

THE DISTRICT OF HOPE

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW

FORMS

**TABLE OF CONTENTS
FORMS**

Form	Main Page No.
Permission to Construct.....	3
Certificate of Inspection.....	4
Inspection Checklist	5
Certificate of Substantial Performance	9
List of Deficiencies	10
Certificate of Total Performance	11
Certificate of Final Acceptance	12
Private Well Certification.....	13
Well Pump – Field Test.....	14
Well Pump - Drawdown Graph	15
Well Pump - Test Summary	16
Agreement to Pay Deposit.....	17
Cost Sharing Agreement.....	18
Insurance Certificate.....	19
Drainage Certificate	20
Engineer’s Undertaking.....	21
Agent’s Authorization	22

District of Hope
Subdivision and Development Servicing Bylaw
Permission to Construct

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as *Developer*: _____
Developer's Engineer: _____
Contractor: _____
Servicing Agreement No: _____

Authorization to proceed with construction is hereby granted for the *works and services* described generally as:

Authorized Start Date: _____ Completion Date: _____
Authorized Hours of Work: From _____ to _____
Monday to Saturday inclusive.

Check the following:

- _____ Construction plans approved.
- _____ Certificates of Insurance received.
- _____ Administration fee paid.
- _____ Security deposit paid.
- _____ *Servicing Agreement* completed, No. _____
- _____ *Latecomer Waiver/Agreement* adopted.

Contact: _____

Special Conditions

Date

Administrator

District of Hope
Subdivision and Development Servicing Bylaw
Certificate of Inspection

Municipal Project Number: _____
 Legal Description: _____
 Developer: _____
 Owner, if not the same as *Developer*: _____
 Developer's Engineer: _____
 Contractor: _____
 Servicing Agreement No: _____

I hereby confirm that all engineering and construction services required under the *Subdivision and Development Servicing Bylaw* for the above mentioned *subdivision/development* which *works and services* were approved for construction under drawing numbers:

<u>Drawing No.</u>	<u>Date</u>	<u>Drawing No.</u>	<u>Date</u>

Have been inspected by or under the direction of:

I further confirm that the "Record" Drawings hereby submitted represent the *works and services* as installed for the above mentioned subdivision. These *works and services* were installed with sufficient inspection to confirm substantial compliance with approved design drawings and the *Subdivision and Development Servicing Bylaw* and as required by the Engineer and Geoscientist Act Code of Ethics.

Professional *Engineer* responsible for construction administration:

Signature: _____
 Name: _____
 Company: _____
 Address: _____

 Date: _____

P.Eng.'s Seal

District of Hope
Subdivision and Development Servicing Bylaw
Inspection Checklist

Municipal Project Number: _____
 Legal Description: _____
 Developer: _____
 Owner, if not the same as Developer: _____
 Developer's Engineer: _____
 Contractor: _____
 Servicing Agreement No. _____

UNDERGROUND

1. Sanitary & Storm Sewer

Yes No N/A

- Have systems been tested, lamped and reports submitted?
- Have all manholes been adequately grouted, flushed and cleaned?
- Are all inspection chambers visible and does water flow to the main?
- Have the lines been flushed?
- Have all tie-ins been made?
- Was approved native backfill used in trenches?
- Were backfill gradation and compaction test results received?
- Were service markers installed with correct colours and depths marked?

Comments: _____

2. Water Main/Connections

Yes No N/A

- Have watermains been pressure tested, chlorinated, flushed and accepted?
- Have all tie-ins been made by the Municipality?
- Have all valves been installed to correct depths?
- Have all blow-offs been installed?
- Have connections been installed with markers and extensions?
- Have all hydrants been installed plumb and at correct offsets?
- Is bottom of hydrant 50 mm to 150 mm above surface level?
- Is hydrant square to right-of-way and roadway?
- Was approved native backfill used in trenches?
- Were bedding and backfill gradation and compaction test results received?

Comments: _____

3. BC Hydro/Telus/BC Gas/Cable/Telecommunications

Yes No N/A

- Installed and accepted?
- Was approved native backfill used?
- Have acceptance certificates been received from utilities?

