

## Appendix A-3

## Municipal Development Standards

### FAC Request Form

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 15<sup>th</sup>.

No FAC inspections for Landscape Improvements will occur after September 15<sup>th</sup>. All deficiencies for Landscape Improvement FAC's must be completed and FAC's issued by October 1<sup>st</sup> 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](mailto:engineering.inquiries@sprucegrove.org)

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

## Surface Improvements

Development Project:

Contractor Name:

Total Cost of Improvement:

[illegible]

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

Development Project:

Contractor Name:

Total Cost of Improvement:

[illegible]

Note: Mainlines do not need to be broken down by depth. Additional miscellaneous costs can be allocated to the total cost of the item/s it was intended for.

Development Project:

Contractor Name:

Total Cost of Improvement:

[illegible]

Development Project: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Total Cost of Improvement: \_\_\_\_\_

[illegible]

## 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*\_\_\_\_\_  
*Project Manager*\_\_\_\_\_  
*Date*\_\_\_\_\_  
*Signing Officer (Professional Engineer)*\_\_\_\_\_  
*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*

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