Appendix A-1
Municipal Engineering Standards
Development Agreement Request Form

Development Agreement Request Form

To: Project Leader, Approvals and Technical Services
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: _____________________________

____________________________________
Representative Name: ___________________________ Phone: _________________________
Mailing Address: ___________________________ Email: _____________________________

Name of Consultant: __________________________________________________________

Representative Name: ___________________________ Phone: _________________________
Mailing Address: ___________________________ 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):
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

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Appendix A-1

Development Agreement

Request Form

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

- ☐ ☐ 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 provided on CD-ROM or DVD-ROM.
- ☐ ☐ Schedules for Development Agreement
- ☐ ☐ Development Agreement Application Fee

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), Letter(s) of Credit 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.

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:

Project Leader, Approvals and Technical Services at 780-962-7634 ext. 127

*Development Agreement Application Fee and Inspection Fee are both established under the Development Fees Bylaw (C-856-13) Schedule A, Section 1.
1) The following information must be provided with this request form:

- City
- Consultant
- One (1) copy of a report and/or letter from the Developer/Consultant stating that they have reviewed the results of all testing and inspections conducted and summarizing any findings to be brought to the attention of the City. The report/letter shall verify 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. In addition to the preceding, the report/letter must be accompanied by the following:
  - Report summarizing the results of hydrostatic pressure testing;
  - Report summarizing the results of cleaning and disinfection of the new water mains;
  - Bacteriological test results for new water mains;
  - Closed-circuit television (CCTV) videos and inspection logs for new sanitary and storm sewer mains;
  - Compaction test results for all backfill and/or subgrade/sub-base;
  - Asphalt core test results (thickness/density/air voids);
  - Topsoil lab analysis (landscaping)*;
  - Any previously rejected CCC applications, if applicable.
  - Three (3) copies of all applicable operation and maintenance manuals (where applicable).
  - Development Agreement Inspection Fee.

2) Within 30 days of receipt of CCC Request Form, provided all requirements are met in order to process the application, 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).

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.

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.

Where more than two CCC inspections are necessary due to the Developer’s inability to have site prepared and ready or to correct outstanding deficiencies 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/unnecessary re-inspections.

5) The City will issue the CCC upon satisfactory inspection of the site and acceptance of all required submissions.

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.

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 November 1st.

Unless otherwise approved by the City’s landscaping inspector, the deadline for CCC inspections for Landscape Improvements will be October 15th.

*Development Agreement Application Fee and Inspection Fee are both established under the Development Fees Bylaw (C-856-13) Schedule A, Section 1.

Submit application to:

Development Supervisor at 780-962-7620

Engineering Inspections at 780-962-7634 ext. 106

Landscape Inspections at 780-962-7596
## CCC Request Form – Infrastructure Summary

### Developer:

_________________________________________________________________________________

### Development Area:

_________________________________________________________________________________

### Municipal Improvement:

- [ ] Underground Utilities
- [ ] Surface Improvements
- [ ] Soft Landscaping
- [ ] Hard Landscaping

### Contractor Name:

_________________________________________________________________________________

### Roadway Table

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Type (collector, local, lane)</th>
<th>Length (m)</th>
<th>Width (m)</th>
<th>Total surface area (m²)</th>
<th>Unit cost (m²)</th>
<th>Type (rolled mono, separate)</th>
<th>Surface (concrete, asphalt)</th>
<th>Length (m)</th>
<th>Width (m)</th>
<th>Unit cost (m.lin)</th>
<th>Type (rolled, straight)</th>
<th>Length (m)</th>
<th>Unit cost (m.lin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. King St – asphalt (from Hilldowns Dr to end)</td>
<td>Local</td>
<td>36</td>
<td>11</td>
<td>396</td>
<td>$24.10</td>
<td>Separate</td>
<td>Concrete</td>
<td>72</td>
<td>1.5</td>
<td>$154.76</td>
<td>SF</td>
<td>72</td>
<td>$99.22</td>
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<tr>
<td>Ex. King St – asphalt (ACO) - FAC (from Hilldowns Dr to end)</td>
<td>Local</td>
<td>36</td>
<td>11</td>
<td>396</td>
<td>$21.10</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ex. King St – 300mm Base (from Hilldowns Dr to end)</td>
<td>Local</td>
<td>36</td>
<td>11</td>
<td>396</td>
<td>$20.46</td>
<td></td>
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</tbody>
</table>
## CCC Request Form – Infrastructure Summary

**Developer:**

**Development Area:**

**Municipal Improvement:**

- [ ] Underground Utilities
- [ ] Surface Improvements
- [ ] Soft Landscaping
- [ ] Hard Landscaping