Comments:

SURFACE CONSTRUCTION

1. Granular Road Structure

Yes No N/A

- Was sub-grade inspected and accepted by the Geotechnical Engineer?
- Was a Benkelman beam test performed on the base and results received?
- Were gradation and compaction test results received?
- Were sub-base and base gravel placed to the required distance beyond curbs?
- Was the base checked for proper grade and crossfall?

Comments:

2. Concrete, Sidewalks, Curb & Gutter, Walkways

Yes No N/A

- Is there cash-in-lieu for sidewalks?
- Are sidewalks the correct thickness and width?
- Was subgrade checked and accepted?
- Was sub-base gravel required?
- Was base thickness correct, compacted, tested and accepted?
- Is surface finish acceptable and joints installed correctly?
- Has the correct style of curb & gutter been installed?
- Were concrete tests taken and were results received?
- Were base and sub-base extended to the correct distance?

Comments:

3. Asphalt Paving

Yes No N/A

Yes	No	N/A

- Have all roads been paved?
- Has base lift been placed?
- Has final lift been placed?
- Were asphalt tests taken and received?
- Are there asphalt paving deficiencies?
- Are asphalt tie-ins to existing pavements smooth?
- Is there cash-in-lieu for asphalt overlay?

Comments:

4. Ornamental Street Lights

Yes No N/A

Yes	No	N/A

- Have all poles been erected and luminaires installed?
- Are poles at correct off set?
- Have all the poles been galvanized, painted and numbered?
- Has the electrical inspector passed the system?
- Has electrical inspector listed deficiencies?
- Has the system been energized?

Comments:

5. Boulevard

Yes No N/A

Yes	No	N/A

- Are boulevards graded, grassed and acceptable?
- Are there enough lawn basins?

Comments:

6. Lot Grading

Yes No N/A

Yes	No	N/A

- Has rough lot grading been certified and accepted?
- Has finished rough lot grading been certified and accepted?

Comments:

7. Existing Roads

Yes No N/A

- Have any existing roads been damaged as a result of construction activities?
- Roads left clean?
- Have any existing survey monuments been disturbed?
- Are road cuts left in good condition?

Comments:

8. Driveways

Yes No N/A

- If any driveways or letdowns installed, are they to correct width, elevation and location?
- Are existing driveways to be removed?
- Are there any potential conflicts with other Works?

Comments:

9. Siltation

Yes No N/A

- Are all silt control systems in place and functioning?
- Are safety fences in place around silt pond?

Comments:

10. Detention

Yes No N/A

- Are all detention systems in place, cleaned and functioning?
- Are safety fences in place around detention pond?

Comments:

Professional Engineer's Signature

District of Hope
Subdivision and Development Servicing Bylaw
Certificate of Substantial Performance

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as *Developer*: _____
Developer's Engineer: _____
Contractor: _____
Servicing Agreement No: _____

I, _____ P. Eng. of the firm of _____
certify that the *works and services* comprising the above referenced project have been constructed in
general compliance with the plans and specifications approved pursuant to the *Subdivision and*
Development Servicing Bylaw and are substantially complete. I hereby recommend that the construction
work on this subdivision be accepted as substantially complete.

Value of Work Outstanding _____

P.Eng. Seal

Drawing Number(s)

Professional *Engineer*

Date of *Substantial Completion*

List of Deficiencies found during final inspection is attached to this Certificate. The deficiencies are to be completed before the start of the Maintenance Period.

Maintenance Period to start: _____

Maintenance Period to expire: _____

Pending the deficiency correction, construction work on this subdivision is substantially complete.

A *Certificate of Total Performance* will be issued when all deficiencies have been corrected. A *Certificate of Final Acceptance* will be issued when all deficiencies have been corrected and the maintenance period has expired, and the *Municipality* is satisfied that all conditions of the Servicing Agreement have been fulfilled.

This Certificate has been made to the best of the *Administrator's* knowledge, information and belief. It does not constitute acceptance for work not in accordance with the *Subdivision and Development* Servicing Bylaw and not listed as a deficiency herein, whether or not such defect(s) could have been observed or discovered during construction.

Date of Issuance

Administrator

**District of Hope
Subdivision and Development Servicing Bylaw
Certificate of Total Performance**

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as Developer: _____
Developer's Engineer: _____
Contractor: _____
Servicing Agreement No: _____

I, _____ P. Eng. of the firm of _____

Certify that the *works and services* comprising the above referenced project have been constructed in general compliance with the plans and specifications approved pursuant to the *Subdivision and Development Servicing Bylaw* and that the items listed as deficiencies on the *Certificate of Substantial Performance* are corrected. I hereby recommend that the construction work on this subdivision be accepted by the *Municipality*.

P.Eng. Seal

Drawing Number(s)

Professional Engineer

Date of Substantial Completion

This Certificate has been made to the best of the Approving Officer's knowledge, information and belief. It does not constitute acceptance for work not in accordance with the *Subdivision and Development Servicing Bylaw* and not listed as a deficiency herein, whether or not such defect(s) could have been observed or discovered during construction.

Date of Issuance

Approving Officer

District of Hope
Subdivision and Development Servicing Bylaw
Certificate of Final Acceptance

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as Developer: _____
Developer's Engineer: _____
Contractor: _____
Servicing Agreement No: _____

All deficiencies, defects or faults have been corrected and the construction *works and services* is complete. The maintenance period has expired. There are no outstanding damages or deficiencies and the return of the *maintenance deposit* has been requested by the *Developer*. This subdivision is accepted by the *Municipality*.

This Certificate has been made to the best of the *Administrator's* knowledge, information and belief. It does not constitute acceptance of any work not in accordance with the requirements of the *Servicing Agreement*, whether or not such defect(s) could have been observed or discovered during construction.

Date

Administrator

District of Hope
Subdivision and Development Servicing Bylaw
Private Well Certification

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as Developer: _____
Developer's Engineer: _____
Contractor: _____
Servicing Agreement No: _____

Pursuant to the *Subdivision and Development Servicing Bylaw*, which requires that each parcel to be created, or each existing *parcel* forming part of the proposed *development* or both can be serviced with potable water in accordance with the requirements of the Bylaw for *development*.

I certify that a quantity of not less than 2,500 litres per day has been proven for each existing or proposed parcel in the *development*.

I certify that each well within the *subdivision* has been tested and is capable of continuously providing water at a rate of 9 litres per minute for a four hour period.

I certify that water quality tests have been conducted and that the "Canadian Drinking Water Standards, latest edition" can be met for each existing or proposed parcel in the *development* and have attached the test results from a certified lab.

Professional *Engineer* responsible for test:

