



OAKVILLE

Site Plan - Inspection and Security Reduction Procedure

Site Plan Inspections are conducted upon request at the completion of all site works to ensure compliance with the final approved Site Plan materials (drawings and reports) and for the reduction of posted securities. Once site plan works have been completed, a certification package can be submitted to request a reduction of the posted securities.

To initiate an inspection, submit a complete certification submission package with the required documentation, materials and fee.

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Submission requirements

1. A **cover letter** requesting inspections and security reduction or release. (see sample)
2. **Stamped architect certificate** to confirm that building elevations are in conformance with the approved plans. (see sample)
3. **Stamped landscape architect certificate** to confirm that works have been completed in accordance with the approved landscape plans. (see sample)
4. **Stamped engineer certification** for grading, storm sewers and stormwater management facilities (including oil/ grit separators, orifice plates/ tubes and ponds) to confirm that all works have been constructed as per the approved engineering plans. (see sample)
5. **“Construction Record” drawings** to confirm that site works have been completed in accordance with the Approved Plans. All deviations from the approved plans must be noted.
6. A **video of stormwater services/ connections** complete with a certifying letter and report is required for municipal services, where they are installed or extended as part of the site plan works. (see sample)
7. The **inspection fee** for reduction/ cancellation of site plan securities; as per the Town’s current Rates and Fees By-Law located on the Town of Oakville web site.
8. An **Affidavit of Payment for Works**. (see sample)
9. **Additional certifications** may also be required from time to time as a result of site specific works. i.e. acoustic certification, photometric certification, etc.
10. Requests for Re-inspections require a letter which responds to each item on the site inspection deficiency list from the previous inspection.



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Inspection Timelines

The inspection process typically takes 4 - 6 weeks to complete; however, volume of applications and unsuitable weather conditions may increase the timeframe for the inspection of the site works and the subsequent security reduction.

For additional information, please see Notes 1 and 4 below.

Inspection Fees

As part of the inspection/ reduction of securities submission, an inspection fee is required in accordance with the Town of Oakville Rates and Fees By-law as indicated below:

1. Site Plan fees paid prior to 2013 – for every inspection
2. Site Plan fees paid after 2013 – for the third inspection and any additional inspections. *

* The 2013 Rates and Fees By-law has incorporated the first 2 inspection fees into the site plan fees.

Full Reduction (with 15% Holdback)

After the site inspection, if the site has been completed according to the works in the approved site plan materials with no deficiencies, Development Engineering staff will forward notification to the applicant indicating all the works were satisfactory and that 15% of the securities will be held for a one-year period commencing on the date of the notification. A corresponding memo will be forwarded to the Finance Department authorizing the reduction of securities.

Reduction with Deficiencies

If deficiencies are found, a notification with a deficiency list will be forwarded to the applicant. Depending on the nature and extent of the deficiencies, a reduction may be processed. If there is a reduction, a memo will be forwarded to the Finance Department authorizing same. Reduction requests for works that are found to be a public safety issue, contravene town by-laws, not entirely complete or if the development is not in accordance with the approved site plan materials will not be processed until corrected or completed.

Deficiency Lists

Additional deficiencies may be revealed after the original inspection and may be added to the original deficiency list. It is the owners' responsibility to ensure that the site is maintained and meets the requirements of the approved site plan materials during the holdback period. This obligation is not altered by errors or omissions on the deficiency list generated by Town Staff.

Correction of Deficiencies and Re-inspections

Upon completion of all of the listed deficiencies, the applicant must confirm and indicate how the deficiencies have been rectified by submitting an explanatory letter, along with the appropriate fees. Staff will circulate the deficiency list to the necessary agencies, to determine whether all of their concerns have been satisfied. If there are no further noted deficiencies, then the securities will be reduced to the 15% holdback for the one-year period.



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Final Reduction

Prior to the expiry of the one-year warranty period, the applicant shall contact the Development Engineering Department and submit the necessary materials and fee to request an inspection of the site and, if all of the original conditions of Site Plan approval are still in compliance, the remaining securities will be released and the applicant will be notified. A memo will then be forwarded to the Finance Department authorizing the release.

Notes:

1. Should the required paperwork be missing or not in the correct format, the inspection and subsequent letter of credit reduction/ release will not be processed until such time as the Town receives the outstanding documentation. **Timelines for processing will not commence until we have received a complete submission.**
2. All certifications for site plan works shall be stamped, signed and dated by a qualified engineer (engineering works), landscape architect (landscape works) and architect (building elevations).

Qualified means; One who, through education and professional designation, in combination with experience in the specific field for which they have been trained, as it relates to the work being certified, is competent.

3. Should there be substantial changes made to the approved site plan, a site plan amendment, through the Planning Department, may be required.
4. Requests submitted between December 1 and March 31 may not be completed until spring as inspections are weather, ground condition and planting material dependent.