**Contractor Name:**

### Pipe

<table>
<thead>
<tr>
<th>Pipe Use (watermain, sanitary, storm)</th>
<th>Pipe size (mm)</th>
<th>Type (concrete, PVC)</th>
<th>Length (m.lin)</th>
<th>Unit Cost (m.lin)</th>
<th>Type (K7, DK-7)</th>
<th>Quantity</th>
<th>Unit Cost (ea)</th>
<th>Type (K7, DK-7)</th>
<th>Quantity</th>
<th>Unit Cost (m.vert)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Watermain</td>
<td>200mm</td>
<td>PVC</td>
<td>467.6</td>
<td>$262.69</td>
<td>K7</td>
<td>5</td>
<td>$4525.55</td>
<td>DK-7</td>
<td>2</td>
<td>$3452.04</td>
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</table>
**Description of Work**

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine grade existing topsoil and seed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine grade existing topsoil and sod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood chip mulch</td>
<td></td>
<td></td>
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<tr>
<td>Trees</td>
<td></td>
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<tr>
<td>Shrubs</td>
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<tr>
<td>Perennials</td>
<td></td>
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<tr>
<td>Annuals</td>
<td></td>
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</tbody>
</table>
### CCC Request Form – Infrastructure Summary

Developer: ________________________________________________________________________________

Development Area: _________________________________________________________________________

**Municipal Improvement:**

- [ ] Underground Utilities
- [ ] Surface Improvements
- [ ] Soft Landscaping
- [ ] Hard Landscaping

Contractor Name: _________________________________________________________________________

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Quantity</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Waste receptacle</td>
<td></td>
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<tr>
<td>Bench</td>
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<tr>
<td>Bollards</td>
<td></td>
<td></td>
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<tr>
<td>Fences – chain link</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fences - wood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fences – decorative steel</td>
<td></td>
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</tbody>
</table>
CONSTRUCTION COMPLETION CERTIFICATE

☐ UNDERGROUND UTILITIES  ☐ SURFACE IMPROVEMENTS

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.

Project Manager  

Date

Signing Officer (Professional Engineer)  

Date

Inspection date: ______________________

Is this a re-inspection?  ☐ N  ☐ Y  Date of previous inspection: ______________________

Inspection Results:

☐ Rejected/re-inspection required

☐ Deficiency corrections/follow-up required by: ______________________

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: ______________________
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.

______________________________  ____________________________
Project Manager                   Date

______________________________  ____________________________
Signing Officer (Professional Landscape Architect)  Date

Inspection date: ____________________________

Is this a re-inspection?  □ N  □ Y Date of previous inspection: ____________________________

Inspection Results:

□ Rejected/re-inspection required
□ Deficiency corrections/follow-up required by: ____________________________

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: _________________________________________________
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, at least six (6) months prior to the Final Acceptance Certificate (FAC) deadline.

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.
☐ ☐ Any previously rejected CCC applications, if applicable.
☐ ☐ Any previously rejected FAC applications, if applicable.

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, 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.

*Development Agreement Application Fee and Inspection Fee are both established under the Development Fees Bylaw (C-856-13) Schedule A, Section 1.*
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.

I hereby certify that all noted deficiencies have been corrected.

_________________________ Date

Professional Seal

Date

Director of Engineering

Date

Authorized City Inspector

Date

Maintenance Period End Date: ______________________

Inspection date: ______________________

Is this a re-inspection? ☐ N ☐ Y Date of previous inspection: ______________________

Inspection Results:

☐ Rejected/re-inspection required

☐ Deficiency corrections/follow-up required by: ______________________

I hereby certify that all noted deficiencies have been corrected.

_________________________ Date

Project Manager

Date
<table>
<thead>
<tr>
<th>DEVELOPMENT AREA:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVELOPER:</td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR:</td>
<td></td>
</tr>
<tr>
<td>MUNICIPAL IMPROVEMENT*:</td>
<td><em>(attachment outlining location must be included with this application)</em></td>
</tr>
<tr>
<td>DATE OF APPLICATION:</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Professional Seal</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Date</td>
</tr>
<tr>
<td>Signing Officer (Professional Landscape Architect)</td>
<td>Date</td>
</tr>
</tbody>
</table>

Maintenance Period End Date: _________________

Inspection date: _________________

Is this a re-inspection?  □ N  □ Y  Date of previous inspection: _________________

Inspection Results:

[ ] Rejected/re-inspection required
[ ] Deficiency corrections/follow-up required by: _________________

I hereby certify that all noted deficiencies have been corrected.

| Project Manager | Date |

[ ] Approved

| Authorized City Inspector | Date |
| Director of Engineering | Date |