Signature: _____
Name: _____
Company: _____
Address: _____

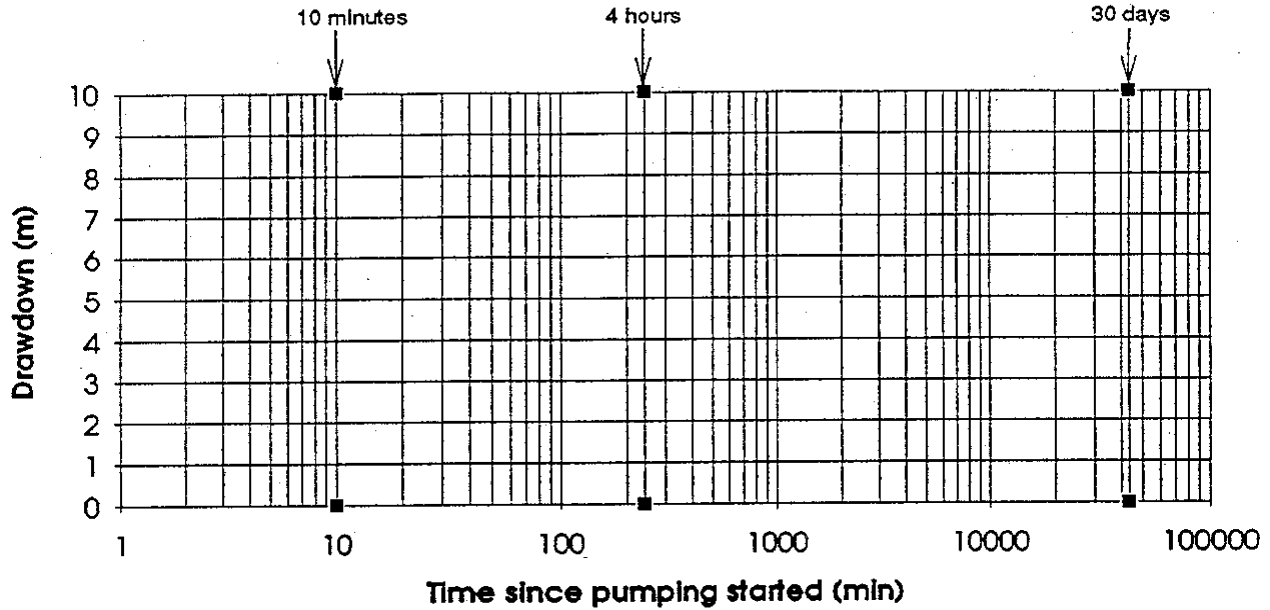
P. Eng.'s Seal

Date: _____

District of Hope
Subdivision and Development Servicing Bylaw
Well Pump - Drawdown Graph

Owner's Name: _____
 Application No.: _____
 Location: _____

Date: _____
 Well No.: _____
 Test No.: _____
 Sheet: _____ of _____



- Dp = Depth of proposed pump suction = _____ m
- Dtw = Depth of static water level = _____ m
- S30 = Drawdown at 30 days = _____ m
- D = Adjustment for seasonal decline = _____ m
- SF = Safety factor = 1.0 m
- Q_h = Pumping rate = _____ lpm
- Q_L = Minimum daily yield = _____ lpm
- Sh₁ = Drawdown at 10 min = _____ m
- Sh₂ = Drawdown at 4h = _____ m

For calculation drawdown values: SL1 = $(Q_L/Q_h \times Sh_1)$
 SL2 = $(Q_L/Q_h \times Sh_2)$

Use these estimate minimum adjustments for seasonal decline (D) if other local data or hydrogeologist's opinion is not available:

Tests run in	D
Aug, Sep, Oct	2.0m
Nov, Dec, Jan, May, Jun, Jul	4.0m
Feb, Mar, Apr	6.0m

Minimum available drawdown = $Dp - (Dtw + S30 + D + SF)$ = _____ m

If the calculated minimum available drawdown is negative, then either the pump has to be set lower or the well is not capable of supplying water for a house.

District of Hope
Subdivision and Development Servicing Bylaw
Well Pump - Test Summary

Owner's Name: _____ Date: _____
 Application No.: _____ Well No.: _____
 Location: _____ Test No.: _____
 _____ Sheet: _____ of _____

Well Completion Data	Screen Design (mark one)	Description of Aquifer
Depth _____ m	<input type="checkbox"/> Open Hole <input type="checkbox"/> Slotted Casing	_____
Diameter _____ mm	<input type="checkbox"/> Screen <input type="checkbox"/> Gravel Pack	_____
Static Water Level _____ m	<input type="checkbox"/> Other _____	_____
	Screen interval _____ m to _____ m	_____

Pump Test

Start: Date (d/m/y) _____ Time (h:m) _____

Pump Type: Elect Submersible Jet Air lift
 Other (describe): _____

Test pump set at _____ m below ground

Water level sounded by: Electric tape Air bubbler Steel tape
 Other (describe): _____

Flow measured by: Container & Watch Flow meter Orifice & tube
 Other (describe): _____

Test

Initial non-pumping level _____ m
 Constant rate of yield _____ lpm
 Test duration _____ h
 Drawdown at end of test _____ m
 Recommended pumping rate _____ lpm

Water Samples Taken During Test

Chemical Analysis Yes No
 Bacterial Analysis Yes No
 Water Temperature _____ °C
 Any particular gas smells noted

 Comments on clarity of water

Other comments:

District of Hope
Subdivision and Development Servicing Bylaw
Agreement to Pay Deposit

Municipal Project Number: _____
 Legal Description: _____
 Developer: _____
 Owner, if not the same as *Developer*: _____
 Developer's Engineer: _____
 Contractor: _____

I, (name) _____
 (Address) _____

agree to pay the amount of \$ _____ as a non-refundable deposit towards the installation described as:

This payment is made pursuant to the *Subdivision and Development Servicing Bylaw* and is made in lieu of construction of the works and services as itemized on the attached form.

