

Sample Request for Inspection and Security Reduction/ Release

(company letterhead)

(date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville ON L6H 0H3

Attention: Urban Design Inspector

Re: Request for inspection and Security Reduction (or Release)

(name of client)

(name of building site)

(municipal address of site)

(site plan number)

The site works have been completed, therefore, we are requesting that the town reduces (or releases) our securities following the appropriate inspections. We provide the following attachments in support of this request:

1. Stamped Architect written certification.
2. Stamped Landscape Architect written certification.
3. Stamped Engineer written certification.
4. Stamped "record drawings" drawings for the site.
5. Video of all municipal services constructed with this site and certifying letter (if installed with this site plan)
6. Affidavit of Payment for Works.
7. Applicable fee, as per the current Rates and Fees By-law.
8. Acoustic certification, photometric certification, etc. (if applicable)
9. A letter which addresses how previous deficiencies have been corrected. (for a re-inspection)

(signature and printed name)

(position)

Sample Architect Written Certification

(architect company letterhead)

(date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville ON L6H 0H3

Attention: Urban Design Inspector

Re: Certification of Building and Elevations

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

I have performed onsite inspections of the building and elevations associated with the above site plan. I am qualified, in good standing and recognized by the OAA to certify building and architectural works and hereby certify the following:

1. The building design and elevations contracted to (architectural firm) have been completed as per the approved building elevation plans.
2. (if applicable) With the exception of:
 - a) (list changes)

(OAA Stamp, signed and dated)

(signature and printed name of Architect)
(position)

Sample Landscape Architect Written Certification

(landscape architect company letterhead)

(date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville ON L6H 0H3

Attention: Urban Design Inspector

Re: Certification of Landscape Works

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

I have performed onsite inspections of the landscape site works. I am qualified, in good standing and recognized by the OALA to certify civil landscape works and hereby certify the following:

1. The landscape site works contracted to (landscape company or architectural firm) have been completed as per the approved landscape plans.
2. (if applicable) With the exception of:
 - a) (list changes)

(OALA Stamp, signed and dated)

(signature and printed name of Landscape Architect)
(position)

Sample Engineer Written Certification

(engineer company letterhead)

(date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville ON L6H 0H3

Attention: Urban Design Inspector

Re: Certification of Grading, Storm Sewers and Stormwater Management Facilities

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

I have performed onsite inspections of the grading, storm sewers and stormwater management facilities. I am qualified, in good standing and recognized by the PEO to certify civil municipal works and hereby certify the following:

1. The first floor elevation and top of foundation are in general conformity (tolerance of 50mm) with the approved grading and servicing/ stormwater plan(s).
2. The on-site final elevations and surface works are in general conformity (tolerance of 50mm) with the approved grading and servicing/ stormwater plan(s) and all disturbed areas have been finalized.
3. The required oil grit separators, orifice pipes and/ or plates have been installed and are functioning in accordance with the approved plan(s).
4. All storm manholes, catchbasins and sewers are clean, functioning have been installed as per OPSS, Town standards and the approved plan(s).
5. All surface stormwater facilities including curbing, appurtances, ponding areas and overland flow routes have been installed and are operational in accordance with the approved grading and servicing/ stormwater plan(s).
6. (If applicable) The on-site stormwater management facilities (indicate type) has been constructed and is functioning in accordance with the approved stormwater management plan(s) and report. Furthermore, the facilitie has been surveyed and the storage volume is as per the approved plan(s) and report.

(PEO Engineer Stamp, signed and dated)

(signature and printed name of Engineer)
(position)

Sample Engineer Sewer Video Written Certification

(company letterhead)

(date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville ON L6H 0H3

Attention: Urban Design Inspector

Re: Certification of Municipal Storm Sewers

(name of client)

(name of building site)

(municipal address of site)

(site plan number or town project reference number)

A close circuit TV inspection of municipal sewers, installed with the above project has been completed by _____(company name)_____ on ___(date)_____.

I have reviewed the inspection and confirm that there are no defects in the pipe materials or joints. I further confirm that the pipes are clean and free of debris and there is no standing water greater than 25mm in depth.

(PEO Engineer Stamp, signed and dated)

(signature and printed name of Engineer)
(position)

Affidavit of Payment for Works

IN THE PROVINCE OF ONTARIO, CANADA;

_____ (name of development)

_____ (Owner of development)

_____ (development approval # i.e. SP-, 24T-)

_____ (municipal address of development)

Part of Lot _____, Concession _____, Township of _____; Designated as Part _____ and _____ on Plan 20R-_____ or Plan 20M-_____, Town of Oakville, Regional Municipality of Halton.

I, _____ (printed/ typed name), of the City/ Town of _____, and Province of _____,

DO HEREBY SOLEMNLY DECLARE THAT:

1. I am _____ (position) for _____ (Owner), the registered owner of the Property and as such have personal knowledge of the facts hereunder declared.
2. All accounts for labour, subcontracts, products, construction machinery, and equipment and which may have been incurred by the Owner or for which the Owner might in any way be held responsible which are due, have been paid in full to date under the contracts pursuant to the above noted _____ (development) approval,

AND I make this solemn statement conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Affirmed before me at the

City/ Town of _____,)

In the Province of _____,)

this ___ day of _____, 20___)

Signature of Affiant

A COMMISSIONER, ETC.