



CCC & FAC Inspection Request Process Civil Land Development Services

All consultants or developers wishing to schedule an inspection for the purpose of fulfilling the Construction Completion or Final Acceptance Certificate requirements must request an inspection from Civil Land Development Services through the following process:

- 1) Using the following form, fill in the neighbourhood and phase to identify the location of the inspection.
- 2) To identify the type of inspection, check either CCC or FAC, then type in the utility.
- 3) According to the utility, please check all the boxes listed beneath to signify that it will be ready for inspection. Failure to check all the applicable boxes may result in a rejected request.
- 4) If any special conditions or items are needed, please use the general notes section.
- 5) Provide your availability in the preferred date(s) of inspection section. Inspections will generally be conducted from Tuesday to Thursday during the working hours of 8:30am to 12:00pm & 1:00pm to 4:30pm. Monday and Friday inspections will be subject to staff availability.
- 6) Following the form, please attach an 8 ½ by 11 development boundary drawing with the utility highlighted.
- 7) Once the form and development boundary drawing are completed, submit the request to a member of the Civil Land Development team. If you do not have a contact for your subdivision, please use the contact information at the bottom of the form.

Civil Land Development Services will review the request and respond within five (5) business days. Please note, inspections are weather dependant and will not be conducted between November 15th and April 1st of each year. Further, landscaping inspections will not be conducted between October 1st and June 1st of each year. Any inspections requested during these time periods will be deferred until the next spring.

The following form is comprised of common inspection items. If a utility is absent, simply fill in the top and bottom portions of the page, leaving the check boxes blank.

INSPECTION REQUEST FORM



Neighbourhood & Phase: _____

CCC FAC Utility: _____

Water Mains & Hydrants
All hydrants are painted and have 5" Stortz All valves have been located and exposed CCC/FAC maintenance expiry criteria is met Appropriate personnel and equipment will be onsite
Sanitary Sewers
Pipes have been grouted Ladders are installed Dead end channels have been filled Sharp bends complete with grouted sweeps Parson inserts are installed CCC/FAC maintenance expiry criteria is met Appropriate personnel and equipment will be onsite
Service Connections
All valves have been located and exposed A list of post FAC lots has been submitted CCC/FAC maintenance expiry criteria is met Appropriate personnel and equipment will be onsite
Paved Roads
Road markings complete (regular paint accepted at CCC) All signs installed as per approved drawing CCC/FAC maintenance expiry criteria is met
Landscaping
Grass has substantial catch Trees, shrubs, flowers planted as per approved drawings All equipment installed All signs, garbage bins, benches, dog bags installed Irrigation installed and functioning Grades meet approved drawings CCC/FAC maintenance expiry criteria is met

Storm Sewers
Pipes have been grouted Ladders are installed CCC/FAC maintenance expiry criteria is met Appropriate personnel and equipment will be onsite
Overland Drainage
Swales are clean of dirt and debris Swales have been installed in the correct location Water truck will be onsite at scheduled inspection time Affected residents have been notified CCC/FAC maintenance expiry criteria is met Appropriate personnel and equipment will be onsite
Sidewalks, Curbs, Gutters and Catch Basins
Road sub-drains complete with backflow valves A list of post FAC lots has been submitted CCC/FAC maintenance expiry criteria is met Appropriate personnel and equipment will be onsite
Paved Lanes
All damage repaired CCC/FAC maintenance expiry criteria is met
General Notes

Preferred Date(s) of Inspection: _____, _____, _____

Applicant Name: _____

Company: _____



Development Boundary and Utility Drawing Place Holder

Please attach the site-specific drawing