



Please submit this request by mail or email to:
 Customer Service Centre
 Attn: Kendall Wharton
 10 Lisgar Avenue
 Tillsonburg, ON N4G 5A5
 Email: kwharton@tillsonburg.ca

REQUEST FOR RELEASE OF GRANT

Civic Address of Subject Property: _____

File No. _____

Legal Description, PIN #, or Roll # if available: _____

Name of Business/Applicant: _____

Date of Request: _____

Mailing address/email address of requestor: _____

Request for (please check one):

Full Release of Grant

Description of Work Completed:

Other Comments:

- Please attach letter from consulting contractor advising works completed as per Approved Drawings and schedule of improvements. Please note, if the information is required and it is not submitted with this form, staff will not begin the return of security process.

For office use only

BIA
 Site visit completed by: _____
 Date: _____
 Acting on behalf of the BIA, based on the completed site visit, the request for release of grant should be:
 Approved
 Denied
 Comments:

 Letter from contracting company.
 Signature: _____

BUILDING DEPARTMENT
 Inspection completed by: _____
 Date: _____
 Based on the completed inspection, the request for release of grant should be:
 Approved
 Denied
 Comments:

 Letter from contracting company.
 Signature: _____

Request Approved Request Denied _____

Director of Development and Communication Services

- Your request will be responded to within 10 business days of the Town receiving this form. You will be contacted by mail or email. Please note that seasonal conditions may delay the final inspections.
- This form shall be circulated to the Chief Building Official, and Director of Finance upon completion by Development Technician.
- Upon completion, this form will be sent to the BIA for the release of approved funds.