

APPENDIX A

REQUEST DOCUMENTS



Development Agreement Request Form

To: Supervisor of Municipal Infrastructure
City of Spruce Grove, Planning and Infrastructure
315 Jespersen Avenue
Spruce Grove, AB T7X 3E8

Date: _____
Subdivision File No.: _____

Note: Consultant to complete checklist in Section 1 on Page 2 of this form.

Subdivision/Project Name: _____

Legal Name of Party Entering Into Development Agreement: _____

Representative Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Name of Consultant: _____

Representative Name: _____

Phone: _____ Email: _____

I _____ of the firm _____ (Consultant)

hereby certify that the Design has been completed in accordance with the City of Spruce Grove's Municipal Engineering Standards and the requirements of all governmental or other public authorities having jurisdiction.

Signature _____ Date: _____

TO BE COMPLETED BY THE CITY

Reviewed By: _____

Signature: _____ Date: _____

Development Agreement Request: Accepted: Rejected:

Reason for Rejection (attach additional pages if necessary): _____

1) The following information must be provided with this request form:

City Consultant

- Three (3) full size printed sets of the detailed design drawings conforming to Section 1 of the Municipal Development Standards. Engineering drawings shall be signed and sealed by a professional engineer licensed to practice in the Province of Alberta;
- One (1) set of the current certified true copies (originals) of all certificate of titles within the development area;
- One (1) copy of the anticipated schedule for construction activities;
- One (1) copy of the construction cost estimate;
- One (1) itemized list of expected cost recoveries, complete with cost breakdown;
- One (1) copy of all plans, forms, and reports associated with approvals, permits, licenses, and/or agreements required by all government, public, or private authorities with jurisdiction over the work, as applicable; and
- One (1) copy of all documents, drawings and other information required in Adobe Acrobat (PDF). A copy of the detailed design drawings shall be provided in AutoCAD and Adobe Acrobat (PDF) format.
- One (1) copy of all computer simulation models.
- Schedules for Development Agreement
- Development Agreement Application Fee

5) Following execution of the Development Agreement by the City, two (2) copies of the Development Agreement shall be forwarded to the applicant.

***Note:** A Development Agreement is required prior to Third reading of the Land Use Bylaw Redistricting Amendment.

For more information:
Supervisor of Municipal Infrastructure at 780-962-7634 ext. 127

***Development Agreement Application Fee and Inspection Fee are both established under the Development Fees and Fines Bylaw.**

- 2) The City shall prepare the draft Development Agreement upon receipt and review of all required information. Upon completion, draft agreement will be issued to the applicant for review.
- 3) The applicant shall submit offsite levies (1st payment), Development Security and Certificate of Insurance to the City. Certificates must be in a format acceptable to the City prior to execution of the Development Agreement.
- 4) The Development Agreement will then be issued by the City for the applicant's execution. The signed and sealed Development Agreement, complete with all required ancillary documents, must be returned to the City before the City shall execute the Development Agreement.

