

Appendix A-3
FAC Request Form

Municipal Development Standards

- 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.a-d of the City of Spruce Grove Standard Development Agreement for the warranty periods of various infrastructure.
- 2) Application for FAC must be made within fourteen (14) days of the maintenance period expiration. Surface Improvements, can, at the approval of the City, be pre-inspected up to three (3) months in advance of formal inspection to identify removals.

The following must be submitted electronically to request a formal inspection and apply for FAC:

<input type="checkbox"/>	Completed Appendix A-3 FAC Request Form and Certificate specifying any exclusions to the improvement;
<input type="checkbox"/>	Overall Plan highlighting infrastructure being requested;
<input type="checkbox"/>	Previously rejected FAC (as applicable);
<input type="checkbox"/>	As-built Record Drawings submitted within six (6) months of the CCC being issued;
<input type="checkbox"/>	Report certifying that the Improvements are constructed and maintained in accordance with the Municipal Development Standards and in compliance with the Development Agreement, including any Special Clause as applicable;
Underground Utilities	
<input type="checkbox"/>	Closed-circuit television (CCTV), conducted within three (3) months of maintenance expiration, complete with summary report, and uploaded to a web storage provided by the consultant;
<input type="checkbox"/>	Infrastructure Summary Table - Underground
<input type="checkbox"/>	Sufficient turf establishment with confirmation from the City's Landscape inspector (SWMF);
<input type="checkbox"/>	Grade Verification below NWL (SWMF);
Surface Improvements	
<input type="checkbox"/>	Pre-inspection deficiency report;
<input type="checkbox"/>	Geotechnical testing report;
<input type="checkbox"/>	Summary of final asphalt core density and thickness assessment;
<input type="checkbox"/>	Infrastructure Summary Table – Surface;
Landscaping Improvements	
<input type="checkbox"/>	Digital copy of approved Landscape drawing set;
<input type="checkbox"/>	Deficiency list from CCC inspection;

- 3) Within 30 days of receipt of FAC Inspection Request, provided all requirements are met, the City shall schedule an inspection (weather and ground conditions permitting). The Consultant and all applicable contractors shall attend the FAC inspections with the City's representative(s).

- 4) 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 ten (10) days. 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.

- 5) 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 Surface Improvements will occur after October 15th.

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

Submit applications by email to:
 Land Development Inspector (Underground/Surface)
 Landscape Inspector (Landscaping/Fencing)
For inquiries: engineering.inquiries@sprucegrove.org

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

Appendix A-3
 FAC Request Form – Infrastructure Summary

Municipal Development Standards



Surface Improvements

Development Project: _____
 Contractor Name: _____
 Total Cost of Improvement: _____

Road Name / Location <small>(Specify road classification)</small>	ROADWAYS						CURB & GUTTER / SIDEWALKS / RAMPS / TRAILS / SWALES				
	Asset Description <small>(Include separate lines for: asphalt; base & subgrade; overlay)</small>	Length (m)	Width (m)	Surface area (m ²)	Total cost (\$)	Useful Life (yr) <small>Leave blank</small>	Asset Description <small>(RF, SF, Mono, Separate Walk, SUP, Concrete Swale, Ramp, Crossing, Median)</small>	Length (m; or specify)	Width (m)	Total cost (\$)	Useful Life (yr) <small>Leave blank</small>
Ex. King St (Collector)	70mm-LT	36	11	396	\$9,543.60		SF curb	72	0.4	\$9,642.40	
Ex. King St (Collector)	300mm-20mm GBC & 200mm subgrade	36	11	396	\$8,355.60		Pararamp	2 ea	1.5	\$4,614.26	
Ex. King St (Collector)	40mm-LT FAC lift	36	11	396	\$8,102.16						

Note: Mailbox pads and temporary infrastructure that will not be contributed to the City do not need to be listed.

Appendix A-3
FAC Request Form – Infrastructure Summary

Municipal Development Standards



Soft Landscaping

Development Project: _____
Contractor Name: _____
Total Cost of Improvement: _____

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

Appendix A-3
FAC Request Form – Infrastructure Summary

Municipal Development Standards



Hard Landscaping

Development Project: _____
Contractor Name: _____
Total Cost of Improvement: _____

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

FINAL ACCEPTANCE 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 Final Acceptance.

Professional Seal

_____	_____
<i>Project Manager</i>	<i>Date</i>
_____	_____
<i>Signing Officer (Professional Engineer)</i>	<i>Date</i>

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.

_____	_____
<i>Project Manager</i>	<i>Date</i>

Approved _____

Authorized City Inspector *Date*

Director of Engineering *Date*

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

FAC Inspection expectations

A. Purpose

This document clarifies Final Acceptance Certificate (FAC) inspection expectations related to the long-term performance, durability, and serviceability of municipal infrastructure where criteria 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 FAC phase.

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

B. FAC Inspection

1. Underground Improvements

- Curb stops (CCs) must be accessible and match final grade
- Valves shall be clean, installed plumb, and shall not be located within or on the edge of concrete or asphalt walkways unless specifically approved as part of the design
- Manholes and catch basins must be clean
- Covers must be free of snow and not frozen to frame
- CCTV may be completed within 3 months prior to warranty end date
- Offsite covers and valves must be above ground and have red top markers

2. Surface Improvements

- Tie-ins must be flush with existing surface
- Sidewalks must still maintain a minimum 2% cross fall
- Vertical displacement on damaged concrete is not permitted
- Horizontal separation in damaged concrete shall be limited to a single crack line and shall not exceed 0.5mm
- Ponding shall not exceed 10mm in depth or 1.5m in length and is not permitted in the gutter at the end of driveways.
- Gutter flooding is required at both pre-FAC and FAC inspections
- Manholes and catch basins must be free of debris
- Manhole covers and valves must be accessible and flush with pavement
- Driveway tie-ins exceeding 12mm difference in elevation shall be marked as deficiency
- Pre-FAC inspection may be completed within 3 months prior to warranty end date
- 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.

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.