



Security Reduction / Return Application Package

Applicants must complete the checklist below to accompany a request for reduction or return of security held by the Town of Stony Plain for it to be deemed complete for review of eligibility.

Please check each item included within your package.

CHECKLISTS

Required information for a complete security **reduction** application:

- ☐ Complete and signed application form
- ☐ Construction Completion Certificates (CCC), submitted by the consulting Professional Engineer
- ☐ Letter from consulting engineer outlining:
 - Any deficiencies associated with the local improvements
 - Remaining construction costs associated with the outstanding and deficient local improvements
 - Breakdown of **actual** cost of local improvements (Asset Template Sheet)

Required Information for a complete security **return** application:

- ☐ Complete and signed application form
- ☐ Final Acceptance Certificates (FAC), submitted by the consulting Professional Engineer
- ☐ Breakdown of **actual** cost of Local Improvements (if not submitted at CCC)
- ☐ Estimated cost of outstanding deficiencies, if applicable

APPLICANT INFORMATION

ADMINISTRATIVE INFORMATION (FOR OFFICE USE ONLY)

NAME:

DEVELOPMENT AGREEMENT #:

PHONE:

DEVELOPER CATEGORY:

EMAIL:

REVIEWED BY:

SIGNATURE:

APPLICATION COMPLETE: ☐ YES ☐ NO

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TOWN OF STONY PLAIN									SECURITY REDUCTION / RETURN APPLICATION FORM			
DEVELOPMENT AGREEMENT #			SUBDIVISION OR DEVELOPMENT PERMIT #			ENGINEERING DRAWING #						
1. PROJECT DESCRIPTION												
SUBDIVISION / PROJECT NAME:												
MUNICIPAL ADDRESS:												
Plan	Block	Lot	Quarter Section ☐ NW ☐ NE ☐ SW ☐ SE		Section	Township	Range	Meridian ☐ W4 ☐ W5				
2. PROFESSIONAL ENGINEERING CONSULTANT												
NAME OF ENGINEERING FIRM:												
ADDRESS:												
CITY:			PROV:			P/C:						
CONTACT NAME:			EMAIL:			PHONE:						
3. SECURITY DETAILS												
Type of security: Letter of credit ☐ Cash ☐					LOC/Cash Receipt #:							
NAME of Issuing Financial Institution or Payee:												
ADDRESS:												
CITY:			PROV:			P/C:						
CONTACT NAME:			EMAIL:			PHONE:						
4. LOCAL IMPROVEMENTS ASSOCIATED WITH DEVELOPMENT AGREEMENT												
Type of Improvement	CCC Issue Date		FAC Issue Date		Engineering Record Drawings							
Underground (water & sanitary)												
Surface												
Landscaping												
Other (List):												
5. SIGNING AUTHORITY												
I hereby certify that the design has been completed in accordance with the Town of Stony Plain Municipal Development Standards and the requirements of all governmental or other public authorities having jurisdiction.												
Print Name of Applicant(s): _____												
Applicant Signature(s): _____												
Application Date: _____												

Additional Information

Application Fees: None

Frequently Asked Questions:

How do I know if I qualify for a reduction or return of my security?

Your development agreement will specify if and when you can apply for a reduction or return of your security. As well, the Town of Stony Plain has a Development Agreement Security Policy that establishes the framework for the collection and release of security.

Definitions:

Construction Completion Certificate (CCC): A certificate issued by the consulting engineer and accepted by the Town. It is the process of determining if local improvements included as part of a development agreement are fully complete and are constructed to the appropriate municipal standards. Please refer to the Municipal Development Standards for further detail.

Construction cost estimate: the expected cost for construction and installation of local improvements, to be included in the development agreement.

Design drawing: detailed engineering drawings, plans, and specifications prepared by a professional engineer covering the design, construction, location, and installation of all local improvements that conform to municipal standards.

Record drawing: final as-built engineering drawings, plans, and specifications prepared by a professional engineer showing the location of all local improvements constructed as part of a development.

Final Acceptance Certificate (FAC): A certificate issued by the consulting engineer and accepted by the Town. It indicates the expiration of the warranty period and acceptance of local improvements to fully transfer municipal improvements from a developer to the Town.

Municipal/local improvement: new or replacement construction projects intended to upgrade or improve certain conditions within residential, commercial, or industrial areas within the Town. There are different types of local improvements covered under a development agreement including:

- Underground (water distribution systems, sanitary sewer systems, storm sewer systems)
- Surface (earthworks and berming, sidewalk, curb and gutter, granular base, asphalt, fencing, signage)
- Landscaping (landscaping and maintenance)

Security: a fee imposed by the Town and collected from a developer as evidence of insurance coverage ensuring the developer performs obligations agreed to under a development agreement.

Warranty period: A period of at least two (2) years for all local improvements that begins upon CCC being issued and expires when the Town issues the FAC.