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|  | <b>THE CORPORATION OF THE TOWN OF COBOURG</b>          |
|   | <b>PLANNING &amp; DEVELOPMENT</b><br><i>MEMORANDUM</i> |
| TO:   | B. Larmer, Director, Legislative Services              |
| FROM:   | A. Taylor Scott, Director, Planning & Development      |
| DATE:   |  |
| SUBJECT:  | Execution of Site Plan Agreement                       |

In accordance with the delegation of Site Plan approval (By-law xx-xx) I can confirm that Site Plan review for the proposed \_\_\_\_\_ is complete and the drawings have been stamped approved as of (DATE) by the Director of Public Works and myself.

Key highlights of the development approval:

- Unique facts about the development
- Square footage/units proposed
- Financial Payments
- Financial Securities

Please see enclosed copies of the Site Plan agreement that have been executed by the Owner and Mortgagees. Please proceed to have the agreements duly executed by the Mayor and Clerk.

Sincerely

Anne Taylor Scott, MCIP, RPP

Copy to: Communications Manager