

# LANDSCAPING SECURITY SUBMISSION

Commercial, Multi-Family & Industrial Properties

Edmonton

***When your landscape plan and estimate have been approved, a Landscape Security will be deposited and held by the City of Edmonton until your landscaping is complete according to your approved plans.***

Your Landscape Security can be submitted in the form of a letter of credit or a cheque/bank draft. Follow the instructions for your chosen submission method to ensure that you provide all required information.

## OPTION 1: PAY BY CHEQUE/BANK DRAFT

NAME  
ADDRESS  
CITY, PROVINCE, POSTAL CODE

0123  
01-23456789

DATE

PAY TO THE ORDER OF CITY OF EDMONTON \$

DOLLARS

BANK NAME  
ADDRESS  
CITY, PROVINCE, POSTAL CODE

FOR LANDSCAPE SECURITY PROJECT #XXX XXX XXX-XXX

YOUR SIGNATURE

⑈ 1 2 3 4 5 ⑆ 6 7 ⑈ 8 9 1 0 1 ⑈ 1 1 1 2 1 ⑈ 3 1 4

Please include your company contact information, including email and phone number. Your security will be returned to this address.

Don't forget to sign your cheque!

## OPTION 2: LETTER OF CREDIT

- Issued by a Canadian financial institution (as named in Schedule 1 of the Bank Act (Canada)), a local bank, local credit union or local treasury branch
- Stated in Canadian dollars (numeric and text)
- Unconditional, irrevocable and payable at sight
- Initial term must be no less than one year, but may be more than one year
- Expiry date must fall on a weekday, which is not a statutory holiday
- In original form with the original authorized signatures
- Reference must be made to Development Permit Project number as follows:

“Landscape Security Project # xxxxxxxxxx-xxx”

- The Beneficiary shall be stated on the Letter of Credit as follows:

**City of Edmonton**  
Urban Form and Corporate Strategic  
Development  
2<sup>nd</sup> Floor, 10111 - 104 Avenue NW  
Edmonton, AB T5J 0J4  
Attention: Kailey Fisher

- Partial drawings must be allowed

It is preferred that the Letter of Credit include an automatic renewal clause where the expiry date is extended for a further one year term, without amendment, unless sixty days notice is given by the Bank in writing and delivered by registered mail to the correct Beneficiary's address.

Letters of Credit must be renewed at least fourteen days prior to its expiry. Notice will be sent approximately 30 days prior to expiry, that the Letter of Credit requires renewal. Letters of Credit that are not renewed in time will be drawn upon.

## REVIEW

We will review a draft of your bank's Letter of Credit. Submit the draft by email to [kailey.fisher@edmonton.ca](mailto:kailey.fisher@edmonton.ca) or 780-496-6043.

This will help to avoid any potential amendments. Once the Letter of Credit is ready, please send the original to the beneficiary address.

**Note:** This is a general guide.  
Additional information may be required.



## CONTACT

### ◀ Phone

311

Outside of Edmonton: 780-442-5311

### ◀ In Person

Edmonton Service Centre  
2<sup>nd</sup> Floor, 10111 - 104 Avenue NW  
Edmonton, Alberta T5J 0J4

### ◀ Office Hours

8:00 a.m. - 4:30 p.m.  
Monday through Friday

### ◀ Mail your security deposit to:

The City of Edmonton  
Urban Form and Corporate  
Strategic Development  
2<sup>nd</sup> Floor, 10111 104 Avenue NW  
Edmonton, Alberta T5J 0J4  
Attention: Kailey Fisher