

REQUEST FOR RELEASE

Applicant's Name: _____ **Phone #:** _____

Registered Plan #: _____ **Lot #:** _____

Municipal Address: _____

Date of Application: _____

Payment Received for Release: No Yes **Receipt #:** _____

For Electronic Registration – P.I.N. # _____

A - CIRCULATION INFORMATION

Assessment Roll No. _____

Agreement No(s). _____

Registration Date(s) _____

Letter of Credit

Expiry/Renewal Date _____

Amount _____

Financial Institution _____

Serial No. _____

Do you know of any reason why this lot cannot be released? yes no

If yes, please explain: _____

Authorized by: _____ Date: _____

B - FINANCE

Lot Levy Fees Paid yes no N/A Amount Outstanding _____

Development Charges Paid yes no N/A Amt. O/S _____

Park Dedication Fees Paid yes no N/A Amt. O/S _____

Other (specify) _____

Authorized by: _____ Date: _____

C - PLANNING

Do you know of any reason why this lot cannot be released? yes no

If yes, please explain: _____

Authorized by: _____ Date: _____

D - BUILDING

Do you know of any reason why this lot cannot be released? yes no

If yes, please explain: _____

Authorized by: _____ Date: _____

E - ENGINEERING

Lot Grading Certificate

Is a Lot Grading Certificate Provided? yes no

Does the Lot Grading Certificate comply with the approved Lot Grading Plan? yes no

Does the lot grading conform with the intent of the Lot Grading Plan? yes no

Comments: _____

Municipal Services (As related to specific lot for which release is requested)

Have the following services been installed and tested?

<u>SERVICE</u>	<u>INSTALLED</u>	<u>NOT APPROVED</u>	<u>TESTED APPROVED</u>	<u>DEFICIENT NOT APPROVED</u>
Sanitary Sewers and Services	_____	_____	_____	_____
Storm Sewers	_____	_____	_____	_____
Water Mains & Services	_____	_____	_____	_____
Curb & Gutter	_____	_____	_____	_____
Base Asphalt	_____	_____	_____	_____
Surface Asphalt	_____	_____	_____	_____
Boulevards	_____	_____	_____	_____
Street Lighting	_____	_____	_____	_____
Tree Planting	_____	_____	_____	_____
Sidewalks	_____	_____	_____	_____
Curb Stop	_____	_____	_____	_____
Paving of Driveway Ramps	_____	_____	_____	_____
Driveway Curb Cut	_____	_____	_____	_____
Water Meter	_____	_____	_____	_____
Other(s)	_____	_____	_____	_____

Comments: _____

Is Letter of Credit Adequate? yes no

THE LETTER OF CREDIT MUST BE UPGRADED IF THE ANSWER IS NO

What amount is further required? _____

Do you know of any reason why this lot cannot be released? yes no

If yes, please explain: _____

Authorized by: _____ Date: _____

F - ADMINISTRATION

Lot Release Approval: yes no

Signature: _____ Date: _____

Council Approval Given:
