APPENDIX A

REQUEST DOCUMENTS

Appendix A-1 Development Agreement Request Form

Municipal Development Standards



Development Agreement Request Form	
To: Supervisor of Municipal Infrastructure	Date:
City of Spruce Grove, Planning and Infrastructur 315 Jespersen Avenue Spruce Grove, AB T7X 3E8	e Subdivision File No.:
Note: Consultant to complete checklist in Section 1 on Pag	ge 2 of this form.
Subdivision/Project Name:	
Legal Name of Party Entering Into Development Agr	reement:
D. A.C. NI	DI .
	Phone:
Mailing Address:	Email:
Name of Congultants	
Name of Consultant:	
Representative Name:	
Phone: Email:	
I of the fi	
hereby certify that the Design has been completed	
Municipal Engineering Standards and the require	ements of all governmental or other public
authorities having jurisdiction.	
Signature	Date:
TO BE COMPLETED BY THE CITY	
Reviewed By:	
Signature:	
Development Agreement Request: Accepted:	Rejected:
Reason for Rejection (attach additional pages if nece	ccary).
Reason for Rejection (attach additional pages if nece	5541 y).

Appendix A-1 Development Agreement Request Form

Municipal Development Standards



1)	Т	he follov	ving information must be provided with this
1)		quest for	
(City	Consult	tant
			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
2)		upon re Upon co	y shall prepare the draft Development Agreement ceipt and review of all required information. completion, draft agreement will be issued to the nt for review.
3)		Develop City. C	plicant shall submit offsite levies (1st payment), oment Security and Certificate of Insurance to the tertificates must be in a format acceptable to the or to execution of the Development Agreement.
4)			velopment Agreement will then be issued by the 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:

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.

Appendix A-2 **CCC** Request Form

Municipal Development Standards



The following information must be provided to request a

-,	C	CC inspe	ection:
(itv	Consulta	ant
			Report summarizing the results of hydrostatic pressure testing;
			Bacteriological test results for new water mains;
			Report of total volume used for all water filling and flushing;
			ESC measures installed (SWMF);
2)		provide schedul condition application	30 days of receipt of CCC Inspection Request, d all requirements are met, the City shall e a CCC inspection. (Weather and ground ons permitting.) The Consultant and all ole contractors shall attend the CCC inspections e City's representative(s).
33)		reasona the Dev CCC in deficien commer improve partial C manner of all in	iscretion of the City, the City may grant ble requests to conduct inspections on portions of elopment in advance of the application for the order to identify and address any potential cies in underground infrastructure prior to the neement of construction of surface ements. The City shall not be obliged to issue a CCC on any completed works inspected in this The CCC will be issued only upon completion frastructure and improvements identified within elopment Agreement. Additional fees may apply.
4)		corrected deficient of the irrespons and not shall co such no permitti outstand the CCC	the CCC inspection reveals deficiencies to be add, the Consultant shall provide a list of such a cies to the Developer and City within two weeks aspection date. The Developer shall be able for immediately correcting such deficiencies aftying the City when such is complete. The City anduct another CCC inspection within 30 days of tification. (Weather and ground conditions ang.) Should the City note any remaining thing deficiencies at subsequent CCC inspections, are corrected to the satisfaction of the City.

Submit application to:

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

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:

City Consultant

	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 the results of cleaning and disinfection of the new water mains;
	Closed-circuit television (CCTV) videos and inspection logs for new sanitary and storm sewer mains, complete with summary report;
	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;
	Compaction test results of subgrade and sub-base;
	Geotechnical testing report of all surface infrastructure;
	Compaction test results of backfill material for shallow utilities within road right-of-way;
	Topsoil lab analysis (landscaping);
	Confirmation identifying type of cover and date of placement (SWMF);
	Full topographical survey (SWMF);
	Any previously rejected CCC applications, if applicable.
	Three (3) copies of all applicable operation and maintenance manuals (where applicable).

- 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 October 15th. 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 and Fines Bylaw**



CONSTRUCTION COMPLETION CERTIFICATE

□ UNDERGROUND UTILITIES □ SURFACE IMPROVEMENTS

DEVELOPMENT AREA:		
DEVELOPER:		
CONTRACTOR:		
MUNICIPAL IMPROVEMENT*:		t what we have
	*(attachment outlining location must be include	d with this application)
DATE OF APPLICATION:		
	ent between The City of Spruce Grove and the Develo	
l,	, of	, (Consulting Firm)
	vith The City of Spruce Grove's Municipal Developmen ent for Construction Completion approval.	t Standards, and I hereby
	Project Manager	 Date
	Signing Officer (Professional Engineer)	Date
Inspection Date:		
Is this a Re-Inspection?	Yes (Date of original inspection):	
Inspection Results: \square Rejected/re	-inspection required	
☐ Deficiency c	orrections/follow-up required by (date):	
	I hereby certify that all noted deficiencies ha	ave 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 v	with this application)
DATE OF APPLICATION:		
ursuant to the Development Agreeme	ent between The City of Spruce Grove and the Develope	r named herein,
	, ofsaid Municipal Improvement is complete and constructe	
	ith The City of Spruce Grove's Municipal Development S nt for Construction Completion approval.	Standards, and I hereby
Professional Seal		
	Project Manager	Date
	Signing Officer (Professional Landscape Architect)	Date
nspection Date:		
s this a Re-Inspection?	Yes (Date of original inspection):	
nspection Results: \square Rejected/re-	inspection required	
Deficiency co	prrections/follow-up required by (date):	
	I hereby certify that all noted deficiencies have	e been corrected.
	Project Manager	Date
☐ Approved		
— Арргоved	Authorized City Inspector	Date
	Director of Engineering	Date
Maintenance Period End Date:		

Appendix A-3

Municipal Development Standards

PRUCE GROVE

FAC Request Form

- 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:
- Plan of record drawings must be submitted within six (6) months of the Construction Completion Certificate (CCC) being issued.

