



SITE PLAN INSPECTION CHECKLIST FOR LETTER OF CREDIT CLEARANCE

-items to be checked by the owner's site plan representative prior to requesting an inspection with the City's Development Engineering Department as it relates to the approved site servicing/ grading plan(s)

To: Development Inspection and Grading Division, DE

Municipal Address: _____, Lot(s)/ Block(s) _____

File #: DA/ DAB/ BP _____, Registered/ Reference Plan #: 65_____

	Yes	No	N/A
Storm or Sanitary Manholes/ Outfall Structures:			
1 Manhole covers state "STORM" for STM MH & "SANITARY" for SAN MH?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Frame aligned with manhole? Broken frame replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Set to finish top asphalt/ grass grade and are accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Moduloc used to set to finish grade, no brick, etc.? Maximum 300mm height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Required step(s) installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Pipes cut flushed with side of manhole? Parged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Orifice pipe installed as per the approved plan (storm only)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Benching completed to obvert (top of pipe)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Cleaned out - no wood, gravel, or other debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Safety hand rails and grates installed on headwalls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Erosion protection installed at headwalls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Outfall completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catch Basins CB / Double Catch Basins DCB:			
13 Tops checked? Cracked/ broken tops replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Frame aligned with catch basin? Broken frames replaced? Maximum 300m offset.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Pipes cut flushed with side of catch basin? Parged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Subdrains connected to both sides of the catch basin? Parged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Set to finish top asphalt/ grass grade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Cleaned out - no wood, gravel, or other debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valve Chamber(s):			
19 Manhole cover states "WATER" for water chamber?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Frame aligned with water chamber? Broken frame replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 Set to finish grass/ top asphalt grade and is accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22 Moduloc used to set to finish grade, parged outside, no brick, etc.? Max. 300mm in height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 Required step(s) installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24 Valve box aligned with valve? Correct top? Set to finish grade? Broken valve box replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 Tracer wire raised to moduloc under lid and connected with an electrical clip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 Valve anchors (bracing) installed to inside wall of chamber?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27 Cleaned out - no wood, gravel, or other debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Water Service(s) :			
28 Set to finish grass/ top asphalt grade? Broken top/ bent pipe replaced? 2X4 Marker removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29 Checked for operation to ensure access by key to shut water on and off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hydrant(s):			
30 Set to finish grass/ top asphalt grade? Minimum 50mm and maximum 150mm height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31 Painted to City standards? Broken parts replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32 Secondary valve set to finish grass/ top asphalt grade? Broken top replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33 Checked for operation to ensure operational and not leaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34 Tracer wire raised and attached to the top flange bolt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 Clear access to nozzels and a minimum 1m clearance from edge of hydrant to all obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SITE PLAN INSPECTION CHECKLIST FOR LETTER OF CREDIT CLEARANCE

-items to be checked by the owner's site plan representative prior to requesting an inspection with the City's Development Engineering Department as it relates to the approved site servicing/ grading plan(s)

		Yes	No	N/A
Driveway Entrances, Loading Spaces, Driveways and Parking Spaces:				
36	Concrete curb/ curb radii installed as per approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Broken/ cracked curb removed and replaced including any necessary restoration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Curb depression(s) installed for Disable parking space(s) and as per approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Disable parking space(s) installed in proper location and grade as per approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Top asphalt completed for all locations as per approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Driveway entrances asphalt completed as heavy duty and as per approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Cracked/ broken asphalt removed and replaced including any necessary restoration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Pavement markings completed as per the approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Pedestrian hand rail installed where asphalt less than the minimum 3 to 1 slope?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sidewalks, Traffic Signs, Boulevards & Adjacent Properties:				
45	Sidewalk installed as per the approved plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	Heavy duty 200mm thick sidewalk installed at driveway entrance(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Broken/ cracked/ spalled sidewalk removed and replaced including any necessary restoration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Sidewalk platform constructed on boulevard for future City sidewalk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Require traffic signs installed as per approved site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Rb-93 "By Permit Only" traffic sign installed for disabled parking space(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Boulevards completed with topsoil & sod and established? Damaged/ dead areas repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Consultant's and other advertising signs removed from City property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	Debris removed and restoration completed on adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Retaining Walls, Acoustical Fencing & Outside Lighting:				
54	Retaining Wall completed as per approved plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Pedestrian hand rail installed on top of retaining wall where wall height greater than 1 metre?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Acoustical Fencing/ other requirement(s) completed as per approved acoustical report & site plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Is all Outside Lighting diffused, directed downward and inward from adjacent land uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Documents to be submitted to City:				
58	Two (2) folded certified copies of the "As Constructed" site servicing/ grading plan(s) and electronic copy in accordance with the Site Plan Drawing Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Retaining Wall certification letter from geotechnical/ structural engineer(s) if > 1m?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Acoustical certification letter from Noise Consultant as it pertains to item # 56?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	Outside Lighting certification letter from electrical engineer as it pertains to item # 57?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Certification must bear a Professional Engineer's seal, signature and date & clearly state the Planning File Number ("DA - #" or "Building Permit #" formerly "DAB - #") and municipal address. The "As Constructed" plan(s) must use our certification wording.

Other Comments:

We hereby certify that we have inspected the above noted project and it is ready for field inspection by the City's staff to confirm their clearance of the Letter of Credit to the Development Finance & Investments Department.

Consultant's/ Project Manager's/ Site Superintendent's Name, Company & Phone/cell # (Please Print)

Consultant's/ Project Manager's/ Site Superintendent's Signature & Date