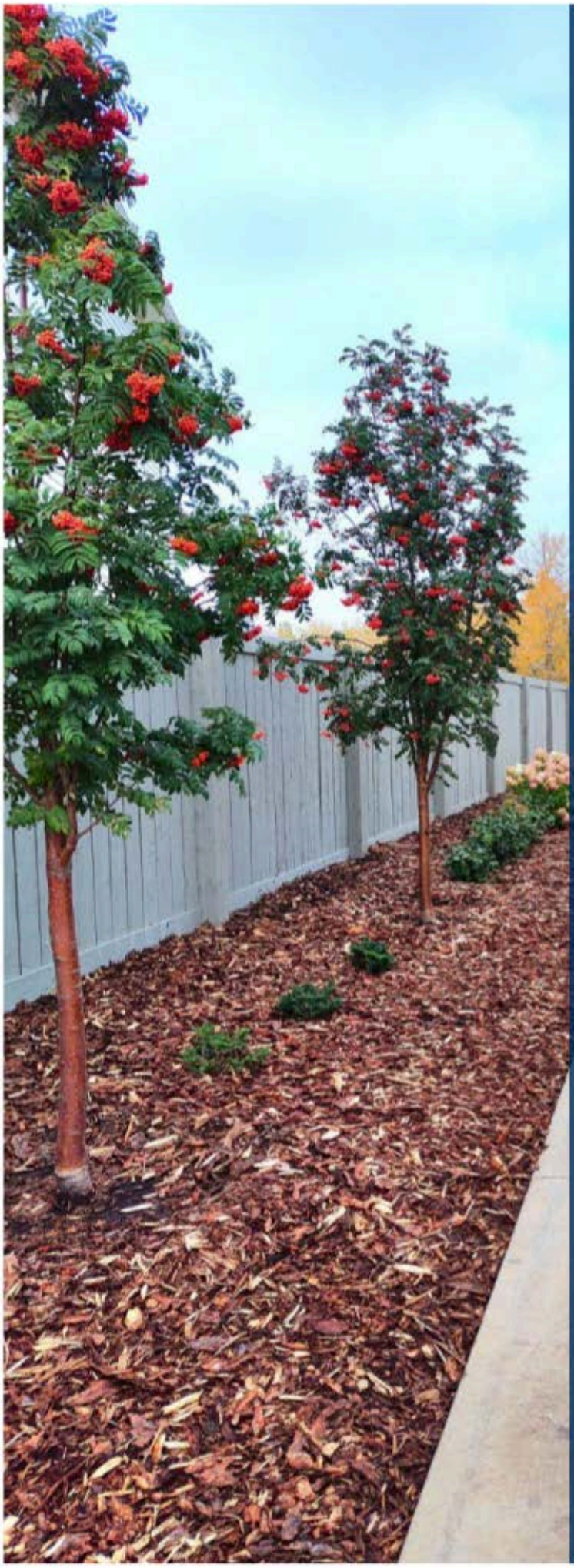

2026

Landscape Inspector Guidelines

Development Inspections

Edmonton

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APPENDICES

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Terms of Use:

The City of Edmonton recognizes the 2026 Landscape Inspector Guidelines as accurate and comprehensive, and approves its use within the City.

These guidelines supplement, but do not replace, City Design and Construction Standards, bylaws, or policies. The latest editions of these documents will continue to govern.

If any user has concerns about the accuracy or intent of these guidelines, they can seek clarification from the Landscape Development Inspector or the unit Supervisor.

To access the guidelines and other related Landscape Standards and Resources, please refer to the Landscape Inspector Guidelines Website.

Documents Revision Notice:

Please note that the current edition of the document has been updated with minor revisions to ensure accuracy and clarity. The changes include routine updates and editorial refinements. Each modification has been carefully reviewed to maintain the integrity and consistency of the information presented. The revisions are as follows:

Replacements: Minor corrections in phrasing and terminology to reflect the latest industry standards.

Insertions: Additional information included to address previously underrepresented areas.

Deletions: Removal of outdated or redundant text that does not alter the document's core content.

Styling: Updates to the document's format and design to improve readability and navigation.

Annotations: Editorial notes and comments for clarity.

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PART 1: GENERAL

1. INTRODUCTION

The Development Inspections Landscape Inspector Guidelines (herein referred to as Guidelines) provides comprehensive guidance for inspecting private development projects in the City of Edmonton. Its primary aim is to improve the consistency, transparency, and accountability between the City and the Private Land Development Community, including Developers, Consultants, and Contractors.

This document is intended for inspectors at all levels of experience, outlining their duties and expectations, and providing examples of standardized forms, inspection checklists, and reference tables. Adherence to the procedures outlined in this document will ensure the standardized administration of inspections under Servicing Agreements, leading to a better experience for all parties involved. It is important to note that the procedures for obtaining a Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC) are based on the latest approved drawings and applicable standards, and may differ from previous versions or expectations under earlier Servicing Agreements.

2. DEFINITIONS & TERMS

The following definitions and terms that are used in the Guidelines are defined as follows:

AALA: Alberta Association of Landscape Architects.

Agreement or Servicing Agreement: The signed Servicing Agreement made between the Developer and The City of Edmonton which specifies the financial obligations and the terms and conditions for the construction and warranty of municipal improvements necessary to service lands approved for development.

APEGA: Association of Professional Engineers and Geoscientists of Alberta.

As-Built Drawings: As-Built drawings show how the site was-Built versus the way it was originally designed. At the completion of the construction and installation of an improvement, the as-built drawings describe what was actually built. This must be a scaled drawing that documents the changes from the approved drawings submitted by the Landscape Architect. This submission must be stamped, signed, and dated with the most

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recent submission referencing “Issued for As-Built”. This must reflect the as-is conditions at the time of signing.

Asset Cost Form (ACF): Refers to the total value of a tangible capital asset being taken into the City of Edmonton’s inventory at the time of contribution. This value may include all necessary costs that are directly attributable to placing the asset in its intended location and condition for use, consolidated into a single asset value without separate line items for construction or installation.

Audit Inspection: Unannounced and unscheduled site visits conducted by the Landscape Development Inspector to ensure that the site is being built in accordance with City Standards. These inspections can encompass, among others, physical examinations or site visits, assessments from vehicle drive-bys, conversations with the Contractor/Consultant, taking measurements and/or conducting sampling and testing, as required.

Balled & Burlap: Trees established in the ground that have been harvested by digging with a soil ball so that the soil within the ball remains undisturbed. Trees harvested by this method will have been field grown for at least 3 years prior to harvesting.

Business Day: Refers to a regular workday and typically excludes weekends and statutory holidays.

Chain of Custody: The City of Edmonton, the Consultant or Contractor, as applicable, shall submit a copy of the Chain of Custody (COC) Record form to the laboratory that records all personnel responsible for handling the topsoil samples. A copy must be kept with the samples always. The City may request the COC Record at any time for review.

City: Refers to The City of Edmonton (COE) as a corporate body or a City-owned corporation.

Construction Completion Certificate (CCC): A Construction Completion Certificate (CCC) is issuance of the certificate for a Municipal Improvement which has been constructed in accordance with the City of Edmonton Design and Construction Standards, the Servicing Agreement, the approved Engineering Drawings, and is operational, functional, and safe. Once an CCC for a particular Municipal Improvement is issued, or is deemed to have been issued, the Warranty Period may begin for some Municipal Improvements. If there is a maintenance agreement or for specific Improvements, the City may assume full responsibility for the routine operation of the Municipal Improvement, this will be outlined in the Servicing Agreement.

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CCC-Only: A certification for a specific Municipal Improvement (typically where no formal warranty period is required or as specified in the Servicing Agreement). This process does not require a CCC-to-FAC warranty period. While it is the first formal inspection, the improvement must meet FAC requirements for as per the construction detail or in the case of landscaping- health, vitality, and establishment at the time of the site inspection. Approval will result in asset transfer to the City inventory and maintenance once all requirements are met for the CCC approval.

