

Mississippi Mills Security Release Guide



JUNE 19

Roads and Public Works Department



Security Release Request Procedure

Site Plan, Development Agreement, Permit

In Mississippi Mills there are many projects that require security deposits. Security deposits are taken by the Municipality to ensure that approved plans are followed, and Municipal assets are respected and returned to their preconstruction condition. Below are the three steps involved in requesting a security release.

STEP ONE

All security deposits in Mississippi Mills are related to a clause in the Agreement or Permit you received from the Municipality. This is the first place you should look when preparing a security release request. This clause will include important information such as documents that need to be provided, required certifications, and warranty requirements if any. Common required documents include as-built drawings, statutory declarations, and certification letters.

STEP TWO

The second place you may find information is in the conditions or special conditions section of your permit/agreement. In this section there may be information regarding additional certification requirements that must be completed prior to securities being released. Not all permits or agreements will have these extra conditions, but it is important to understand their meaning if your document does have them.

STEP THREE

Prepare a formal request letter. This letter should include a brief summary of your project, your contact information, a section describing the attached documents and a dollar amount for the security release. Once that is done compile everything and send it to the Roads and Public Works Department via email. Contact information for Public Works can be found on the Mississippi Mills website or you can call 613-256-2064 for more information.

Certifications

The Municipality uses certification letters to ensure that a qualified professional has verified that all work completed on a project is done properly. A certification letter is a document prepared by a qualified professional that verifies in writing that all parts of a project have been completed in conformance with the approved drawings. For an example of a certification letter see Appendix B.

Who can provide certification letters?

The Municipality of Mississippi Mills permits the following professionals to provide certification letters:

- Professional Engineers licensed to work in the Province of Ontario who are recognized members of the Professional Engineers of Ontario (PEO)
- Certified Engineering Technicians and Technologists who are recognized members of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)
- Ontario Land Surveyors who are recognized members of the Association of Ontario Land surveyors (AOLS)

Your permit/agreement may specify which type of professional is required for your project.

What should be in a certification letter?

The following information should be in a certification letter:

- A brief summary of the project including the address, the name of the person on whose behalf the professional is certifying, and a reference to the agreement/permit;
- Specific descriptions of how each part of a project has been completed;
- The name and business information of the professional completing the certification;
- The professional seal and signature of the person completing the certification letter.

If there are special conditions in the permit/agreement that require certifications for particular items then the certification letter should address those items directly. For example, if a site plan agreement asks for the roadway repairs to be certified then the professional must comment on the repair to the roadway.

As-Built Drawings

The Municipality uses as-built drawings to maintain a record of the property and most importantly the location of utilities. As-built drawings are drawings that have been marked up by a qualified professional that show how the final product was actually constructed versus what was originally designed. Please use the approved drawings as a base for the as-built drawings.

What should be included in as-built drawings?

- Verified locations of any utilities such as sewer, water, and storm. Drawings should show their connection locations in the street;
- Verified locations of any new structures on the property;
- Locations of any drainage features such as swales, ditches, roof drains, sump pump drains, etc;
- Property lines;
- Sidewalks, driveways, pathways, decks, porches, and patios;
- Verified elevations of the property grade.

As a rule of thumb, if the approved plans showed it then it should be included in the as-built drawings with the same or more detail than the original plans.

Statutory Declaration

A statutory Declaration is a common document that the Municipality Requires for the release of securities. This document is used to verify that the project manager has paid in full all of their contractors and persons owed money with respect to the project. A statutory declaration template can be found in Appendix A of this document. This document needs to be signed by a legal witness. The Municipality can provide this service at the Almonte Old Town Hall where staff are certified as legal witnesses.

Statutory Declaration

IN THE MATTER OF the Site Plan Agreement dated _____ made between _____ and the Municipality of Mississippi Mills in respect to the lands described as _____, Municipality of Mississippi Mills, County of Lanark (PIN _____; Municipally known as _____ (the “Property”).

AND IN THE MATTER OF the final release of the security posted by _____ with the Municipality of Mississippi Mills pursuant to the Site Plan Agreement.

We, _____, of the Municipality of Mississippi Mills, Province of Ontario, DO SOLEMNLY DECLARE THAT as of the day hereof:

1. We are the owners of the property and as such have signing authority and personal knowledge of the matters herein declared.
2. All the accounts relative to the installation of the completed works made upon the Property to date under the Site Plan Agreement have been paid in full.

AND WE MAKE THIS SOLEMN DECLARATION conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the Evidence Act (Canada).

SWORN BEFORE ME at the
Municipality of Mississippi Mills
In the Province of Ontario
On _____

Date

_____ Signature _____ _____ _____

_____ Owner's Signature _____ Owner's Signature
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Appendix B

Company name Ltd.

Company Address , ON XXX XXX

Attn: Director of Roads and Public Works

Re: Site Plan Agreement, Permit No., Development Agreement etc.

This letter is to certify on behalf of (name of property owner), pursuant to the terms in (name of agreement/permit) that the works have been completed in accordance with the plans approved as a part of the (agreement/permit). Any deviations from the approved plans are noted below however the noted deviations do not adversely affect the functionality or safety of the property or its features.

Completed parts/items on the project

- Part 1
 - Summary speaking about any deviations
- Part 2
 - Summary speaking about any deviations
- Part 3
 - Summary speaking about any deviations

Conclusion

Professional Seal

