

Engineering Department - Land Development Division

Issue Date: August 22, 2012

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AUTHORITY: GENERAL MANAGER, ENGINEERING

ATTENTION: LAND DEVELOPMENT DEVELOPERS, CONSULTANTS AND CONTRACTORS

SUBJECT: REVISED PROCESS FOR LAND DEVELOPMENT PROJECTS: CONDUCTING AND FOMALLY SUBMITTING FINAL INSPECTIONS

EFFECTIVE: IMMEDIATELY

PURPOSE: In order to expedite Final Inspections on Land Development Projects, the following revised process will be necessary.

REVISED PROCESS:

FINAL CONSTRUCTION INSPECTIONS:

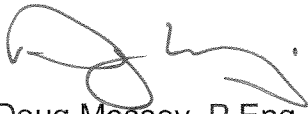
- The Consultant will sign, seal and submit the Pre-Final Construction Inspection Checklist and request and conduct a Final Construction Inspection (FCI) to be attended by the City Engineering Inspector and any applicable Engineering Operations staff.
- At the FCI, the Consultant and attendees will inspect the entire project site for deficiencies. Also, the Servicing Agreement requirements will be reviewed in conjunction with the construction design drawings. The Consultant will compile a detailed, draft deficiency list and email the list to the City Engineering Inspector for confirmation of the deficiencies. Upon confirmation, the City Engineering Inspector will sign the list and return it to the Consultant. The Consultant will sign, seal and distribute this formal deficiency list to all applicable parties.

FINAL MAINTENANCE INSPECTIONS:

- At the end of the twelve month maintenance period, the Consultant will initiate a Final Maintenance Inspection (FMI) to be held with all applicable parties.

- The Consultant and the attendees will inspect the entire project site and the Consultant will compile a detailed deficiency list. The Consultant will email the list to the City Engineering Inspector for confirmation of all deficiencies, including any holdback items from the maintenance period. Upon confirmation, the City Engineering Inspector will sign the list and return it to the Consultant. The Consultant will sign, seal and distribute this formal deficiency list to all applicable parties. The Developer and the Consultant will then coordinate to engage a Contractor to rectify the deficiencies.

This revised process will be effective immediately with respect to all projects that have not currently had a Final Construction or Final Maintenance Inspection.



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Acting Inspection Services Manager

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