Consultant: Refers to the Professional Engineer or Professional Technologist responsible for the preparation of designs, reports, studies, Engineering Drawings and associated documents. The execution and implementation of such designs are usually submitted on behalf of a Developer. The Consultant must hold a valid Permit to Practice. This is defined by the Association of Professional Engineers and Geoscientists of Alberta (APEGA). The consultant must be registered as a Professional Engineer in good standing with APEGA, or be registered as a Professional Technologist within the Province of Alberta and be in good standing with the Association of Science and Engineering Technology (ASET) Professionals of Alberta. All operations are to be operating within the defined scope of practice for which the Professional Technologist is professionally permitted. For any landscape designs, reports, studies, drawings, or other associated documents, the Consultant must be a member in good standing of the Alberta Association of Landscape Architects (AALA).

Contractor: Refers to a person, partnership, company, or group of persons who work for the Developer and undertake all or part of the work to construct and maintain the asset

Days: Refers to business days (Monday to Friday, excluding statutory holidays), unless otherwise noted.

Deficiency: Refers to any fault or defect that impedes functionality, poses a safety hazard, does not meet City specifications and standards, or deviates from the approved drawing, as outlined in the Guidelines.

Deficiency Inspection Report (Deficiency Report / Deficiency Plan): Refers to a site plan that clearly labels the locations of all identified deficiencies from a CCC or FAC Inspection. The deficiency plan is the inspector's documentation of the site inspection, and to be used by the inspector as a reference for any site re-inspections. This may also be used by the Consultant for cross referencing their inspection markup.

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Department Review: All aspects of the certification approval process which includes the Landscape Development Inspector reviewing uploaded required documents on ePlan once an inspection has been approved on eServices.

Design and Construction Standards (City Standards): Refers to all specifications contained in the City of Edmonton Design and Construction Standards, Volume 5: Landscaping. All site development will follow the Standards applicable for the year the approved drawings entered circulation.

Developer: Refers to the owner/owner's developing the land, or the Owner as defined in the Servicing Agreement. Requirements of the Developer, as stated in the Design and Construction Standards, may be deferred to a Consultant, Contractor or other agent acting on the Developer's behalf.

Definition of Disturbance: It is defined as any unauthorized or unplanned physical change, alteration, or damage occurring outside the designated development boundary or approved construction limits.

This definition covers both physical changes to the land and impacts on existing vegetation or infrastructure, including but not limited to:

- Topographical & Hydrological Changes: Unauthorized grading, changes to natural drainage patterns (hydrology), and bank failures.
- Vegetation & Tree Damage: Removal or damage to trees (including root systems or canopy) that are city-owned, part of a natural area management plan, or protected via subdivision dedication.
- Site Damage & Contamination: Damages resulting from tying into existing landscaping, unauthorized laydown areas, creation of new access routes, soil compaction from machinery, and contamination of soil or water.
- Regulatory Violations: Introduction or spread of noxious or restricted noxious weeds as defined by the Alberta Weed Act.
- Plan Deviations: Any activity not aligning with the last approved construction drawings.

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Document Package: Refers to the supporting documentation required to support the CCC/FAC certification. This is submitted to ePlan for review and must be approved by COE prior to certification approval.

Encroachment: Refers any infrastructure/asset located on property not owned by the titled owner

Engineer: Refers to the Engineer allowed by the City or utility agency to enforce the Design and Construction Standards, and review and approve design submissions, reports, proposals, and Engineering Drawings. In addition, when applicable, the Engineer refers to the authority in the Servicing Agreement to enforce conditions of the Servicing Agreement in relation to servicing proposals and designs of Municipal Improvements under the terms of a Servicing Agreement between the City and a Developer(s). The Engineer must hold a valid permit to practice within the Province of Alberta and be registered as a Professional Engineer in good standing with APEGA. The Engineer also includes individuals authorized by the Project Engineer to perform any engineering functions on their behalf.

Engineering Drawings: Refers to the plans that set out the scope and detail of the Municipal Improvements to be provided by the Developer under the terms of the Servicing Agreement and shall refer to or include, where applicable, landscape drawings. The Engineering Drawings must be assembled under the cover of a Consultant eligible to practice engineering within the Province of Alberta and registered with APEGA.

Environmental Reserve (ER): Refers to land that is set aside specifically for the protection and preservation of the natural environment. These areas may include parks, wetlands, woodlands, and other ecosystems that are important to maintain the biological diversity and ecological health.

ePlan: A City of Edmonton online platform for Consultants to electronically submit documents, request inspections, and Engineering Drawings for review. This also accumulates history and data of projects

eServices: Refers to online software application that the City of Edmonton, uses to manage city interactions with Developers and Consultants to access data, and track projects for private land development within the City of Edmonton.

EPCOR: Refers to the utility company that provides services including electricity, natural gas, and water.

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Final Acceptance Certificate (FAC): A Final Acceptance Certificate (FAC) is the issuance of the certificate for a Municipal Improvement as defined in the Agreement. This indicates the improvement is deemed to be accepted into the inventory of the City of Edmonton, after a predetermined warranty period and approved inspection. It confirms that the improvement has been constructed and maintained in accordance with the City of Edmonton Complete Streets Construction Specifications, the Servicing Agreement, and the Engineering Drawings, and is operational, functional, and safe.

FOIP: Freedom of Information and Protection of Privacy.

Hardstop Inspection: A mandatory inspection stage (specifically for playgrounds and amenities) where construction must stop and be verified by the City before the next phase (e.g.,sub drainage) can begin.

Hard Frost: Defined as 4 consecutive hours below -4C as reported by Environment Canada; signals the end of the FAC season for caliper trees.

HIC Test (Head Impact Criteria): A technical impact test required for playground safety surfacing to ensure compliance with fall-height standards.

Inspection: Refers to a scheduled site visit to conduct a visual and physical review of various aspects of the landscaping assets which may identify any deficiencies that require corrective action. A site inspection must be requested through eServices and conducted by or with the City's Landscape Development Inspector.

Landscape Development Inspector: Refers to an individual specifically delegated by the City of Edmonton as having the authority to conduct all inspections and authorize the approval of the CCC and FAC certificate.

Landscape Development Supervisor: Refers to the individual who oversees the Landscape Inspections Team within the Development Inspections Unit, of the Development Services Branch, within the Urban Planning and Economy (UPE) - Department at the City of Edmonton.

Landscape In-Field Design Change Request: A request that requires approval where a deviation from the approved drawings is necessitated by conditions in the field that occur prior to construction, during construction, or during the maintenance period after the drawings have been approved. Landscape In-Field Design Change Requests will require

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application and approval. These changes will negate the need for a redline but all change request must not affect other reviewing departments.

Low Impact Development (LID): Refers to the land development and stormwater management approach that works with nature to manage stormwater as close to the source as possible. LID focuses on maintaining and restoring the natural hydrological processes of a site.

Maintenance Logs: Refer to a recording of the maintenance tasks that have been performed on a specific site. As each site requires different levels of maintenance and service, it becomes important to generate, track, and review the list of completed action items on an ongoing basis. Maintenance Logs can be used to determine what level of care is still required, based on site conditions, to ensure a functional and viable asset. Maintenance Logs should correspond closely to the predetermined Maintenance Schedule but often, due to changing site conditions, variances will be found between the two documents.

Maintenance Schedule: Refers to a list, or program, created by the Contractor with the aim of ensuring that proper care is given to a constructed site (based on City Standards). The schedule helps determine the number of times a Contractor will visit the site and the intervals between these visits. The Maintenance Schedule is also used to predetermine the type of appropriate maintenance for a given site and should be reviewed and updated regularly, as part of a proactive approach, to meet the requirements with the current site conditions.

Milestone: Key site audits throughout the construction process. An audit or an inspection may be required prior to progressing to other related activities.

Municipal Improvement (or "Infrastructure"): Refers to both underground and surface site treatments or installations including, but not necessarily limited to, utilities, transportation corridors, park areas, site amenities, fencing, and other site improvements as required by the City, all of which shall become the property of the City to operate and maintain.

Municipal Reserve (MR): Refers to an area of land that is set aside for specific land use, as designated by the municipality. These lands may serve as protection for natural areas, wetlands, wildlife habitats, and/or may be used for community facilities, such as parks, and schools.

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Naturalization: Refers to restoration and an ecological approach to landscape management that restores cultivated, manicured, or degraded land (such as mowed turf grass) into a self-sustaining, native ecosystem. It involves reduction of maintenance practices or eliminates mowing, irrigation, and pesticide use, and replacing non-native vegetation with native vegetation appropriate for the area and site conditions. The deliberate reintroduction of species that are native to a given area or are well adapted to the climate circumstance; activities that are intended to improve and enhance the natural environment and reduce the required operational maintenance.