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| <p>1) The following information must be provided to request a CCC inspection:</p> <p>City Consultant</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Report summarizing the results of hydrostatic pressure testing; <input type="checkbox"/> <input type="checkbox"/> Bacteriological test results for new water mains; <input type="checkbox"/> <input type="checkbox"/> Report of total volume used for all water filling and flushing; <input type="checkbox"/> <input type="checkbox"/> ESC measures installed (SWMF); <p>2) Within 30 days of receipt of CCC Inspection Request, provided all requirements are met, the City shall schedule a CCC inspection. (Weather and ground conditions permitting.) The Consultant and all applicable contractors shall attend the CCC inspections with the City's representative(s).</p> <p>3) At the discretion of the City, the City may grant reasonable requests to conduct inspections on portions of the Development in advance of the application for the CCC in order to identify and address any potential deficiencies in underground infrastructure prior to the commencement of construction of surface improvements. The City shall not be obliged to issue a partial CCC on any completed works inspected in this manner. The CCC will be issued only upon completion of all infrastructure and improvements identified within the Development Agreement. Additional fees may apply.</p> <p>4) Where the CCC inspection reveals deficiencies to be corrected, the Consultant shall provide a list of such deficiencies to the Developer and City within two weeks of the inspection date. The Developer shall be responsible for immediately correcting such deficiencies and notifying the City when such is complete. The City shall conduct another CCC inspection within 30 days of such notification. (Weather and ground conditions permitting.) Should the City note any remaining outstanding deficiencies at subsequent CCC inspections, the CCC inspection cycle shall repeat until all deficiencies are corrected to the satisfaction of the City.</p> | <p>5) Upon satisfactory inspection of the site, the CCC package shall be submitted to the City for review. The package shall include but is not limited to:</p> <p>City Consultant</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Letter verifying that the surface grading requirements have been met within a defined tolerance. The report/letter shall be duly signed and sealed by a professional engineer licensed to practice in the Province of Alberta. <input type="checkbox"/> <input type="checkbox"/> Report summarizing the results of cleaning and disinfection of the new water mains; <input type="checkbox"/> <input type="checkbox"/> Closed-circuit television (CCTV) videos and inspection logs for new sanitary and storm sewer mains, complete with summary report; <input type="checkbox"/> <input type="checkbox"/> Geotechnical testing report of all bedding sand used for underground utilities, including catch basins; <input type="checkbox"/> <input type="checkbox"/> Compaction test results of backfill material for underground utilities, including catch basins; <input type="checkbox"/> <input type="checkbox"/> Compaction test results of subgrade and sub-base; <input type="checkbox"/> <input type="checkbox"/> Geotechnical testing report of all surface infrastructure; <input type="checkbox"/> <input type="checkbox"/> Compaction test results of backfill material for shallow utilities within road right-of-way; <input type="checkbox"/> <input type="checkbox"/> Topsoil lab analysis (landscaping); <input type="checkbox"/> <input type="checkbox"/> Confirmation identifying type of cover and date of placement (SWMF); <input type="checkbox"/> <input type="checkbox"/> Full topographical survey (SWMF); <input type="checkbox"/> <input type="checkbox"/> Any previously rejected CCC applications, if applicable. <input type="checkbox"/> <input type="checkbox"/> Three (3) copies of all applicable operation and maintenance manuals (where applicable). <p>6) The warranty period shall start upon the City's issuance of the Construction Completion Certificate and shall be effective the date of the inspection which showed all deficiencies have been rectified.</p> <p>7) Unless otherwise approved by the City's land development inspector the deadline for CCC inspections for both Underground Utilities and Surface Improvements will be October 15th. Unless otherwise approved by the City's landscaping inspector, the deadline for CCC inspections for Landscape Improvements will be October 15th.</p> |
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Submit application to:

Supervisor of Land Development at 780-962-7634 ext. 106
Landscape Inspections at 780-962-7596

***Development Agreement Application Fee and Inspection Fee are both established under the Development Fees and Fines Bylaw**

CONSTRUCTION COMPLETION CERTIFICATE LANDSCAPING

DEVELOPMENT AREA: _____

DEVELOPER: _____

CONTRACTOR: _____

MUNICIPAL IMPROVEMENT*: _____

**(attachment outlining location must be included with this application)*

DATE OF APPLICATION: _____

Pursuant to the Development Agreement between The City of Spruce Grove and the Developer named herein, I, _____, of _____, (Consulting Firm) confirm that as of the above date, the said Municipal Improvement is complete and constructed in accordance with the approved construction drawings and with The City of Spruce Grove's Municipal Development Standards, and I hereby recommend this Municipal Improvement for Construction Completion approval.



Professional Seal

Project Manager _____
Date

Signing Officer (Professional Landscape Architect) _____
Date

Inspection Date: _____

Is this a Re-Inspection? No Yes (Date of original inspection): _____

Inspection Results: Rejected/re-inspection required
 Deficiency corrections/follow-up required by (date): _____

I hereby certify that all noted deficiencies have been corrected.

Project Manager _____
Date

Approved _____
Authorized City Inspector *Date*

Director of Engineering _____
Date

Maintenance Period End Date: _____

FAC Request Form

- 1) The warranty period will expire when the City has issued the Final Acceptance Certificate. The Developer shall be responsible to correct any defects or deficiencies in design, material, and/or installation that are noted during the warranty period. Refer to Section IV.6.9-C of the City of Spruce Grove Standard Development Agreement for the warranty periods of various infrastructure:
- 2) Plan of record drawings must be submitted within six (6) months of the Construction Completion Certificate (CCC) being issued.

City Consultant

- As-built drawings submitted.
- As-built drawings accepted.

- 3) Upon the Consultant's inspection of the work to ensure that the constructed infrastructure is free of defects or deficiencies in design, material and/or installation, apply to the City for a FAC. For Surface and Underground Improvements FAC request forms must be submitted to the City at least six (6) weeks prior to the expiry of the warranty period to prevent delay in administration of the FAC.
- 4) The following information must be provided with this request form:

City Consultant

- In accordance with Section 1.1.2 of the Standards, provide CCTV videos and inspection logs for final (FAC) sanitary and storm sewer mains, complete with summary report;
- Reports summarizing the results of any special testing, inspection, or other activities to be completed by the Developer for the FAC, in accordance with the Standards, Development Agreement, and/or by special instruction from the City;
- Sufficient turf establishment with confirmation from City (SWMF);
- Grade verification below NWL (SWMF);
- Any previously rejected CCC applications, if applicable;
- Any previously rejected FAC applications, if applicable;
- Geotechnical testing report of all surface repairs, if applicable;
- Summary of Asphalt core deficiencies and pay factors;
- Infrastructure summary tables as follows;
 - Roadway length summary by type/subtype;
 - Walkway length summary by road type;
 - Curb and gutter length summary by road type;

