

Consultant Name
Engineering Corporation

Date

Project No. ####

City of Brampton
Works and Transportation
8850 McLaughlin Rd., Unit 2
Brampton, ON L6T 5T1

ATTENTION: Jim Moores, P.Eng
Manager, Development Construction

Dear Sir:

RE: Subdivision Name
Letter of Credit Reduction No. #
City of Brampton (Project Number)

On behalf of the Owners of the above referenced development, we would appreciate your consideration and approval of a reduction in the amount of the Letter of Credit held by the City as Performance and Maintenance Security.

We attach the required Letter of Credit Reduction Application together with the required information.

By copy of this letter, we are requesting **Subdivision Name** to forward the necessary Statutory Declaration directly to Colleen Lambert of the Treasury Department.

Yours truly,
Consultant Name

Name, P. Eng.

XX/xx

cc: Regional Municipality of Peel
City of Brampton

- Mr. Ken Henry
- Mr. Steve Dewdney
(not required for 1st reduction/top-up of securities)

Consultant Name
 Engineering Corporation

The Corporation of the City of Brampton
Letter of Credit Reduction No. #

	<u>CITY</u>	<u>REGION</u>	<u>TOTAL</u>
a) Original Amount as per Security Memo			
Bicycle Path	\$ -		
Lot Grading	\$ -		
Stm. Sew & Chan.	\$ -	0.00	Sanitary Trunk Sewer
Detention Pond	\$ -	0.00	Sanitary Sewers
Roadworks	\$ -	0.00	Watermains
Blvd. Landscaping	\$ -		
Park Landscaping	\$ -		
5% Eng. & Cont.	\$ -		
Total a)	\$ -	\$ -	\$ -
b) Work Completed	\$ -	\$ -	\$ -
c) Engineering Paid	\$ -	\$ -	\$ -
d) Total Complete (b + c)	\$ -	\$ -	\$ -
e) Work Remaining			
Public Works	\$ -	(Provide Cost Backup)	
**Parks Lanscaping	\$ -		
**Blvd. Landscaping	\$ -		
20% Eng	\$ -		
Total (e)	\$ -	\$ -	\$ -
f) Guarantee (10% of d)	\$ -	\$ -	\$ -
g) New Securities Required (e + f)	\$ -	\$ -	\$ -
		Previous LC Amount (Date)	\$ -

NOTES:

- 1 Submit Statutory Declaration directly to Treasury Department.
 - 2 Submit copy of original memo establishing security amount with this application.
 - 3 Submit a copy of this memo to the Region of Peel Sanitary and Water Department (Ken Henry)
 - 4 Submit a copy of this memo to the City of Brampton, Planning Department (Steve Dewdney)
- Attach Landscape Consultant Documentation
 Need a break down for cost of Noisewalls and Fences
 Need a break down of costs for trees, shrubs and sodding etc.