Open Space Asset: Refers to any future public land, infrastructure or facilities that are designated for recreational or leisure use. This can include parks, playgrounds, sports fields, community gardens, and other similar areas that are intended for the enjoyment and use of the general public. Open Space Assets are typically owned and maintained by the City of Edmonton or the province of Alberta, and are designed to provide safe and accessible spaces for residents to enjoy a range of outdoor activities.

Prohibited Noxious / Noxious Weeds: Vegetation classified under the Alberta Weed Control Act that must be destroyed (Prohibited) or controlled (Noxious) prior to FAC.

Public Utility Lot (PUL): Refers to a titled lot that is intended to provide for infrastructure and utility facilities, maintenance facilities and public transportation use. They can be operated (individually or jointly) by the Federal, Provincial, and Municipal levels of government.

Ready Site: Refers to a site that is deemed to be constructed and completed according to the approved Engineering Drawings. The site meets the City's Design and Construction Standards and poses no safety risk to those using the space. The site should be free of construction equipment, maintenance activity, vehicles, material stockpiles, or debris that may prevent access or impede the inspection.

Redline Drawings: Refers to changes to the Engineering Drawings that occur after the original approval of the Engineering Drawings. These changes must follow the City's standard process for Redline Drawings, as described in the City's Design and Construction Standards, Volume 1: General.

Right of Way (R.O.W): Refers to an agreement that grants an individual, company or municipality the right to use private property in some way.

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Root Flare: The point where the topmost structural roots join the tree trunk; must be visible and at grade for a tree to pass inspection.

Stormwater Management Facility (SWMF): Refers to stormwater ponds, including dry ponds, wet ponds, wetlands, and any combinations thereof (hybrid ponds). It is an integral part of a major storm drainage system that receives stormwater runoff from conveyance systems (ditches, drainage swales, roads and gutters, and storm sewers) and discharges to receiving waters such as wetlands, lakes, ponds, streams, and/or to downstream conveyance systems.

Tree Buyout: Refers to an agreement made with the City of Edmonton to receive monetary funding to complete the installation and maintenance required for trees not meeting FAC quality. The buyout is agreed upon with the Developer, Forestry, Development Services Inspections Department, and Development Coordination to satisfy the condition of the Municipal Improvement outlined in the Servicing Agreement to achieve certification and final acceptance.

Tree Protection Policy: Refers to a set of regulations and guidelines designed to protect the urban forest and maintain the health and vitality of trees in the community. The policy outlines measures for protecting trees during development, construction, and other activities, as well as guidelines for planting and caring for trees on private and public lands.

Warranty Period (Maintenance Period): Refers to the period of time that the Developer shall maintain the asset in accordance with the Servicing Agreement.

3. GENERAL ROLES AND RESPONSIBILITIES

To ensure a successful transition of contributed landscape assets, it is essential that all key partners are engaged from the project's inception. All parties—City staff, Developers, Consultants, and Contractors—must be familiar with these Guidelines and the City of Edmonton Volume 5 Design and Construction Standards. All submission, inspection, and audit requests must adhere to the requirements set forth in the project's specific Servicing Agreement.

Delegation of Authority:

- The City: The roles and responsibilities of the City may be fulfilled by representatives from applicable City departments or authorized agents, including EPCOR Water

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Services Inc. (Water/Drainage) and EPCOR Distribution and Transmission Inc., as appropriate to the infrastructure being inspected.

- The Developer: The responsibilities of the Owner/Developer may be fulfilled by their employees, Consultants, Contractors, or authorized agents. However, the Developer remains the primary accountable party under the Servicing Agreement.

3.1. City of Edmonton Landscape Development Inspector

The Inspector is the City's technical authority for verifying that Municipal Improvements are safe, functional, and compliant before they are accepted into the public inventory.

- Standard Verification: Conducts Audit, Milestone, CCC, and FAC inspections to ensure adherence to approved Engineering Drawings, Specifications, and City Standards.
- Impartiality: Acts as a neutral party. The Inspector has no direct authority to manage or direct private construction and shall not perform any construction work, as this would impair their objectivity.
- Documentation: Tracks all milestones and formal inspections via the internal Inspector Tracker and manages the ePlan/eServices workflow.
- Safety & Conduct: Authorized to discontinue any inspection if the site is unsafe or if conduct is disrespectful.

3.2. Consultant

The Consultant refers to the Professional Engineer or Professional Technologist responsible for the preparation of designs, reports, studies, landscape drawings, and associated related documents. They preside over the improvements listed within the servicing agreement to ensure construction and implementation of the approved Engineering Drawings on behalf of the Developer. This includes on-site project management, and requesting all required inspections and audits as listed in the Servicing Agreement. The Consultant must be registered as a Landscape Architect in good standing with the AALA and where required, have a valid Permit to Practice from APEGA.

3.3. Developer

The role of ensuring feasible implementation methods throughout the development process falls to the Consultant. They assign responsibilities to ensure that all Municipal

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Improvements are built according to the Servicing Agreement and sound engineering practices.

Clause 1.5.3 of the Design & Construction Standards Volume 1 (General Provisions for Developers) states that the Developer is responsible for ensuring that the Consultant provides all necessary equipment, tools, and labor for inspection, quality control, and administrative duties during construction. The City's role in inspecting the project is limited to monitoring and does not absolve the Developer of their responsibility for all aspects of the work. The Developer remains fully responsible for the quality control, coordination, and safety of the construction process.

3.4. Contractor

The companies engaged and directed by the Developer and/or Consultant to construct the improvements as per the approved Engineering Drawings package and align with the City's Design & Construction Standards. The Contractor may act as a representative for the Developer if declared accordingly.

4. CODE OF CONDUCT AND RESPECTFUL WORKPLACE

As a City Employee, the Landscape Development Inspector must comply with the City of Edmonton Code of Conduct Handbook and Guide (refer to Appendix A). Landscape Development Inspectors must read, understand, and comply with these regulations.

On-site, the Landscape Development Inspector is the liaison between the City and the Developer, and between the City and the general public. The Landscape Development Inspector must perform their duties in a courteous and respectful manner. A Landscape Development Inspector is a highly visible representative of the City and must remain above reproach in both conduct and appearance. They must be honest, reliable, and impartial.

The Landscape Development Inspector should maintain a positive and helpful attitude toward the project - this benefits all aspects of the work. When dealing with the Developer and/or Consultant, the Landscape Development Inspector should stay impartial and avoid conflicts of interest.

The Landscape Development Inspector should address any requests, questions or recommendations from the Developer and/or Consultant. If there is any uncertainty in what

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they are proposing, the Landscape Development Inspector should contact the Landscape Development Supervisor for direction.

The City of Edmonton is committed to creating and maintaining a vibrant, healthy, safe and respectful workplace for all employees. A respectful workplace is one that is free of harassment and discrimination, where all employees are treated fairly, diversity is acknowledged and valued and there is a culture of inclusion. Every employee has a shared responsibility to create and maintain a respectful workplace, where you can do your best work.

The City of Edmonton does not tolerate verbal abuse, threats, harassment, or any kind of aggressive behaviour directed toward their staff or anyone else. Help us ensure a safe environment for all by treating everyone with dignity and respect. If any of this behaviour is directed toward a City of Edmonton inspector, the inspection will be discontinued, and another representative will be requested for future inspections.

5. SAFETY

Safety regulations can reduce risk, but never eliminate it. A construction site is a dangerous place – think and act accordingly. Traffic and pedestrian safety is the responsibility of the Developer. The Landscape Development Inspector should ensure safe practices are being followed. All unsafe conditions and actions should be reported to the Contractor and/or Consultant. Compliance with the Occupational Health and Safety (OH&S) Act is mandatory. When on-site, the Landscape Development Inspector must follow the Prime Contractor's site safety protocol at all times.

5.1. Personal Safety

Personal safety is the individual responsibility of everyone on site. The following items should be considered at all times:

- Remain alert
- Ensure that you are visible
- Wear all applicable personal protective equipment (PPE) (safety helmet & footwear, high-visibility vest, etc.)

