

APPENDIX B1 FORM
Construction Completion Certificate

PROJECT: _____ AGREEMENT DATED: _____
DEVELOPER: _____ PHASE: _____
CONSULTING ENGINEER: _____ CONTRACTOR: _____
UTILITY: _____ SUBCONTRACTOR: _____
BOUNDARY OF AREA: _____ APPLICATION DATE: _____

CONSULTING ENGINEERS CERTIFICATE

Pursuant to The Town of Whitecourt Development agreement, Subdivision file –W0 _____

I, _____, Professional Engineer am employed as the Consulting Engineer who is engaged by the Developer to design and inspect the construction and installation of the utilities and improvements, I do hereby certify that the utilities or the improvements noted within the area shown on the attached plan have been constructed, installed and inspected in conformance in all respects to the Municipality's specifications and approved designs, or as otherwise required by the Town and that all defects and deficiencies in the work and materials have be reported to the developer and the Municipality and have been remedied by the Developer.

Engineer's Inspector

Consulting Engineer

(permit to practice)

(seal)

Acknowledgment of
Receipt of Consulting
Engineer's Certificate

Date: _____

Town Engineer

Acknowledgment of
Receipt of Consulting
Engineer's Certificate

Date: _____

Town of Whitecourt

Projected Earliest Maintenance Period Expiry Date: _____

Rejection of Consulting
Engineer's Certificate

Date: _____

Town Engineer

Cause for Rejection: _____

I hereby certify the items listed as the cause for rejection have now been corrected.

Consulting Engineer

Acknowledgment of
Receipt of Consulting
Engineer's Certificate

Date: _____

Town of Whitecourt

Projected Earliest Maintenance Period Expiry Date: _____



Appendix B-1 (i)

Town of Whitecourt

CONSTRUCTION COMPLETION CERTIFICATE (CCC) CHECKLIST

Project: _____ Date: _____

Subdivision: _____

- As Built Record Drawings – three (3) sets
- Construction Completion Certificate – three (3) copies
- Digital PDF & AutoCAD Files of As-Built Record Drawings
- Inspection Report including detailed deficiency list, if any, and agreed to correction commitments
- Concrete Compressive Strength test results (including air content, slump, and sieve analysis) for all sidewalks, curbs, and gutters
- Compaction test results (Moisture Density Curves, Sieve Analysis, and Field Densities) for all trenches, sub-grade, construction, granular sub-base and granular base course
- Asphalt Marshall Mix Design, Sieve Analysis, and Core test results for density and thickness
- Colour CCTV video and inspection report for all sanitary mains, storm sewer mains, and catch basin leads
- Hydrostatic Pressure test results for all water mains
- Bacteriological and Chlorine Residual test results for all water mains
- Hydrant flow tests
- Sanitary low pressure test results
- Copy of crossing agreements with any oil/gas or shallow utility company
- Copy of all Alberta Environment Approvals including any submitted documentation, including but not limited to:
 - Written notification for extension to a waterworks, wastewater, or storm drainage system (see Appendix B-1 (ii)).
 - Authorization for an amendment to Town of Whitecourt water, wastewater, and storm drainage permit.
- Copy of any other applicable Provincial or Federal approval including any submitted documentation (i.e. Alberta Transportation, Water Act, Public Lands, Historical Resources Act, Fisheries and Oceans, etc.)



Town of Whitecourt

CONSTRUCTION COMPLETION CERTIFICATE (CCC) CHECKLIST

Asphalt

- No Segregation, rutting, bleeding, cracking, etc.
- Transition to existing
- Transition at gutter
- No ponding
- Gutter lines at intersection

Concrete/Signage

- No segregation, cracking, spalling, etc.
- Sidewalk
- Curb & Gutter
- Swales
- Commercial/Lane Crossings
- Signage & Traffic Signals
- Street lights

Catch Basins/Manholes

- Grouting around pipes, rings, and rim
- Clean of debris
- Pipes/Connections in good order
- Elevation at grade
- Location per design
- Rim Elevations
- Benching

Fire Hydrant

- Hydrant Elevation
- Pumper connection facing towards street
- Valve at correct elevation and location
- Rock guard depth
- Location

Water Main Valves

- Elevation at grade
- Rock guard depth
- Turns freely
- Location per design

Curb Cock (CC)

