

Applicants Checklist for Site Plan Agreement Registration

The following items are required to be provided in order for Legal Services to proceed to register a site plan agreement. If any items are missing it will result in a returned request and a delay in having the agreement registered.

- One copy of the signed Site Plan Agreement
- One copy of any other agreement that may be required in conjunction such as a Joint Use and Maintenance Agreement.
- Securities in the form of a letter of credit, bank draft or money order in the Municipality's standard format with reference to the Site Plan file number and municipal address.
- All fees provided in the proper amount, and where applicable, secured by certified cheque, bank draft or money order.
- Certificate of Insurance
- R-plan, if applicable.
- Postponements and/or discharges of all encumbrances registered on title, if applicable.

Please note that costs for legal fees will be invoiced to the applicant after the required agreements have been registered on file.