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- Report all near misses as outlined in OH&S standards
- Landscape Development Inspectors Should be informed of machinery on site or areas with safety concerns prior to the start of the inspection.
- Ensure the area to be inspected is accessible, free of obstructions and not behind construction fencing.
- The Landscape Development Inspector has the right to postpone an inspection if the weather conditions are not suitable (ie. thunder or too cold/icy).

5.2. Field Level Hazard Assessment

- All possible hazards should be assessed and documented each day on the Landscape Development Inspector's Inspection Tracker (Ref: City Job hazard assessment- Job Position Appendix B)
- Safety audits will be conducted throughout the City by Development Landscape Supervisor at a frequency of at least 12 random inspections per year.

6. REGULATORY FRAMEWORK AND HIERARCHY

See Section 3.0 “Roles and Responsibilities” and Section 4 “Code of Conduct/Respectful Workplace” for details of general inspection expectations.

The Servicing Agreement and the approved Engineering Drawings agreed upon by the City and the Developer establish the minimum acceptable standards of work for each Municipal Improvement. The Landscape Development Inspector is responsible for thoroughly understanding the Standards, Servicing Agreement, and approved Engineering Drawings to ensure that all partners comply with these requirements throughout the project. The Landscape Development Inspector and the City of Edmonton may, at their discretion, decide to surpass the minimum specifications in certain situations where there is a risk to health and safety, or existing infrastructure or City-owned assets.

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Unless the design specifications indicate a particular technique, the Contractor may choose any reasonable method to produce the desired end result. This method must be first approved by the City. If the Landscape Development Inspector believes that a particular method will result in an unacceptable product, they must provide notice to the Consultant using reasonable efforts.

According to the Design and Construction Standards, if the Developer wishes to apply methods or materials which differ from the approved drawings, a redline must be submitted for the City for review and it must be approved.

The Landscape Development Inspector must be aware of what is in the Project's Servicing Agreement, the approved Engineering Drawings and the type of Municipal Improvement, and must notify the Developer or Developer representatives when the expectations are not being met. Note that the Landscape Development Inspector should work with the Developer, Consultants, and Contractors rather than against them. By referencing the City of Edmonton Design and Construction Standards fairly, the Developer will understand what is expected of them and achieve consistent outcomes.

The Landscape Development Inspector should not direct or perform any of the work. This impairs the Landscape Development Inspector's ability to inspect objectively.

7. ANNUAL COLOUR TREE STAKES - 2026 WHITE

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8. QUADRANT INSPECTORS MAP AND CITY WEBPAGE

[Development Landscape Inspector City Webpage and Resources]

URBAN PLANNING AND ECONOMY

2026 DEVELOPMENT INSPECTIONS - LANDSCAPE UNIT

7th floor Edmonton Tower
10111 - 104 Avenue NW Edmonton,
Alberta T5J 0J4

Director:
Mark Pivovar 780-720-4512

General Supervisor:
Annie Duong 780 442 0251

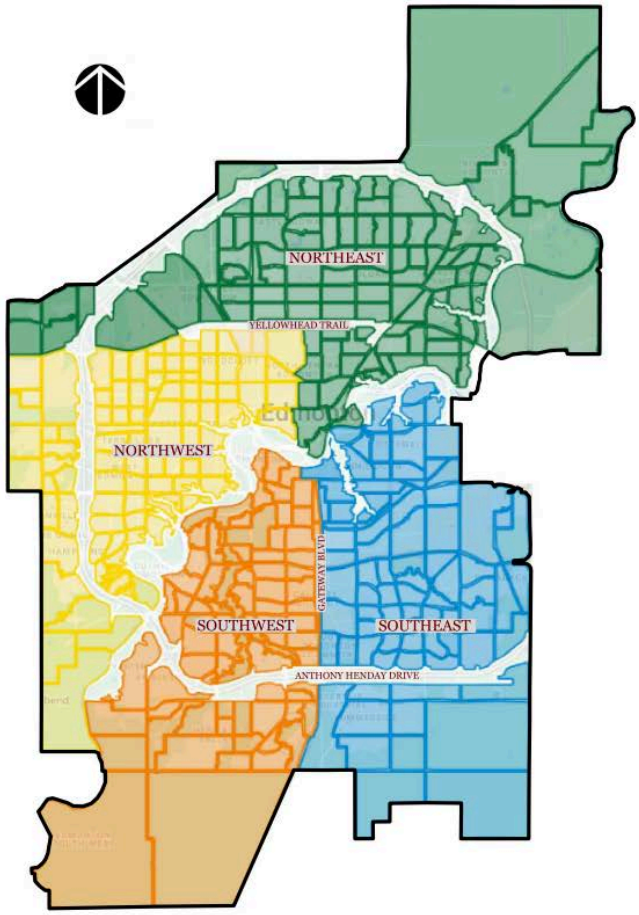
Senior Engineer: Transportation Inspections Trevor Singbeil 780 496 7019

Playground Supervisor:
Aaron Fedyk aaron.fedyk@edmonton.ca

Amenities Inspector:
Brett Chartrand brett.chartrand@edmonton.ca

Administrative Assisant:
Zheina Santos zheina.santos@edmonton.ca

NorthWest Inspector: Suzana Bodnar 780 721 9338	**NorthEast Inspector:** Lesley Revell 780 886 6465 Brian Austen 780 906 3025
SouthWest Inspector: Audrey Halyk 780 901 1754	**SouthEast Inspector:** Stephanie Pitre 780 690 5105
Seasonal Inspectors: Jordan Aquintey Jory Hansen Patrick Mcdaid	
City Wide - Landscape Unit Supervisor: Olivier Le Tynevez-Dobel Olivier.letynevez-dobel@edmonton.ca 780 554 8961	



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PART 2: MUNICIPAL IMPROVEMENT CONSTRUCTION

Please refer to Article 5 of the Servicing Agreement - Construction, Operation and Warranty of Municipal Improvements.

Splitting Improvements

An additional process is now added if there is a requirement to split or add an additional improvement. Refer to the Splitting Municipal Improvements Request Form to apply for an improvement split request.

9. ROLES AND RESPONSIBILITIES

9.1. Landscape Development Inspector

Refer to the Servicing Agreement

- Completing inspections of the work is being performed in accordance with the approved Engineering Drawings, Specifications, applicable laws and regulations, and the City of Edmonton Design and Construction Standards.
- Conducting visual and physical inspections.
- Monitoring and advising on erosion and sedimentation control measures where landscaping is negatively impacted by soil and sedimentation movement.
- Having representatives from other City Departments or Units assist with the Audit Inspections, as required.
- Keep detailed records of all inspections, tests, and observations, and maintain an accurate and up-to-date project file.
- Communicating any noted deficiencies to the appropriate party for correction.
- Ensuring that assets are in a state of the intended quality and function.

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- Recommending alternatives if Audit Inspections reveal construction practices that are not up to the current standards.
- Recommending ongoing communication between the Consultant and the Landscape Development Inspector during this phase.
- Ensuring that any noted major deficiencies can be addressed before the formal inspection.

9.2. Developer/Consultant

Refer to Servicing Agreement

- Being aware of the progress of the site construction and directing the work as needed.
- Contacting the Landscape Development Inspector for all Milestone Audit Inspections that are required via the Landscape Development Intake Requests Form, within a minimum of 2 business days.
- Notifying the Landscape Development Inspector for any Audits, Milestones, and Soil testing locations via Landscape Development Intake Requests Form. Failure to do so may result in the asset being requested to be removed and replaced for certification approval.
- Recommending ongoing communication between the Consultant and the Landscape Development Inspector during this phase to ensure the majority of major deficiencies can be addressed before the inspection.
- Referring to inspection requirements as per Section 18.0, Section 20.0 and Section 23.0 of this document for more details.
- Submitting Redline Drawings to the City for approval for any deviations from the approved Engineering Drawings, as deemed necessary by the City and in accordance with Volume 1 of the City's Design and Construction Standards prior to construction of affected infrastructure.
- Submitting a Landscape In-Field Design Change Request to document changes from the approved drawings. This is for minor adjustments to landscaping plans to ensure that any deviations—such as plant substitutions, minor site layout changes,

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or material swaps—are approved by relevant authorities (e.g., City staff, developers) to maintain compliance with original design standards and, in some cases, to update as-built drawings prior to final inspections.

