



## INSPECTION AND SECURITY REDUCTION REQUEST

**COMPLETENESS OF THE APPLICATION:** *This application form sets out the information that must be provided by the Owner/applicant or authorized agents at the time of application. If the requested information, including certifications, plan(s) and fees are not provided, the City will return the application or refuse to further consider the application until such time as all the requirements have been provided.*

*Applications for softscape landscape inspection shall not occur prior to the first day of June of the year following the date of planting and shall not occur after last day of August. All works, including the date of planting/installation, must be certified by the applicant's Landscape consultant.*

*Softscape works shall not be considered for reductions until the 100% of those features have been installed and inspected after one growing season.*

*Securities may be returned for hardscape features (i.e. fencing, signage, bike racks, and amenity features), upon installation*

*Reductions of securities may occur when the estimated value of remaining works is less than the current securities held.*

*All requested inspections require payment in accordance with the Municipal Planning Fee Schedule.*

**APPLICANT'S CHECKLIST:** All materials to be submitted digitally.

**Please Check one:**

**PARTIAL REQUEST** **Yes**

*Supply all materials as listed in Section 4 of the Application*

**FULL REDUCTION REQUEST** **Yes**

*Supply all materials as listed in Section 5 of the Application*

Property Owners Authorization (if Applicable) **Yes**

**REQUIRED FEE(S):** A cheque payable to the City of Orillia: **Yes**  
(as indicated by the City's Tariffs & Fees By-law)

Forward to: **City of Orillia, Development Services Department – Planning Division**  
**Orillia City Centre**  
**50 Andrew Street South, Orillia, ON, L3V 7T5**  
**Email: [Planning@orillia.ca](mailto:Planning@orillia.ca)**  
**Re: Request for Landscape Inspection**

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DATE OF APPLICATION: \_\_\_\_\_

## LOCATION OF THE SUBJECT LAND

Municipal Street Address: \_\_\_\_\_

### 1. OWNER/APPLICANT / AGENT INFORMATION: Place check beside person to whom all correspondence is to be sent.

1.1 Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Tel. number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Tel. number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: MUST BE LEGIBLE

\_\_\_\_\_

1.2 Name of Consultant/Agent: \_\_\_\_\_

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Tel. number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Tel. number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: MUST BE LEGIBLE

\_\_\_\_\_

1.3 Name of Owner(s): \_\_\_\_\_  
*(if different from the applicant)*

Address: \_\_\_\_\_ PC. \_\_\_\_\_

Tel. number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Tel. number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

*(An owner's authorization is required if the applicant is not the owner.)*

Email Address: MUST BE LEGIBLE

\_\_\_\_\_

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### 3. AUTHORIZATIONS

If the applicant is not the owner of the lands that are the subject to this application, then written authorization of the owner(s) authorizing an applicant to make applications must be included.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application, and I authorize \_\_\_\_\_ to make this application on my behalf and to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

### 4. REQUIRED MATERIALS FOR – PARTIAL REDUCTION

1. Complete Application and fee payment– an application for inspection and security reduction shall be made to the Development Services and Engineering Department with payment of associated fee.
2. Consultant's Certificate - accompanying the application shall be a letter from the Developer's Consulting Engineer and/or Landscape Architect (as applicable) confirming what works have been completed in accordance with the specifications and requirements of the Agreement and that such works are now at the stage for inspection.
3. Value of Work Not Completed - the Developer's Consulting Engineer and/or Landscape Architect (as applicable) shall confirm the value of work yet to be completed under their Agreement. Estimated value of work shall be subject to Municipal approval to ensure a suitable amount of securities remain to guarantee completion of works.
4. Construction Liens – Provide proof that no construction liens have been filed which may affect the Municipality.

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## 5. REQUIRED MATERIAL – FULL REDUCTION

1. Complete Application and fee payment– an application for inspection and security reduction shall be made to the Development Services and Engineering Department and payment of associated fees.
2. Consultant's Certificate - accompanying the application shall be a letter from the Developer's Consulting Engineer and/or Landscape Architect (as applicable) confirming that certain stages of the work had been completed in accordance with the specifications and requirements of the Agreement and that such works are now at the stage for inspection.
3. Calculation of Lien Holdback - there shall be a calculation as to the amount to holdback under the Construction Lien Act (10% of the total construction cost for Municipal Services);
4. Declaration as to Accounts – Provide the Municipality with a Statutory Declaration that all accounts for labour, equipment, and materials in connection with the construction, installation and maintenance of the said services, have been paid in full.
5. Construction Liens – Provide proof that no construction liens have been filed which may affect the Municipality.
6. As Built Plans and Drawings - Provide the municipality with any final versions of plans or drawings which depict the services and/or designs as installed and inspected by the municipality.

