



## **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 15<sup>th</sup> and April 1<sup>st</sup> of each year. Further, landscaping inspections will not be conducted between October 1<sup>st</sup> and June 1<sup>st</sup> 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