- Collect and record as-built information for Municipal Improvements.

9.3. Contractor

- Building the Municipal Improvement according to the approved Engineering Drawings and the City's Design and Construction Standards.
- Taking direction from the Consultant, as necessary, and/or if changes are required.
- Ensuring ongoing communication between the Contractor and the Consultant during this phase to ensure the site is constructed appropriately.
- Addressing major and minor deficiencies before inspections, where possible.

10. PRE-CONSTRUCTION

Prior to the start of any Municipal Improvements, the Developer or their representatives shall arrange for an on-site pre-construction meeting for each asset as listed in the Servicing Agreement.

Notification is required at least three business days prior to the Pre-Construction Meeting. The Developer or their representatives shall provide written notice to all relevant City Departments and or EPCOR of their intention to start construction. Copies of the latest approved Engineering Drawings (digital and hard copies) for all relevant City Departments for the preconstruction meeting will be required.

In the event that the Landscaping Inspector can not attend the pre-construction meeting, the consultant can share the meeting minutes with the inspector.

Landscape Pre-Construction meetings for any Municipal Improvement which includes Playground, Natural area, Environmental Reserve (ER), Top Of Bank (TOB), Natural stand are required as per your Servicing Agreement..

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11. SOIL TESTING

Refer to the City's Design and Construction Standards, Volume 5, Section 02910, TOPSOIL.

As outlined in Volume 5: Design and Construction Standards Landscaping, soil testing is a requirement for all drawings that entered First Circulation Submission after April 1, 2021. Please refer to Volume 5 for detailed information regarding soil sampling and submissions.

11.1. Roles And Responsibilities

11.1.1. Landscape Development Inspector

- Review and approve proposed testing locations for each municipal improvement as shown on the submitted Landscape Plan. The plan must include area calculation with soil test quantities as required. Within 5 days upon receiving the test locations submission from the Consultant, the development inspectors shall provide a written response with an outcome to proceed or to re-submit with revisions when necessary. Reviewing the lab analysis report supplied with the CCC application and verifying that it meets the topsoil standards for specific end-use.

11.1.2. Developer / Consultant

- Prior to sampling, the Consultant or Contractor shall submit the proposed sampling locations map, which include calculations of area, and the site address to the Landscape Development Inspector via the Landscape Development Intake Request Form for location approval (Appendix M).
- Follow the procedure outlined in the City's Landscape Design and Construction Standards, Section 02910, 2.4.
- Ensure topsoil meets the parameters outlined in Table 2 of the City's Construction and Design Standards, Topsoil Types and Associated Topsoil Properties required for End Uses.
- Submit test results with the municipal improvement CCC application.

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- Ensure the approved sampling locations map is included with the municipal improvement CCC application for reference and review.

11.1.3. Contractor

- Test topsoil to ensure the samples meet the requirements as per the City of Edmonton Volume 5, Landscape Design and Construction Standards, and approved drawings.
- Amend topsoil if necessary prior to site construction, and retest to ensure the site improvement soil meets the requirements.

11.2. Soil Testing Procedure, (Refer to 2022 LDSC V.5 Section 02910 TOPSOIL)

The Consultant must submit the topsoil testing map locations via the Landscape Development Intake Request Form (Appendix M) prior to site construction. Approval must be received in writing by your Landscape Development Inspector prior to proceeding with the proposed testing locations. Topsoil testing location requests can happen once the engineering drawings are approved. The Landscape Development Inspector must respond within 5 days or soil testing map locations proposal will be deemed approved.

To ensure the accuracy and verification of the data, please ensure that the soil testing map locations are included on the approved landscape drawing PDF along with the corresponding calculations.

All requirements for soil sampling and testing, amendments shall be in accordance with the 2022 LDCS Volume 5, Section 02910 – Topsoil. All sampling and testing must be completed through a City-approved commercial laboratory and must meet the end-use specifications outlined in the Standards.

Formal approval for the topsoil analysis results will not be provided until the CCC application for the Municipal Improvement. Topsoil test results will be required for each specific Municipal Improvement to be submitted with your CCC application for review and approval via ePlan through the prescreen process.

11.3. Topsoil Test Result Report Requirements

Compliance with City of Edmonton (CoE) Volume 5 Standards is mandatory, as referenced in Tables 1 End Uses, Table 2 Topsoil Types, and Table 3 Testing Quantities.

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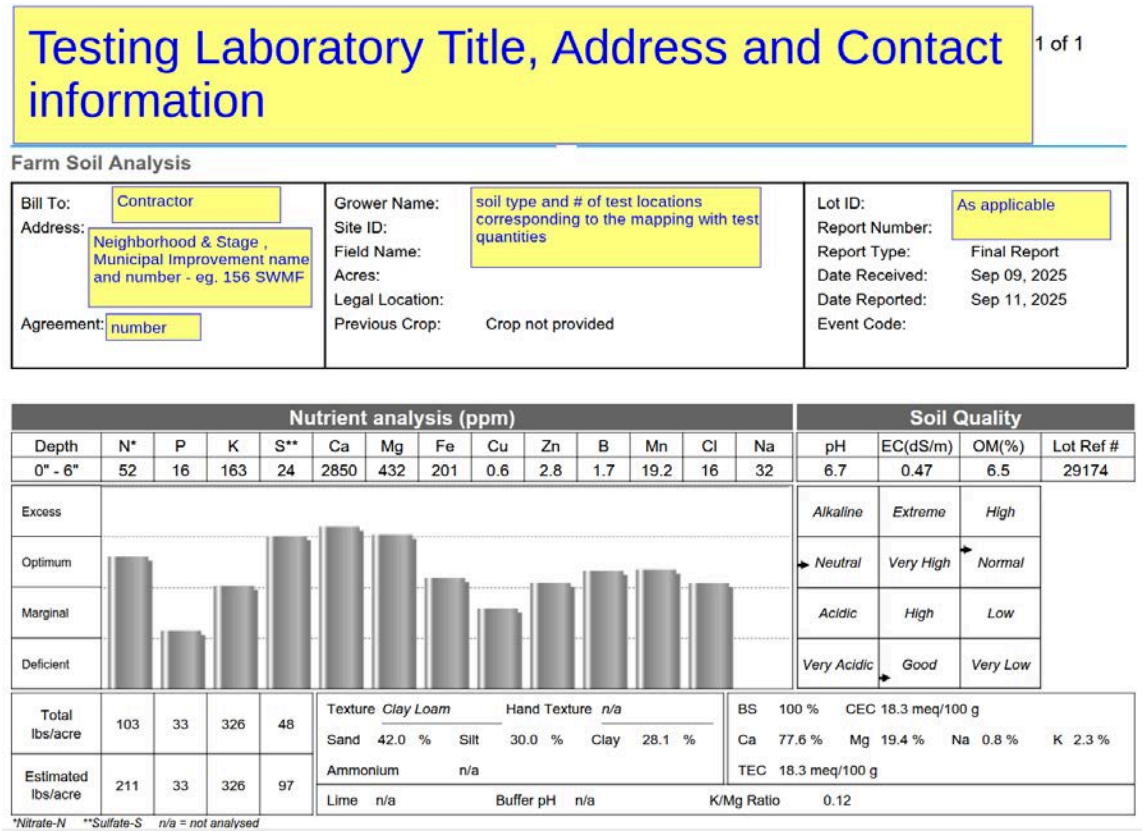
Consultants/Contractors must ensure the following fields on the typical Element Report Transmission Cover Page are populated according to these specific rules:

Under Project Name: Must match the Municipal Improvement (MI) and the official City Project Name.

Under Project ID: This field shall be used to declare the intended soil classification. Types as per specific end use.

We need the original Soil copy PDF of the result report. Any fax, photocopies, or scans will not be eligible.

Soil tests generated by the testing laboratory must not be altered by any 3rd party. If there are errors on an existing report, a new test result may be submitted by the testing laboratory for review and approval for certification.