Additional important information

### **DEFAULT - REALIZATION OF SECURITY OR DEPOSITS**

Default – If it becomes necessary for the Municipality to realize on its security or deposits, then the Municipality (its servants, agents or sub-contractors) shall, if the Municipality so elects have the right and privilege at all times to enter upon the lands for the purpose of repairing or completing any work or services required to be completed by the Developer under their Agreement.

Exceeding Cost Estimates - If the costs of completing such work or service exceeds the amount of security held by the Municipality, such excess shall be paid by the Developer to the Municipality 30 days after invoicing by the Municipality. All overdue accounts shall bear interest at the rate of 12% per annum.

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Save Harmless - The Developer on behalf of itself, its successors and assigns agrees to indemnify and save harmless the Municipality from and against any and all claims, suits, actions and demands whatsoever which may arise either directly or indirectly by reason of any work or service performed by the Municipality, its servants or sub-contractors in order to complete the work or services required to be completed under this Agreement, provided the subject matter of such action, suits, claims or demands was not caused intentionally or through negligence on the part of the Municipality, its servants or agents or sub-contractors.

The Construction Lien Act, R.S.O. 1990 - If the Municipality becomes obligated to make any payments, or pay any costs, under the provisions of Section 17(4) of the Construction Lien Act, R.S.O. 1990 c. C.13, this will constitute a default and entitle the Municipality to realize upon its security.

Notice to Developer - The Municipality covenants and agrees that, if in the event of default and it becomes necessary for the Municipality to realize upon its security or deposits, the Municipality shall give the Developer ten (10) days prior notice in writing of its intention to realize upon the security or deposits. If the Developer fails to cure any default within the said ten (10) day notice period, the Municipality shall be entitled to realize upon its security or deposits without further notice to the Developer in accordance with the provisions of their Agreement.

Other Remedies for Default - The rights of the Municipality pursuant to this paragraph are in addition to any other rights which the Municipality may have at law for default by the Developer under this Agreement.

Interest - No interest will be accrued or paid to the developer on any securities or cash deposits posted with the municipality.

## **LANDSCAPING, INSTALLATION AND MAINTENANCE**

The landscape works shall be completed as shown on the Approved Landscape Plans. The landscape works shall be maintained after inspections to specifications set out on those Approved Plans.

An extension for completing the landscaping works may be granted if the landscaping cannot be successfully installed immediately following construction due to being in a non-planting season (i.e., winter or mid-summer).

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## STEPS IN THE INSPECTION AND SECURITY REDUCTION PROCESS

1. The Applicant files an Inspection and Security Reduction Application, pays required fee and includes required documents.
2. Within 10 business days, the Development Services and Engineering (DSE) Department will contact the applicant to advise if the submission is complete. If sufficient, coordination of onsite inspections with identified consultants will commence.
3. Within 5 business days of the on-site inspection, DSE staff will provide a summary of the inspection and advise the applicant of the status. If the inspection confirms the requested reduction, DSE staff will provide a memo to release securities to the City's Finance Division.
4. The Finance Division will provide the owner/ or Financial Institution with instructions to reduce the letter of credit or, if the City is holding another form of deposit, the Finance Division will process the reductions and advise of retained amounts
5. If funds are with a Financial Institution, the lender will then issue a revision of the Letter of Credit to the City's Finance Division for attachment to the original Letter of Credit for record keeping purposes. The Financial Institution or the Applicant (as the case may be), will deal directly with the City's Finance Division to implement the reduction. If securities are being held in the form of cash or certified cheque, the City will issue a cheque to the Applicant for the amount being reduced.
6. The City's Finance Division will provide status of the securities to DSE staff. Should the reduction of securities be a full reduction, DSE staff will review the remainder of the file for deposits and funds, and if all further development file actions are complete. All funds shall be returned and the status of the file updated.