This payment is made as full compensation for the itemized works and services and fulfills all the requirements of the *Subdivision and Development Servicing Bylaw*.

For	Signed, Sealed and Delivered)	
Corporate	The Corporate Seal of)	
Body	_____)	
	Was hereunto affixed in the presence)	
	Of: _____)	
	Name: _____)	Seal
	Title: _____)	

For	Signed and Delivered)	
Private	by the above named in the presence of)	
Individual	(witness): _____)	
	Signature: _____)	
	Name: _____)	
	Address: _____)	_____
			Signature of <i>Owner</i>

For the	Signed, Sealed and Delivered)	
District of	The Corporate Seal of the District)	
Hope	of Hope was hereunto affixed in)	
	the presence of:)	
	Mayor: _____)	Seal
	Clerk: _____)	

District of Hope
Subdivision and Development Servicing Bylaw
Insurance Certificate

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as Developer: _____
Developer's Engineer: _____
Contractor: _____

Pursuant to the *Subdivision and Development Servicing Bylaw*, the *Developer* is required to obtain and maintain in force during the term of the *Servicing Agreement*, an insurance policy acceptable to the *Municipality*.

I certify that the attached insurance policy provides insurance coverage as required pursuant to the *Servicing Agreement* between the District of Hope and the *Developer*.

I certify that the attached insurance policy is valid for the period of the *Servicing Agreement*.

Certified by:

Signature of Authorized Insurance Agent: _____
Name: _____
Company: _____
Address: _____
Date: _____

District of Hope
Subdivision and Development Servicing Bylaw
Drainage Certificate

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as Developer: _____
Developer's Engineer: _____
Contractor: _____

Pursuant to the *Subdivision and Development Servicing Bylaw*:

I certify that the downstream drainage facilities for a distance of 1.5 km have been checked with respect to line, grade, size and that the downstream facilities are capable of handling the projected increase in drainage created by this project, without causing any adverse effect to *Municipal* or private property.

Professional *Engineer* responsible for design:

Signature: _____
Name: _____
Company: _____
Address: _____
Date: _____

Seal

District of Hope
Subdivision and Development Servicing Bylaw
Engineer's Undertaking

Municipal Project Number: _____
Legal Description: _____
Developer: _____
Owner, if not the same as Developer: _____
Developer's Engineer: _____
Contractor: _____

We/I _____ (*Developer's Engineer*), confirm that we/I have been retained by _____ (*Developer*) for Project No. _____ to carry out construction administration, survey, required design revisions, construction inspections, project supervision, field co-ordination, preparation of record drawings and certification of record drawings within 60 days of substantial completion inspection. The professional services provided during the construction will confirm that all construction is in substantial compliance with the accepted design drawings prepared by _____ (*Developer's Engineer*) and dated _____ and with the *Subdivision and Development Servicing Bylaw*. We/I will also undertaken quality management services on the project as required by the Engineers and Geoscientists Act Code of Ethics.

Developer's Engineer:

Signature: _____
Name: _____
Company: _____
Address: _____
Date: _____

Seal

**District of Hope
Subdivision and Development Servicing Bylaw
Agent's Authorization**

Date: _____

District of Hope
325 Wallace Street
Box 609
Hope, BC
V0X 1L0

Dear Sirs:

RE: Land Legally Described as _____

This letter gives (Name) _____
Address: _____

permission to act as my agent in the matter of a *subdivision* on the land described above.

I hereby certify that I am the “owner”, as defined in the Municipal Act (extract below) of the above-described property and, accordingly, have the authority to grant such authorization.

Yours truly,

(please print name as well as signing)

“owner” in respect of real property means

- (a) the registered owner of an estate in fee simple.
- (b) The tenant for life under a registered life estate.
- (c) The registered holder of the last registered agreement for sale,
- (d) The hold or occupier of land held in the manner referred to in section 356 [taxation of Crown land used by others] or section 357 [taxation of municipal land used by others], and
- (e) An Indian who is an owner under the letters patent of a municipality incorporated under section 12 [incorporation of reserve residents as a village].