Testing Laboratory Title, Address and Contact information

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Farm Soil Analysis

Bill To:	Contractor	Grower Name:	soil type and # of test locations corresponding to the mapping with test quantities	Lot ID:	As applicable
Address:	Neighborhood & Stage , Municipal Improvement name and number - eg. 156 SWMF	Site ID:		Report Number:	
		Field Name:		Report Type:	Final Report
		Acres:		Date Received:	Sep 09, 2025
		Legal Location:		Date Reported:	Sep 11, 2025
Agreement:	number	Previous Crop:	Crop not provided	Event Code:	

Nutrient analysis (ppm)

Depth	N*	P	K	S**	Ca	Mg	Fe	Cu	Zn	B	Mn	Cl	Na
0" - 6"	52	16	163	24	2850	432	201	0.6	2.8	1.7	19.2	16	32
Total lbs/acre	103	33	326	48									
Estimated lbs/acre	211	33	326	97									

Soil Quality

pH	EC(dS/m)	OM(%)	Lot Ref #
6.7	0.47	6.5	29174

Excess	Alkaline	Extreme	High
Optimum	Neutral	Very High	Normal
Marginal	Acidic	High	Low
Deficient	Very Acidic	Good	Very Low

Texture Clay Loam Hand Texture n/a

Sand 42.0 % Silt 30.0 % Clay 28.1 %

Ammonium n/a

Lime n/a Buffer pH n/a K/Mg Ratio 0.12

BS 100 % CEC 18.3 meq/100 g

Ca 77.6 % Mg 19.4 % Na 0.8 % K 2.3 %

TEC 18.3 meq/100 g

*Nitrate-N **Sulfate-S n/a = not analysed

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11.4. Topsoil Management Plan

A topsoil management plan may be an option where the topsoil does not meet the requirements in the City of Edmonton Design and Construction Standards but could be considered, within a range, that would be acceptable for site amendment during the maintenance period. This must be submitted with your CCC application for review and approval via ePlan through the prescreen process. Further testing of the topsoil may be required for review during the maintenance period and may be required for FAC inspection application.

12. AUDIT & MILESTONES INSPECTIONS

The purpose of conducting audit inspections and milestone site visits during construction is to ensure that work is progressing in accordance with the City of Edmonton Design and Construction Standards and will result in a functional and successful site. These visits provide assurance to the Landscape Development Inspector that the site is being built to standard and offer opportunities to identify and address potential issues early. Inspections may include on-site walkthroughs, visual assessments (including drive-bys), discussions with the Contractor or Consultant, measurements, and sampling or testing as required. These visits also help confirm that appropriate construction techniques are being used before the official CCC or FAC inspection is scheduled.

12.1. Audit Inspection Procedures

Audit Inspection procedures are a set of processes that are designed to verify that the landscaping construction work is being performed in accordance with the approved Engineering Drawings, landscaping drawings, specifications, as well as applicable laws and regulations. These procedures involve a detailed review of construction work and materials. During an Audit Inspection, the Landscape Development Inspector will document observations, identify deficiencies and non-conformities and communicate their findings to the Consultant for corrective action. Audit Inspection procedures are typically an important part of construction quality assurance programs, and are intended to ensure that construction work meets the required standards of quality and safety.

Prerequisites required for an Audit Inspection to occur, with the exception of Natural Areas (refer to Section 22.0), are:

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- Latest Approved Engineering Drawings
- Signed Servicing Agreement

12.1.1. Audit Inspection Timelines

- Audit Inspections can occur prior to and at any time during landscape construction or during the Warranty Period, based on weather conditions.
- Audit inspections may be conducted by a City of Edmonton Landscape Development Inspector at any time, independently, including during the prior construction, during construction progress and during the warranty period. These audit inspections are typically informal and may occur randomly based on the inspector's schedule, current location, and available time. Audit inspections may also include a review of Letter Of Guarantee (LOG) compliance where applicable.
- Audit Inspections are done independently by the Landscape Development Inspector. The Consultant is not required to be present during the audit, but they are free to attend if preferred.
- The Contractor's schedule will not be impeded by Audit Inspections.

Audit Inspections that may be conducted upon request include but are not limited to:

1. **Rough Grade Inspection:** involves assessing the site for proper slope, drainage, and erosion control measures.
2. **Shrub Bed Inspection:** confirm the location, shape, depth, and soil type of shrub beds, and ensure they comply with approved Engineering Drawings. Additionally, the Landscape Development Inspector will ensure that the beds are free of weeds, debris, and excessive compaction.
3. **LID (Low Impact Development) Inspection**: Corresponds to the approved drawings and Current LID Standards. Verify proper soil compaction and grading of the site. Please refer to Section 23.0 of this document for further details.
4. **Tree Planting:** review the tree planting process and evaluate key factors including the placement of the root ball within the excavated tree pit, proper folding of burlap and basket to one-third from the root flare, excavation of soil to the top of the tree root ball & flare, and scarification of the tree pit's sides. The goal is to ensure that the tree is planted in accordance with the standards outlined in the latest City of

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Edmonton Design and Construction Standards, Volume 5: Landscape and the approved Engineering Drawings.

5. **Maintenance:** An informal site review conducted by the City's Landscape Development Inspector during the warranty period to monitor maintenance, confirm site readiness for FAC, and serve as the point of contact for any site-related concerns, including change proposals or emerging challenges.

12.2 Milestones

Milestone site visits are conducted at certain points of the construction process. Milestones include activities that need to be seen prior to construction completion (ie. trenching), and soil cell installation (refer to the soil cell installation process for further requirements. Milestone site visits should not hold up the Contractor's schedule as long as proper coordination and communications have occurred between the Consultant and Development Services Landscape Inspection team via Landscape Development Intake Request Form . Ensure the 4 week lead time is provided to ensure coordination of relevant parties are notified in advance of the milestone inspection.

The Consultant must provide the Landscape Development Inspector with appropriate notice, as listed below, of construction commencement and may request specific milestone inspections via the Landscape Development Intake Request Form for the following events:

- Trenching / Coring - 2 days
- Root Barrier - 2 days
- Natural areas or Existing Landscape Features prior to construction (such as sites adjacent to ER, MR, tree stands, etc.). Refer to Section 23.0 of this document. Natural Area pre-disturbance assessments must be completed a minimum of 4 weeks prior to the commencement of any construction activities.
- Soil Cells - Soil cells may require an inspection application through eservices. Please refer to your Servicing Agreement for further reference - 2 days
- Playground (see 21.7.1 for Hardstops) - 2 business days
- Amenities (see 20.3. for Hardstops) - 2 days

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The Landscape Development Inspector's top priority will always be to attend the CCC and FAC Inspections and recheck inspections. It may not be possible for the Landscape Development Inspector to see all milestone construction events.

In order for the Landscape Development Inspector to be aware of the status of the site, the Consultant must notify them of milestone construction events. If the Landscape Development Inspector believes that the site may not fully comply with the approved construction requirements, the Landscape Development Inspector may request that the asset be removed and replaced. With this in mind, the Milestone construction should be documented by the Consultant to represent the type, quality, and method of construction used during the construction event. Photos will be required with your prescreen application for reference and review. If there are deficiencies or inconsistencies with the approved drawing or City of Edmonton Construction Standards, this information will be reported back to the Consultant within a 2 day timeline.

Trenching

Root Barrier

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Tree Planting

Improper Tree Planting

Proper Root Ball Size

Root Ball is Too Small

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Soil Cell Installation

12.2.1 Tree Trench Audit

Refer to detail LA113 Typical Tree Root Trench in the City's Design and Construction Standards, Volume 5: Landscape.

The Landscape Development Inspector requires verification that the boulevard construction matches what is indicated on the approved Engineering Drawings. Inspecting tree trenching/coring is difficult to do when the site is already constructed. Therefore, the Landscape Development Inspector will need to verify the following:

- Depth of trench
- Scarification of the trench
- Width based on the approved drawings, tree root trench detail.
- Proper topsoil type based on approved drawing detail.

Photos will be required with scale references to be taken during the tree trenching construction. The Consultant must submit these photos, via ePlan with your CCC inspection application, to the Landscape Development Inspector for reference and review.

As a guideline:

- Photographs should be provided every 20m along the length of the boulevard or area that is being trenched as the site is being constructed.

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- Photos need to include the measuring tape showing the depth and width measurements of the tree root trench.
- Markers should be positioned along the trench to help distinguish the location where the photo was taken.
- Visual markers should also be used to reference the scale of the trench and the immediate surroundings which aid in the verification of length and depth of the trench.
- All photos must be provided as part of the inspection application in ePlan (if the Landscape Development Inspector did not conduct a site visit during construction), prior to the beginning of any CCC Inspections.

