

3.4 Other Approval Documents

- Sanitary, storm and water service connections which are not in place on the municipal road allowance to the property line shall be arranged for installation by the City on payment of installation costs by the Owner. To initiate the installation of the service connection(s), the Owner shall file an application immediately with the Environmental Services Department which includes a copy of the approved site plan drawing(s) with the Department's approval seal and if required a copy of the Region of York Approval Schedule as per the executed Site Plan Agreement.
- The applicant is advised that following the City's approval of the site plan drawing(s), MECP application forms (3 sets co-signed by the City, if required) may be required.
- In the event that the lifting of a 0.3 m reserve is required to facilitate driveway access to a site, the owner shall prepare and register, at its expense, a reference plan detailing the portion of the reserve to be lifted to the satisfaction of the City. The City or Region of York (dependant on jurisdiction) will register the legal transfer documents at the Owner's expense. The approval of the Site Plan will be subject to the 0.30 m reserve being lifted.
- Easements in favour of the benefitting owners are required for common services. The applicant shall prepare and register all necessary reference plan(s) and mutual access agreements.
- The Owner shall pay the costs of the registration of a road dedication by-law to the satisfaction of the City, if required.
- All site plan inspection requests must be made through the Finance Department. Any request for inspections, accompanied with "as constructed" site servicing and grading plan(s) certified by a Professional Engineer that is submitted prior to September 15 of each year will be assured an inspection of the site prior to October 31. Site plan inspections are suspended during the winter months, typically from November to April.
- Following the request for inspection to the Finance Department for the release of Letter of Credit, each affected City Department will conduct up to two inspections per department at no additional charge. Prior to releasing the Letter of Credit, the owner shall pay for any additional inspection charge.
- For more information, please contact the Engineering Department at (905) 832-8585.

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