

Development Engineering
Department



SUBDIVISION AGREEMENT SECURITY REDUCTION REQUEST GUIDE

Community Development Commission

Nov 2013



**TOWN OF OAKVILLE
SUBDIVISION AGREEMENT
SECURITY REDUCTION REQUEST PROCESS**

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Introduction

Security Reduction Request Process

The purpose of this document is to provide an overview of the Town of Oakville's Subdivision Agreement Security Reduction Request process. The intent is to have the forms contained in this document to be used as a practical guide by the Development Industry and Engineering Consultants in initiating the formal subdivision agreement security reduction request process. Any questions regarding the process can be directed to the Town's Development Coordinator, Steve Pozzobon at 905 845-6601, extension 3040 or email spozobon@oakville.ca

Under the terms of the subdivision agreement, when works have been constructed and inspected in accordance with Town requirements, the developer may request that the Town reduce the subdivision agreement securities to an equivalent amount of the completed works up to but not greater than twenty-five percent (25%) of the value of each of the three subdivision agreement schedules:

- Schedule B – Roads & Site Works;
- Schedule C - Storm Sewers; and
- Schedule G - Drainage & Erosion.

The Development Coordinator will obtain the formal clearance of all relevant agencies having jurisdiction in inspecting the completed subdivision works. Securities reductions will be authorized in an amount as determined by Development Engineering staff which may be less than the value applied for.

In order to assist the Development Coordinator in processing reductions the following documents are to be submitted with each application:

Three (3) copies of the following documents:

- Application for Security Reduction - Appendix A – (Signed and Sealed by Consulting Engineer)
- Statutory Declaration - Appendix B – (Signed by Developer)
- Copy of Insurance Certificate in good standing naming the Town as co-insured

Please note:

- For any reduction of Subdivision Agreement Securities for “Landscaping” or “Works on Behalf of the Town” an application must be made directly to the Parks & Open Space Department.
- For any reduction of Subdivision Agreement Securities for “Hydro” an application must be made directly to Oakville Hydro.

First Time Security Reduction Requests

Under the provisions of the current Development Engineering Fees By-law (2009-148) the first reduction request will be processed with no additional charges.

All Security Reduction Requests after Initial Reduction

All further requests for security reductions are to be accompanied by a \$ 288.59 (2013 rates) fee along with the standard documents.

APPENDIX A

Sample Application for Security Reduction

Note: To obtain an excel spreadsheet version of this form, please send email to spozzobon@oakville.ca

TOWN OF OAKVILLE, REGION OF HALTON
APPLICATION FOR SECURITY REDUCTION - TOWN OF OAKVILLE
Schedules B, C and G of Subdivision Agreement

DATE _____ REDUCTION NO. _____ DEVELOPER _____

PROJECT DESCRIPTION _____ PHASE _____ REGISTERED PLAN _____

TOWN FILE S.D. _____ DRAFT PLAN _____ 24T- _____ CONTRACTOR _____

CONSULTANT _____

SECURITY BREAKDOWN BY AGREEMENT SCHEDULE	Column A ORIGINAL SECURITY ESTIMATE (SCHEDULES B, C & G OF SUBDIVISION AGREEMENT)	Column B COMPLETED WORKS TO DATE	Column C % COMPLETED Column (B/A)	Column D % REMAINING 75% MAX of Column C	SECURITY AMOUNT TO BE RETAINED (Column D - Column A)
Schedule B Roads/Sidewalks / Site Work	\$0.00	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!
Schedule C Storm Sewers/SWM Facilities	\$0.00	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!
Schedule G Drainage and Erosion	\$0.00	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!
TOTALS	\$0.00	\$0.00			

LC No. 1	\$0.00
LC No. 2	\$0.00
LC No. 3	\$0.00
LC No. 4	\$0.00
Total LCs	\$0.00
Authorized Reduction To Date	#DIV/0!
AMOUNT TO BE REDUCED	#DIV/0!

Submit the following package to Development Services Department:
 * Security Reduction Chart (this form)
 * Copy of Insurance Certificate in good standing naming Town
 * Statutory Declaration

Notes: Security reductions shall not be greater than 75% of each of the agreement schedules
 Security reductions will be authorized by Development Engineering and may be less than the value applied for

PREPARED BY: _____ ENGINEER'S SEAL

APPENDIX B

Sample Owners Statutory Declaration

Town File Numbers:	24T
	SD-
Registered Plan No.:	20M-
Name of Subdivision:	
Payment Certificate #:	
Payment Certificate Date:	
Prepared By Consulting Engineer:	
Consulting Engineer Address:	

We, _____ (the Owner)

DO SOLEMNLY DECLARE THAT:

The works and services as described in the above-referenced Payment Certificate have been completed and have been paid in full.

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

DECLARED BEFORE ME AT)
THE _____ OF _____)
IN THE REGIONAL MUNICIPALITY)
OF _____ THIS ____ DAY OF _____) _____
	SIGNATURE OF OWNER OR OFFICER OF OWNER OFFICER OF OWNER