

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	
<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"/>	Report summarizing chlorination results of the new water mains;
<input type="checkbox"/>	Report of water volume used for all filling and flushing;
<input type="checkbox"/>	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;
<input type="checkbox"/>	Geotechnical testing report of all bedding sand used for underground utilities, including catch basins;
<input type="checkbox"/>	Compaction test results of backfill material for underground utilities, including catch basins;
<input type="checkbox"/>	Full topographical survey (SWMF);
<input type="checkbox"/>	Confirmation identifying type of cover and date of placement on slopes (SWMF);
<input type="checkbox"/>	Three (3) copies of all applicable operation and maintenance manuals (where applicable);
Surface Improvements	
<input type="checkbox"/>	Compaction test results of base and subgrade;
<input type="checkbox"/>	Geotechnical testing report of all surface infrastructure;
<input type="checkbox"/>	Compaction test results of backfill material for shallow utilities within road right-of-way;
<input type="checkbox"/>	Summary of asphalt density and thickness assessment;
Landscaping and Fencing Improvements	
<input type="checkbox"/>	Digital copy of approved Landscape drawing set;
<input type="checkbox"/>	Topsoil lab analysis;
<input type="checkbox"/>	Bottom-of-fence as-built elevations, shown against each design elevation point;
<input type="checkbox"/>	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 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: \_\_\_\_\_

## **CCC Inspection expectations**

### **A. Purpose**

This document clarifies Construction Completion Certificate (CCC) inspection expectations for items that are not explicitly defined in the Municipal Development Standards (MDS). It is intended to support consistent inspection interpretation across Land Development projects in the City during the CCC phase.

This document does not amend, replace, or supersede the MDS and is provided solely to clarify inspection considerations at the time of CCC inspection.

### **B. CCC Inspection expectations**

#### **1. Underground Utilities**

- Grouting is not required at gasketed pipe-to-manhole connections
- Grouting is required on grade rings except when permanent surface is not constructed
- Coring through manhole barrel joints is not permitted
- Manhole channel must be flush to pipe inverts
- Wick drains must extend 300 mm (6 in) minimum into catch basins
- External cathodic protection is not required on MacAvity hydrants
- Valve boxes must be Type A (sliding)
- Hydrants must be set to final grade
- Curb stops (CCs) must be accessible and set to final grade
- Sampling stations must be straight and set to final grade such that the bottom flange is at or below final ground elevation
- All covers must securely fit on frames without excessive movement
- Valves in temporary turnarounds must be 50mm to 100mm below gravel
- Offsite covers and valves must be above ground and have red top markers
- All hydrants must be plugged
- Valves and curb stops (CCs) shall be installed plumb and shall not be in concrete. Locations must allow for future sidewalks or walkways without conflict. Survey confirmation may be required where alignment or location is unclear

#### **2. Surface Improvements**

- Pavement tie-ins to an FAC lift must be ramped for smooth transition
- CCC paving must be raised at ramps and flush with concrete
- All mini concrete barriers shall be installed at a maximum spacing of 3m and accompanied by appropriate dead-end signage at dead ends
- Permanent signage where applicable must be requested and scheduled at minimum
- Entrance points must have "construction only" sign until signage is installed
- Temporary Regulatory signage must be in place until permanent signage is installed
- Street Identification signage must be installed or temporary signage may be required at the City's request
- All curbs must be in place with no gaps or missing portions that pose a safety issue and backfilled behind the concrete
- Temporary turnarounds must allow for appropriate drainage around the turnaround, may not hold water or create a nuisance or hazard on newly constructed roadways. Temporary catch basins or ditches may be required

- Roadways shall not be opened to public use until street lighting and all required signage are in place.

### **C. Inspector Discretion**

Items identified in this document may be accepted, monitored, or rejected at the City's discretion based on safety, functionality, constructability and maintenance concerns.