- Raised (elevation)
- Turns freely
- Location per design
- Accessibility

Landscaping

- Grade/slope
- Amenities
- Seed/Sod established to 2nd cut & Free of weeds
- Trees/shrubs
- Mulch, planting beds

TOWN APPROVAL BY: _____ DATE: _____

Extend water distribution, wastewater collection, and storm drainage systems

Information requirements

October 2003

Alberta Environment Regional Offices

Northern Region
Grande Prairie
Box 24, Room 1701
Provincial Building
10320 - 99 Street
Grande Prairie AB T8V 6J4
Ph: (780) 538-5351
Fax: (780) 538-5336

Edmonton
Twin Atria
111, 4999 - 98 Avenue
Edmonton, AB T6B 2X3
Ph: (780) 427-5296
Fax: (780) 427-7824

Central Region
Stony Plain
52322 Golf Course Road
Stony Plain, AB T7Z 2K9
Ph: (780) 963-6131
Fax: (780) 963-4651

Red Deer
304, Provincial Building
4920 - 51 Street
Red Deer, AB T4N 6K8
Ph: (403) 340-7052
Fax: (403) 340-5022

Southern Region
Calgary
200, 3115 - 12 Street NE
Calgary, AB T2E 7J2
Ph: (403) 297-6582
Fax: (403) 297-5944

Lethbridge
2nd Flr, Provincial Building
200 - 5 Avenue South
Lethbridge, AB T1J 4L1
Ph: (403) 381-5296
Fax: (403) 381-5337

Approval or Registration Holders, or their authorized agents (such as developers or consultants) must provide certain information to Alberta Environment, prior to construction, as part of the written notice required when extending or replacing watermains, sanitary sewers and/or storm sewers.

INFORMATION THAT MUST BE PROVIDED

- The Approval or Registration number for the facility/facilities
- The location of the project (i.e. name of the municipality/development, subdivision name, street, etc)
- The type of project (i.e. water, sanitary sewer, storm sewer, etc.)
- Confirmation **stamped and signed** by a professional engineer that the increased flows associated with the extension are within the design capacity of the existing distribution or collection system
- Confirmation **stamped and signed** by a professional engineer that the additional loading as a result of the extension is within the design capacity of the system supplying treatment
- Confirmation that all aspects of the design meet Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems*
- Any other pertinent information

The Approval or Registration Holder must also meet the specific requirements of their Approval.

The Director (at Alberta Environment) must authorize any waterworks system being extended to a new development that is not serviced by a wastewater system authorized under the *Environmental Protection and Enhancement Act* (EPEA).

The Director must be satisfied that the wastewater produced as a result of supplying water can be satisfactorily handled by other means.

Construction may proceed on projects where the Director or inspector has requested to review the plans and specifications.

IF THE DESIGN DOES NOT MEET STANDARDS

If all aspects of the design do not meet Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems*, the project cannot proceed until the Director has issued written authorization.

The Approval or Registration Holder must indicate why the standards cannot be met and justify the alternative proposed design.

For projects that include new storm water ponds and/or outfall(s) to a water body or drainage course, the Approval or Registration Holder must also obtain an additional authorization or registration as required by EPEA and its associated regulations.

A separate application under the *Water Act* may also be required for projects involving storm water pond(s) and/or outfall(s). Check with your regional district office of Alberta Environment.

RANDOM COMPLIANCE INSPECTIONS

As part of an ongoing compliance inspection program, Alberta Environment may conduct random, unannounced inspections of construction activity.

Extensions to water distribution and wastewater collection and storm drainage systems that do not meet Alberta Environment's *Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage Systems* may be subject to enforcement action.

For more information, contact your regional district Alberta Environment office.

APPENDIX B2 FORM
Final Acceptance Certificate

PROJECT: _____ AGREEMENT DATED: _____
DEVELOPER: _____ PHASE: _____
CONSULTING ENGINEER: _____ CONTRACTOR: _____
IMPROVEMENT _____ SUBCONTRACTOR: _____
BOUNDARY OF AREA: _____ APPLICATION DATE: _____

CONSULTING ENGINEERS CERTIFICATE

Pursuant to The Town of Whitecourt Development agreement, Subdivision file –W0 _____

