

York Region – Development Engineering Security Reduction & Release Requirements



Security Reductions:

1. **Letter from Applicant/Consultant** requesting security reduction.
2. **Letter from the Consultant** confirming that the works are completed as per the certified “As-built” drawings, including CCTV video on USB, and an inspection report of all newly constructed sewers and watermain within the Regional right-of-way.
3. Digital copy of “**As-built” drawings** to be submitted from the Applicant/Consultant **in pdf format**. Physical drawing submissions will no longer be accepted.
4. **Final Geotechnical Consultant certification in the Regional right-of-way**, including material testing, mix design analysis, compaction results, and reports, if applicable.
5. **Notarized/Stamped Statutory Declaration** (using York Region standard form) signed by the Applicant and Commissioner of Oaths.
6. **Certificate of Substantial Performance** issued by Consultant.
7. **Ontario Land Surveyor’s certificate and legal survey drawings** confirming that all survey monuments have been verified or replaced and there are no encroachments of features/signs/stairs/steps/fences and other structures pertaining to the development frontage, if applicable.
8. **Verification that land conveyance** has been completed and registered to York Region, if applicable
9. **Landscape Architect’s certificate** confirming that all landscaping has been completed in the field and constructed as per the approved landscape drawings, if applicable.
10. **Letter from a Professional Engineer** confirming that the noise attenuation features installed meet the approved noise study and are in conformance with the Ministry of Environment and Climate Change guidelines and Region Noise Policy, if applicable.
11. **Copy of executed Site Plan/Subdivision Agreement** (first and last pages of signed agreement) confirming that lands have been conveyed and environmental conditions cleared, if applicable.
12. **Copy of certified cheque** used to pay for the **10 Year Traffic and Pedestrian Signal Maintenance Fee**, if applicable to the proposed intersection(s).
13. **Verification that the Certificate of Insurance (COI) is currently valid and compliant** (using York Region standard form).
14. **Confirmation that all required reserves have been lifted and all related legal processing fees have been paid.**

Security Releases: (all applicable requirements above to be cleared before final release)

1. **Letter from Applicant/Consultant** requesting final security release.
2. **Notarized Statutory Declaration** signed by the Applicant.
3. **Certification of Total Performance** issued by Consultant.

NOTES:

- i) Electronic/digital copies of all above documents to be provided in PDF format. Documents shall be submitted via email, FTP or USB to the appropriate Development Construction Coordinator
- ii) All required documents shall be submitted as a complete package. **Piecemealed submissions will not be accepted.**
- iii) Security Reductions and Releases may be subject to final clearance from other Regional Departments and other requests from Development Engineering as necessary.
- iv) Inspections by Regional Staff must be conducted and cleared prior to granting of Security Reductions or Releases
- v) Security Release requests will not be accepted unless the works under the Regional approval have reached total performance.
- vi) The above applicable information is to be provided to the appropriate Development Construction Coordinator with reference to the York Region file/approval numbers on all requests:

Ivan Gonzalez	York Region/Southwest	1-877-464-9675 ext. 75759
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