City	Consult	ant
		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
- 4) The following information must be provided with this request form:

City Consultant

- In accordance with Section 1.I.2 of the Standards, provide CCTV videos and inspection logs for final (FAC) sanitary and storm sewer mains, complete with summary 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;
- applicable; Geotechnical testing report of all surface repairs, if applicable;
- Summary of Asphalt core deficiencies and pay
- Infrastructure summary tables as follows;
 - Roadway length summary by type/subtype;

Any previously rejected FAC applications, if

- 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

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,

Appendix A-3

Municipal Development Standards



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 reinspection 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

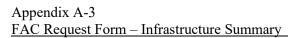
^{*}Development Agreement Application Fee and Inspection Fee are both established under the Development Fees and Fines Bylaw



Appendix A-3	
FAC Request Form – Infrastructure Summary	7

Developer:				
Development Area:				
Municipal Improvement:	☐ Underground Utilities	☐ Surface Improvements	☐ Soft Landscaping	☐ Hard Landscaping
Contractor Name:				

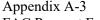
		ROADWAY					SIDEWALK/TRAIL				CURB & GUTTER		
Road Name (broken into segments/include a line for base and a line for both stages of asphalt)	Type (collector, local, lane)	Length (m)	Width (m)	Total surface area (m²)	Unit cost (m²)	Type (rolled mono, separate)	Surface (concrete, asphalt)	Length (m)	Width (m)	Unit cost (m.lin)	Type (rolled, straight)	Length (m)	Unit cost (m.lin)
Ex. King St – asphalt (from Hilldowns Dr to end)	Local	36	11	396	\$24.10	Separate	Concrete	72	1.5	\$154.76	SF	72	\$99.22
Ex. King St – asphalt (ACO) - FAC (from Hilldowns Dr to end)	Local	36	11	396	\$21.10								
Ex. King St – 300mm Base (from Hilldowns Dr to end)	Local	36	11	396	\$20.46								





Developer:				
Development Area:				
Municipal Improvement:	☐ Underground Utilities	☐ Surface Improvements	☐ Soft Landscaping	☐ Hard Landscaping
Contractor Name:				

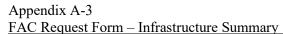
		Pipe			Standard Catchbasins			Catchbasin Manholes		
Pipe Use (watermain, sanitary, storm)	Pipe size (mm)	Type (concrete, PVC)	Length (m.lin)	Unit Cost (m.lin)	Type (K7, DK-7)	Quantity	Unit Cost (ea)	Type (K7, DK-7)	Quantity	Unit Cost (m.vert)
Ex: Watermain	200mm	PVC	467.6	\$262.69	K7	5	\$4525.55	DK-7	2	\$3452.04





Appendix A-3 FAC Request Form – Infrastructure Summary

Developer: Development Area: Municipal Improvement: Contractor Name:	Underground Utilities	☐ Surface Improvements	☐ Soft Landscaping	☐ Hard Lands	caping
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: ☐ Surface Improvements ☐ Soft Landscaping ☐ Underground Utilities ☐ Hard Landscaping Municipal Improvement: Contractor Name: 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 Agre	eement between The City of Spruce Grove and the Develo	pper named herein,	
I,	, of	, (Consulting Firm)	
recommend this Municipal Improv	and with The City of Spruce Grove's Municipal Development wement for Final Acceptance.	nt standards, and i meresy	
	Project Manager		
	Signing Officer (Professional Engineer)	Date	
Maintenance Period End Date:			
Inspection Date: Is this a Re-Inspection? No	Yes (Date of original inspection):		
·			
	d/re-inspection required ncy corrections/follow-up required by (date):		
	I hereby certify that all noted deficiencies h	ave been corrected.	
	Project Manager	Date	
☐ Approve	ed		
	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 Agreen	nent between The City of Spruce Grove and the Develope	r named herein,		
I.	, of	, (Consulting Firm)		
recommend this Municipal Improvem Professional Seal	with The City of Spruce Grove's Municipal Development Strent for Final Acceptance.	ntanuarus, anu i nereby		
	Project Manager	Date		
	Signing Officer (Professional Landscape Architect)	Date		
Maintenance Period End Date:				
Inspection Date:				
Is this a Re-Inspection?	Yes (Date of original inspection):			
^_ ·	e-inspection required corrections/follow-up required by (date):			
	I hereby certify that all noted deficiencies have	e been corrected.		
	Project Manager	Date		
☐ Approved				
<u> </u>	Authorized City Inspector	Date		
	Director of Engineering	Date		