



Approval to Service Checklist

Subdivision Name:	TBD
30T#:	TBD
R.P.#:	TBD
Stage:	TBD
Phase:	TBD
Consultant:	TBD
Contractor:	TBD

<u>Item</u>	<u>Description</u>	<u>Date</u>	<u>Reference</u>	<u>Action</u>
	Servicing Request Letter Received;			Consultant
a	Internal Memo to Planning;			Engineering
b	Planning Clearance – Zoning;			Engineering
C	Planning Clearance – Draft Plan;			Engineering
d	Planning Clearance – Tree Management;			Engineering / Consultant
E	Planning Clearance – Heritage;			Engineering
F	Planning - Lotless Blocks Draft Ref Plan;			Engineering
g	Planning – draft subdivision plan final lotting;			Engineering
	Confirm Entrance Feature;			Consultant
	Engineering Agreement;			Subdivider
	Registered Subdivision Agreement;			Consultant
	Ministry of Culture Clearance – Archeological;			Consultant
	Trans Planning - Confirm if Decorative Lighting;			Consultant
	Trans Planning - Approved Parking Plan;			Consultant
	Preliminary Master Tree Planting Plan & Urban Forest Soils Report – Parks Division;			Consultant
	MOE – Approval for SWM;			Consultant
	MOE – Approval for Sewers			Consultant
	Kit Utilities - Form 1 (incl. \$1,200 fee to Utilities);			Consultant

	Region - Form 1 (Regional Watermain);			Consultant
	GRCA - Fill Permit;			Consultant
	Other Agency Permits (MNR)			Consultant
	Road Closure Permit – Trans Planning;			Consultant
	Neighbors' Letters of Permission;			Consultant
	Approved SWM Design;			Consultant
a	Approved Engineering Drawings;			Consultant
b	Approved Eng Drawings (electronic – tiff's);			Consultant
c	Grading Plan mylars (with DVP signoff);			Consultant
	Other Draft Plan Conditions...			Consultant
	DC item (servicing agreements);			Engineering
a	Copy of Executed Contract Document;			Consultant
b	Contractor Insurance naming City;			Consultant
c	Contract Document (WSIB);			Consultant
	Consultant letter stating ESC in place;			Consultant
	Certification of tree Protection;			Consultant
	Engineering Fee 100%;			Consultant
	Legal - 60% Security in place;			Consultant

Project Manager

Date