Trenching

12.2.2 Root Barrier Installation

Inspections involve evaluating the root barrier's location, depth, and integrity to ensure that it adequately restricts tree root growth, prevents damage to hardscape elements, and ensures the material used and installation is as per the approved drawings

12.2.3 Natural / Existing Landscape Features

Landscape Development Inspectors will:

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- Assess the site for compliance with natural area management plans; weed control as per Alberta Weed Control Act; absence of stockpiling and dumping, safety for passive use, functionality, and ensure the site is in its intended natural state.
- Any disturbance to the natural area will require full restoration to the City of Edmonton's satisfaction including a restoration plan to be submitted either as a redline or an In-Field Design Change Request.
- Ensure that the work is complete in accordance with any Federal and Provincial regulations and laws such as Migratory Birds Convention Act, Wildlife Act, and any applicable others.

12.2.4 Soil Cells

Determination of Improvement - is this an EPCOR improvement? If yes, this is not a City of Edmonton improvement and will not be inspected by a Development Inspector.

If this is a City of Edmonton Improvement- Procedure as follows:

Refer to your Servicing Agreement regarding the soil cell requirements. This process outlined below will be required for CCC. Prior to the construction of the Soil Cell Improvement, the Landscape Development Inspector must be notified of the pre-construction meetings. The Inspector will review all required documentation regarding the installation of the soil cells. Soil cell systems must be installed in accordance with the manufacturer's specifications and installation guidelines. The Consultant is responsible to provide the Landscape Development Inspector with the relevant manufacturer's installation details, including assembly instructions, soil media requirements, any structural specifications, and a schedule of construction. Failure to provide the required documents may result in delays, rejection of work, or the requirement for additional verification to confirm compliance with approved specifications.

At the time of the pre-construction meeting, the City inspector and Developer representatives (Consultant and Contractor) will, at the discretion of the Inspector, collaboratively discuss and define the best approach to document, monitor, and approve each hardstop. This includes determining whether verification will occur through physical on-site presence, photo documentation, or a hybrid of both.On-site inspection during the construction phase is the preferred method for verifying soil cell milestones. However, in instances where scheduling conflicts prevent an inspector from attending in person, photo

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documentation via the Google Soil Cell Form serves as the required alternative verification method.

The consultant is to document and verify each cell as follows:

Milestones for Soil Cell Infrastructure

1. **Excavation Completion and Subdrain Installation (if applicable)**
    - Inspect before backfilling the subdrain trench.
    - Verify the excavation dimensions (length, width, depth) match the approved plan.
    - Confirm subdrain pipe location, slope, and gravel surround are correct.
    - Photos: subdrain installed, subdrain trench aggregate depth, verification of excavation dimensions using a reference scale.

2. **Sub-Base Aggregate Placement**
    - Inspect sub-base before placing fabric or soil cells.
    - Confirm type and compaction of sub-base material.
    - Verify thickness (depth) of aggregate layer.
    - Supply SPD (Standard Proctor Density) results
    - Photos: sub-base aggregate fully placed and compacted, with dimensions.

3. **Soil Cells Installation**
    - Critical inspection milestone. Must notify the Inspector of the milestone date through the google form.
    - Inspect first row of cells for:
        - Proper alignment (posts vertical and straight).
        - No visible damage to cell structure.
        - Proper spacing according to the manufacturer's specifications.
    - Subsequent Layers of Soil Cells and Soil Backfill
        - Each cell layer stacked correctly.
        - Soil backfill material type (soil media must meet specifications).
        - Correct compaction and no contamination between lifts.
    - Photos: full view of first layer, close-ups of posts, grid layout, complete cell structure.
4. **Perimeter and Planting Space Dimension Check**
    - Inspect the prepared opening for the tree planting space.

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- Confirm dimensions and orientation/location match the approved plan.
- Photos: dimensions of openings before deck or surface installation.

5. **Deck Installation Over Soil Cells**
   - Inspect after deck framing or slab placement.
   - Confirm the structural slab or deck system is properly installed over the soil cells without loading walls improperly.
   - Photos: deck construction over cells.

6. **Fabric Installation**
   - Inspect fabric placement.
     Confirm non-woven geotextile type and correct installation without tears or folds.
   - Photos: fabric fully installed as per detail

Summary of Milestone Inspection Timing

Milestone	Documentation Focus
Excavation / Subdrain installation complete (if applicable)	Excavation matches drawings Drainage slope and material
Sub-base aggregate	Material type, compaction, thickness Must supply SPD results
Installation of soil cells	Layout, alignment, spacing
Planting space dimension check	Confirm dimensions and spatial orientation
Deck installation	Load protection
Fabric install	Full coverage, specified product used

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Photos shall be organized according to the Google Soil Cell Form for each contained cell and submitted to the assigned inspector. The Google Soil Cell form shall be completed for each soil cell within the improvement. Approved topsoil results shall be submitted with the application pre-screen for the soil cell improvement.

13. IN-FIELD DESIGN CHANGE REQUEST

Any landscape changes that deviate from the Latest Approved Engineering Drawings, whether occurring before construction, during construction, or during the maintenance period, must be documented either through a Redline Drawing or by submitting a Landscape In-Field Design Change Request Form.

The Landscape In-Field Design Change Request Form is intended to capture and approve changes during construction in a timely manner, helping to avoid delays to the construction schedule. It is typically used when proposed changes are simple and do not require consultation with additional partners or reviewers.

Redlines during construction may be required to document complex changes that require feedback from numerous partners/reviewers (ie EPCOR, Drainage, Ecology, Geotech, Erosion Control, Structural/Auxiliary, etc). If a proposed change has the potential to impact other partners/reviewers, a Redline Drawing should be submitted to ensure that all affected departments can review it and provide feedback.

All responses to all In-Field Design Change Requests will be provided within a target timelines of 3 business days, however, where further information is required or during busy inspection season, this timeline may increase to 7 business days response time. The response will be provided via email.

Consultant should submit via the form:

- Latest Approved Drawing PDF copy
- The proposed In-Field Design Change Request Drawing PDF copy

1. **PDF Drawings Markup Requirements**
    - All In-Field Design Change Requests changes must follow the City's standard process for Redline Drawings, as described in the City's Design and Construction Standards, Volume 1: General.

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- Cross out any applicable original information on the last approved, City-Stamped, drawing and add the request change beside it. This may be applicable, but not limited to area, legend, sizing, spacing, and details
- Any revisions are to clearly indicate where the change is happening.
- If substitutions are made, strike through the original plant species and update; all leader lines, symbols, labels, and plant lists indicating changes requested.
- Ensure compliance still meets applicable City standards (e.g., minimum tree planting density, diversity targets).
- Identify if depths of mulch thickness, or other installation details have been changed.
- Please markup the changes requested with colour that is not red, to differentiate from redlines.

2. Utility and Site Constraints

- Maintain applicable spacing (e.g., trees or required offsets as per City of Edmonton Standards

3. Quality of the PDF

- Clean, consolidated PDF file — no screenshots.
- High-resolution with legible text and symbols
- Ensure consistent scaling with the last approved drawing

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PART 3: INSPECTIONS AND CERTIFICATIONS

14. Servicing Agreement

14.1. Roles And Responsibilities

14.1.1. Landscape Development Inspector

The Landscape Development Inspector will ensure that the Municipal Improvements completed by the Developer and their representatives meet the requirements and standards set forth in the Servicing Agreement and approved Engineering Drawings. Duties include conducting site inspections, reviewing documentation, and certificate approval. Further details below:

- Act as a point of communication for the City of Edmonton with the Developer, or their representatives. Refer to the landscape Inspector Quadrant map
- Conduct inspections of the landscape Municipal Improvements during the CCC and FAC process to verify that the landscaping has been installed in accordance with the Servicing Agreement, the approved Engineering Drawings and any relevant specifications.
- Work with the Developer and their representatives to address any deficiencies or issues identified during the inspection. Ensure that the landscaping meets the City's Standards and approved Engineering Drawings.
- Review documentation related to the landscaping installations, such as Maintenance Logs and warranty information, to ensure that the Developer/ representative has met all of their obligations under the Servicing Agreement.