- Water main length summary by diameter and material;
- Hydrant summary, total public and private;
- Water main fitting totals by type;
- Water main valve total by type;
- Water service curb stop total;
- Wastewater main length summary by diameter and material;
- Wastewater manhole total number and vertical metreage;
- Storm main length summary by diameter and material;
- Foundation drain discharge collection sewer length summary by diameter and material;
- Storm water manhole total number and vertical metreage;
- Catch basin manhole total number and vertical metreage;
- Catch basin total number by type;
- Oil and grit interceptor total number by type;
- Swale length summary;
- Culvert length summary by diameter.
- All landscaping quantities including topsoil, seed, sod, mulch, plant material, site furniture and fencing.

- 5) FAC inspections for Surface Improvements, where the warranty period is due to expire after September 1st, can, at the approval of the City's land development inspector be conducted three (3) months in advance of expiration. All deficiencies must be corrected, and a re-inspection scheduled closer to the actual warranty expiration date, where additional deficiencies may be identified. Additional fees may apply.

Should the re-inspection of the corrected deficiencies not be completed prior to weather related restrictions, the FAC will not be issued until the following spring where a full re-inspection will be required. Additional fees may apply.

No FAC inspections for Landscape Improvements will occur after September 15th. All deficiencies for Landscape Improvement FAC's must be completed and FAC's issued by October 1st or it will be carried over to the following spring where a full re-inspection will be required. Additional fees may apply.

- 6) Where the FAC inspection reveals deficiencies to be corrected, the Consultant shall provide a list of such deficiencies to the Developer and the City within two (2) weeks. The Developer shall be responsible for immediately correcting such deficiencies and notifying the City when such is complete. The City shall conduct another FAC inspection within two weeks of such notification. Should the City note any remaining outstanding deficiencies at subsequent FAC inspections,

FAC Request Form

the FAC inspection cycle shall repeat until all deficiencies are corrected to the satisfaction of the City, the City reserves the right to charge a special inspection fee to the Developer to recover the costs to the City for excessive re-inspections.

All deficiencies must be corrected within the same construction season to a maximum of six (6) months from the time of the initial inspection or a full re-inspection will be required. Additional fees may apply.

- 7) The warranty period will be extended indefinitely until all outstanding deficiencies are corrected by the Developer to the satisfaction of the City.
- 8) The City will issue the FAC upon satisfactory inspection of the site and acceptance of all required submissions.

Submit application to:

Supervisor of Land Development at 780-962-7634 ext. 106

Landscape Inspections at 780-962-7596

***Development Agreement Application Fee and Inspection Fee are both established under the Development Fees and Fines Bylaw**



Developer: _____

Development Area: _____

Municipal Improvement: Underground Utilities Surface Improvements Soft Landscaping Hard Landscaping

Contractor Name: _____

Description of Work	Quantity	Cost
Fine grade existing topsoil and seed		
Fine grade existing topsoil and sod		
Wood chip mulch		
Trees		
Shrubs		
Perennials		
Annuals		



Developer: _____

Development Area: _____

Municipal Improvement: Underground Utilities Surface Improvements Soft Landscaping Hard Landscaping

Contractor Name: _____

Description of Work	Quantity	Cost
Waste receptacle		
Bench		
Bollards		
Fences – chain link		
Fences - wood		
Fences – decorative steel		

FINAL ACCEPTANCE CERTIFICATE LANDSCAPING

DEVELOPMENT AREA: _____

DEVELOPER: _____

CONTRACTOR: _____

MUNICIPAL IMPROVEMENT*: _____

**(attachment outlining location must be included with this application)*

DATE OF APPLICATION: _____

Pursuant to the Development Agreement between The City of Spruce Grove and the Developer named herein, I, _____, of _____, (Consulting Firm) confirm that as of the above date, the said Municipal Improvement is complete and constructed in accordance with the approved construction drawings and with The City of Spruce Grove's Municipal Development Standards, and I hereby recommend this Municipal Improvement for Final Acceptance.



Professional Seal

Project Manager _____
Date

Signing Officer (Professional Landscape Architect) _____
Date

Maintenance Period End Date: _____

Inspection Date: _____

Is this a Re-Inspection? No Yes (Date of original inspection): _____

Inspection Results: Rejected/re-inspection required
 Deficiency corrections/follow-up required by (date): _____

I hereby certify that all noted deficiencies have been corrected.

Project Manager _____
Date

Approved _____
Authorized City Inspector *Date*

Director of Engineering _____
Date