

## Appendix A-2

## Municipal Development Standards

### CCC Request Form

- 1) The following information must be provided to request a CCC inspection:

- ☐ Report summarizing the results of hydrostatic pressure testing;
- ☐ Bacteriological test results for new water mains;
- ☐ ESC measures installed (SWMF);

- 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).

- 3) Where the CCC inspection reveals deficiencies to be corrected, the Consultant shall provide a list of such deficiencies to the Developer and City no later than ten (10) days from inspection date. The Developer shall be responsible for immediately correcting such deficiencies and notifying the City when complete. Should the City note any outstanding deficiencies at subsequent CCC inspections, the CCC inspection cycle shall repeat until all deficiencies are corrected to the satisfaction of the City. Additional fees may apply.

- 4) 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.

- 5) 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 15<sup>th</sup>.

Unless otherwise approved by the City's landscaping inspector, the deadline for CCC inspections for Landscape Improvements will be October 15<sup>th</sup>.

- 6) Upon satisfactory inspection of the site, the CCC package shall be submitted electronically to the City for review which shall include the following documentation:

- ☐ Completed Appendix A-2 Request Form and Certificate specifying any exclusions to the improvement;
- ☐ Overall Plan highlighting infrastructure being requested;
- ☐ Previously rejected CCC (as applicable);
- ☐ Deficiency List from CCC inspection;

#### Underground Utilities

- ☐ 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.
- ☐ Report summarizing chlorination results of the new water mains;
- ☐ Report of water volume used for all filling and flushing;
- ☐ Closed-circuit television (CCTV) videos and inspection logs for new sanitary and storm sewer mains, complete with summary report, uploaded to a web storage provided by the consultant;
- ☐ Geotechnical testing report of all bedding sand used for underground utilities, including catch basins;
- ☐ Compaction test results of backfill material for underground utilities, including catch basins;
- ☐ Full topographical survey (SWMF);
- ☐ Confirmation identifying type of cover and date of placement on slopes (SWMF);
- ☐ Three (3) copies of all applicable operation and maintenance manuals (where applicable);

#### Surface Improvements

- ☐ Compaction test results of base and subgrade;
- ☐ Geotechnical testing report of all surface infrastructure;
- ☐ Compaction test results of backfill material for shallow utilities within road right-of-way;
- ☐ Summary of asphalt density and thickness assessment;

#### Landscaping and Fencing Improvements

- ☐ Digital copy of approved Landscape drawing set;
- ☐ Topsoil lab analysis;
- ☐ Bottom-of-fence as-built elevations, shown against each design elevation point;
- ☐ Infrastructure Summary Table – Landscaping.

- 7) 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.

#### **Submit applications by email to:**

Land Development Inspector (Underground/Surface)

Landscape Inspector (Landscaping/Fencing)

**For inquiries:** [engineering.inquiries@sprucegrove.org](mailto:engineering.inquiries@sprucegrove.org)

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

# 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.

*Professional Seal*

\_\_\_\_\_  
*Project Manager*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signing Officer (Professional Engineer)*

\_\_\_\_\_  
*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: \_\_\_\_\_

# 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: \_\_\_\_\_