in PDF format to <a href="mailto:planning@tillsonburg.ca">planning@tillsonburg.ca</a> - stamped and sealed by the Consulting Engineer					
<b>A. Project Information</b>					
Building number, street name:				TILLSONBURG	ONTARIO
Project Name:					
<b>B. Applicant is:</b> <input type="checkbox"/> <b>Property Owner</b> <input type="checkbox"/> <b>Authorized Agent of Property Owner</b>					
Last name		First name		Corporation or partnership	
Address			Municipality		Province
Telephone Number (        )		Cell Number (        )		E-mail	
<b>C. Property Owner (if different from applicant)</b>					
Last name		First name		Corporation or partnership	
Address			Municipality		Province
Telephone number (        )		Cell Number (        )		E-mail	
<b>D. Request for (Please check one):</b>			<b>Security Provided:</b>		Amount: \$
					<input type="checkbox"/> Cash <input type="checkbox"/> Letter of Credit
<input type="checkbox"/> <b>Partial Release of Securities</b>			<b>Amount: \$</b>		
<input type="checkbox"/> <b>Full Release of Securities</b>			<b>Amount: \$</b>		
<b>E. Description of Work Completed:</b>					
<b>F. Declaration of Applicant</b>					
I _____ declare that:					
(print name)					
I/We agree that all information provided is correct to the best of my knowledge.					
_____			_____		
Date			Signature of applicant		

In submitting this application and supporting documentation, I, as the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

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:		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:			