I _____, of the firm _____ employed as the Consulting Engineer who is engaged by the Developer to design and inspect the construction and installation of the municipal improvements, I do hereby certify that municipal improvements noted within the area shown on the attached plan meets all the requirements for Final Acceptance as specified in the Development Agreement and Construction Standards, I hereby recommend this Municipal Improvement for Final Acceptance by The Town of Whitecourt

Engineer's Inspector

Consulting Engineer

(Permit to practice)

(seal)

Acknowledgment of
Receipt of Consulting
Engineer's Certificate

Date: _____

Town Of Whitecourt

Acknowledgment of
Receipt of Consulting
Engineer's Certificate

Date: _____

Town of Whitecourt

Rejection of Consulting
Engineer's Certificate

Date: _____

Town of Whitecourt

Cause for Rejection: _____

I hereby certify the items listed as the cause for rejection have now been corrected.

Consulting Engineer

Acknowledgment of
Receipt of Consulting
Engineer's Certificate

Date: _____

Town of Whitecourt

Projected Earliest Maintenance Period Expiry Date: _____

APPENDIX B3 FORM

Development Revision Request Form

To: Planning and Development Dept.
Town of Whitecourt

Date: _____

From: Representative Name: _____

Company Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Signature: _____ Date: _____

Date of IFC Dwgs: _____ Subdivision WO- _____ Dwg No: _____

Revision Complies with Town of Whitecourt Municipal Design Standards:

Yes, per Section: _____

NO

B-4 Design Revision Request Form Attached

Proposed Design revision attached as redline marking to issued for construction drawing
no. _____

Revision request description and reasoning:

TO BE COMPLETED BY THE TOWN

Reviewed By: _____ Title: _____

Signature: _____ Date: _____

Revision Request: Accepted: Rejected: Revision Request No. _____

Reason for Rejection (attach additional pages if necessary): _____

Town Engineer Signature: _____ Date: _____

Revision Request Process:

- 1) The following information must be provided with this request form:

Town Consultant

- One (1) copy of any pertinent standard, regulation, guideline, or other information supporting the revision request.
- 2) Incomplete submissions, including any revision request with insufficient supporting documentation, will be returned to the applicant without review. The Town shall not be responsible for conducting industry research or conducting other work to support an incomplete revision request. The onus is on the applicant to provide a complete submission which fully supports the revision request.
 - 3) The Town shall review the revision request and provide a response within 20 business days of receipt. Depending on the nature of the revision request, the Town's response may require additional review time; in such situations, the Town will advise the applicant of the extended review period necessary.
 - 4) If the revision request is accepted, the applicant will be advised with instructions on how the change may be applied to an ongoing or pending project.
 - 5) If the revision request is denied, the applicant will be advised with the Town's reasons for rejection. The applicant may elect to resubmit the revision request, provided the Town's reasons for initial rejection are fully addressed in the subsequent submission.

For more information:

General Inquires: Planning and Development at 780-778-2273

APPENDIX B4 FORM

Design Standards Revision Request Form

To: Planning and Development Dept.
Town of Whitecourt

Date: _____

From: Representative Name: _____

Company Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Signature: _____

Date: _____

Municipal Design Standards Section No: _____ Page No.: _____

Revision Request Description:

TO BE COMPLETED BY THE TOWN

Reviewed By: _____ Title: _____

Signature: _____ Date: _____

Revision Request: Accepted: Rejected: Revision Request No.: _____

Reason for Rejection (attach additional pages if necessary): _____

Town Engineer Signature: _____ Date: _____

Revision Request Process:

- 1) The following information must be provided with this request form: One (1) copy of any pertinent standard, regulation, guideline, or other information supporting the revision request.
- 2) Incomplete submissions, including any revision request with insufficient supporting documentation, will be returned to the applicant without review. The Town shall not be responsible for conducting industry research or conducting other work to support an incomplete revision request. The onus is on the applicant to provide a complete submission which fully supports the revision request.
- 3) The Town shall review the revision request and provide a response within 20 business days of receipt. Depending on the nature of the revision request, the Town's response may require additional review time; in such situations, the Town will advise the applicant of the extended review period necessary.
- 4) If the revision request is accepted, the applicant will be advised with instructions on how the change may be applied to an ongoing or pending project.
- 5) If the revision request is denied, the applicant will be advised with the Town's reasons for rejection. The applicant may elect to resubmit the revision request, provided the Town's reasons for initial rejection are fully addressed in the subsequent submission.

For more information:

General Inquires: Planning and Development at 780-778-2273