



Planning and Economic Development Growth Management Division
71 Main Street West, 6th Floor
Hamilton, Ontario L8P 4Y5
Phone: 905-546-2822

APPLICATION TO REPLACE SECURITY WITH SURETY BONDS

Applicant Information

Name (First Name, Last Name), Company (Company Name), Address (Company Address), City, Postal Code, Requestor Position/Title, Contact (Email, Phone). Includes a question: 'Has a request previously been made to replace Letters of Credit or cash security with surety bonds?' with Yes/No options and a text input for details.

Property Information

File number, Development Address, City, Postal Code, Property Type (Residential/Commercial), Development Type (Subdivision, External Works, Site Plan, Monitoring Agreement, Shoring, Special Water/Sewer Service, Joint Service, Pre-Grading, Condominium, Consent, Site Alteration, Other: Specify).

Existing Security to Replace

Cash, Letter of credit, Current Balance (Click or tap here to enter text.)

Declaration of applicant:

I \_\_\_\_\_ declare that:
(Print Name)
I have the authority to initiate this request.
I agree to pay any third-party fees related to this request.
I certify that the information contained in this application is accurate and correct.

SIGNATURE

DATE

**For Internal Use**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Department Choose an item.

Approved  Yes  No

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Department Choose an item.

Approved  Yes  No

Forwarded to Finance  Yes  No Date \_\_\_\_\_

Received by Finance  Yes  No Date \_\_\_\_\_

Processed by Finance  Yes  No Date \_\_\_\_\_

**Decision Analysis**

Please check **all** that apply:

The surety provider must be willing to accept all obligations under the development agreement even applying to breaches that precede its issuance, as well as breaches the City knew about and failed to act on.

No default has occurred

The City is not currently engaged in litigation or otherwise involved in a dispute with the party that has posted the security.

No third parties will be adversely affected; and,

There has not been a change in the ownership of the land.

Non-refundable application fee (\$300.00) received.

Additional consideration:

Click or tap here to enter text.

## Application Instructions

1. Before submitting application, please check eligibility criteria.  
*(Note. Application fee is non-refundable once submitted)*
  - No default has occurred on the related development agreement.**
  - The City is not currently engaged in litigation or otherwise involved in a dispute with the party that has posted the security.**
  - No third parties will be adversely affected.**
  - No change in the ownership of the land.**
  - Surety provider is willing to accept all obligations under the development agreement even applying to breaches that precede its issuance, as well as breaches the City knew about and failed to act on.**
2. Application form must be completed by owner or designate with the authority to bind the development agreement.
3. All sections of the form must be completed before accepted and reviewed by City of Hamilton staff.
4. How to submit completed form.
  - In-person: 71 Main Street W, 6<sup>th</sup> Floor.
  - Email: [DevEngApprovals@hamilton.ca](mailto:DevEngApprovals@hamilton.ca)
5. Submit non-refundable application fee (\$300) with application. The City accepts Debit, Credit (VISA & MC) and cheque/bank draft.
6. Please allow 3-4 weeks for processing. Note, complex cases may take longer.
7. A decision on the application will be communicated by Development Engineering within the specified timeframe indicated above.