14.1.2. Developer/Consultant

When requesting a certificate for a Municipal Improvement, the Developer / Consultant shall ensure compliance with all applicable regulations and standards, conduct required inspections, address any deficiencies or issues that arise and adhere to the Warranty Period

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during which they are responsible for addressing any defects or issues. Other responsibilities include:

- Submit all necessary documentation and obtain approvals from relevant authorities for the proposed Municipal Improvement during the pre-construction phase.
- Ensure that the Municipal Improvement is constructed in accordance with approved drawings and specifications, as well as any applicable laws and regulations during the construction phase.
- Ensure that all required pre-inspections/audits are conducted and any deficiencies are addressed prior to application.
- Apply for a CCC when construction is complete. This involves submitting an inspection application, along with any required documentation, to demonstrate that the Municipal Improvement meets all applicable requirements and is in compliance with all relevant regulations and standards and the approved Engineering Drawings.
- Provide maintenance during the Warranty Period and address any defects or issues that arise with the Municipal Improvement following the issuance of the CCC.
- Ensure compliance with City Policy **IPM Policy C501A**, Pesticide Use Notification Form must be filled out for City review and approval.
- Conduct quality assurance checks throughout the project lifecycle to ensure that the project is meeting the required standards and specifications.
- Apply for FAC when the improvement meets all requirements as per City of Edmonton Standards, and the Servicing Agreement.
- Complete all required closeout procedures, including final inspections, obtaining necessary approvals, and providing all required documentation to the City.

14.1.3. Contractor

The Contractor shall:

- Build the project according to the approved Engineering Drawings and specifications, and ensure that all applicable regulations and standards are followed.

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- Ensure that the site complies with Alberta Occupational Health and Safety Regulations.
- Conduct quality control checks throughout the construction process.
- Completes regular maintenance as required, and as per the site maintenance schedule.
- Ensure that any defects or issues that arise are addressed in a timely and effective manner.

15. CONSTRUCTION COMPLETION CERTIFICATE (CCC)

When the Municipal Improvement has been constructed as per the approved Engineering Drawings, the Developer/Consultant can initiate the certification process. A CCC certificate will be issued after an approved on site inspection, and meets all requirements.

Refer to Appendix C for the complete Landscape Inspection Checklist.

15.1. CCC Inspection Season

Inspections for landscape CCC will be conducted by the City's Development Inspections Unit from **June 1 to October 15**. This window of time may be extended one week at a time, based on a review of the weather forecast, at the Landscape Development Supervisor's discretion. It is important to note that inspections are weather dependent.

For landscape CCC only inspections the final inspection date will be September 30. This is to ensure at inspection, there are no hazard trees, and that restricted noxious and noxious weeds are not going into plant dormancy so they are easily identified and controlled. After seasonal frost, site acceptance into City of Edmonton inventory is too difficult to assess.

Inspections will be scheduled chronologically once the pre-screen is approved. At the end of the inspection season, inspections will be completed as time permits, pending schedule availability and weather, first come first serve approach.

The following criteria will result in the end of the CCC Inspection season prior to the season cutoff date:

- Snow accumulation greater than 5cm in the last two weeks of the season, and/or

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- Multiple consecutive daytime temperatures below zero degrees Celsius leading up to the CCC season deadline.

15.2. CCC Pre-Inspection

Please note that CCC pre-inspections are no longer being conducted by the Landscape Development Inspector due to time constraints.

The Developer and their representatives are required to have their own CCC pre-Inspections as indicated in the Project's Servicing Agreement.

15.3. Consultant Requirements Prior To CCC Application

Prior to the CCC application, the Developer/Consultant must:

- Ensure all work is concluded and construction is complete as per the approved Engineering Drawings. All requirements as per the Servicing Agreements are met ie; soil test results, and required milestones have been fulfilled.
- Formally acknowledge that the improvement is complete and is free of safety hazards, operational and functional. This will be confirmed in the "Pre-Inspection Report and (optional) Checklist" supplied with the application for inspection. Note, this "Consultant Pre-Inspection Report and (optional) Checklist" is to be conducted within 30 days of applying for CCC inspection and noted on the report. (See Appendix G)
    - All deficiencies noted on the pre-inspection report must be remediated prior to application and for pre-screen approval. This includes replacement of all plant material not meeting CCC quality.
    - If there are no deficiencies noted, please indicate this on the pre-inspection report.

15.4. CCC Inspection Application

The CCC Inspection request must be initiated through eServices. An upload of supporting documents to the Inspection Documents folder of the specified ePlan Municipal Improvement is required.

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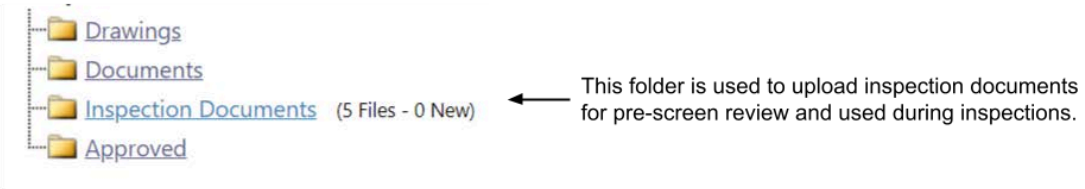

The upload to ePlan must include:

- CCC Landscape Inspection Request Form (Refer to Appendix D)
- Consultant Pre-inspection Report (See optional checklist Appendix G)
- The latest City approved Engineering Drawings (and landscape In-Field Change Request if applicable).
- PDF's should not be larger than 20 MB in size. PDF's can range in size. High resolution images, scanned documents and embedded fonts within the pdf will influence the size. This may create problems with uploading or viewing the document.
- The approved engineering drawings must be highlighted in green to identify the scope of the inspection, matching the specified improvement within the Servicing Agreement. (Refer to Appendix H). The highlighting needs to be translucent so that the plan elements are visible and not covered.
    - Include grading drawings, overall Landscape plans, Landscape notes and specifications, details sheet and any other pertinent information in the submission.
    - Do not use the color red to highlight as this may get confusing with redlined drawings.
    - The drawings must be submitted in a single PDF document.
- Soil sample testing results, and soil testing locations map, if the Municipal Improvement was initiated into circulation after April 1, 2021.

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- Topsoil Management Plan if required based on the project Test soil Analysis. (Refer to LDSC Vol 5. Topsoil section 02910). Any exceptions for this information to be required with CCC applications, must be pre-approved by the Landscape Development Supervisor.

Soil Testing Results and Seasonal Exceptions: Standard protocol requires that official soil lab analysis reports be supplied with the CCC application to verify topsoil standards for specific end-uses. During the regular season (April through August), these requirements must be met with all CCC landscape applications to be considered complete. However, as the season nears its conclusion (September 1st onwards), the City recognizes the need for increased scheduling flexibility. At the discretion of the Landscape Development Supervisor, and provided there has been proactive communication between the City and the Developer, a "Proof of Submission" for soil testing may be accepted in lieu of final results to expedite the booking of a CCC.

- Landscape Maintenance schedule between CCC and FAC to cover your Warranty Period. (refer to the Landscape Inspector Guidelines Website)
- Any other required documentation such as photos of site installations, manufacturer spec, or pre-construction requirements documentation.

Once the upload is complete, the Landscape Development Inspector will accept the task in ePlan and conduct a review of the submission package. This is called the Pre-Screen task. If the document submission is in order, the Landscape Development Inspector will approve the Pre-Screen task and schedule the Formal CCC Inspection.

See link for eServices instructions: eServices User Manual

See link for ePlan best practice: City_of_Edmonton_ePlan_Best_Practices_for_Consultants

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Construction Not Complete

Site Too Wet

Ready Site (Boulevard)

Ready Site (Outfall)

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15.5. CCC Inspection

The City will conduct the CCC Inspection within 30 days of the approved pre-screen.

For the on-site inspection, the following will occur:

- The Consultant and the Landscape Development Inspector will individually mark up their own Inspection Report.
- The Consultant and the Landscape Development Inspector may compare notes during and/or immediately after the inspection to discuss and confirm the deficiencies.
- The Consultant may take photos of the Landscape Development Inspector's inspection report after the inspection is complete, for reference.
- The Consultant shall provide their markup plan to the Landscape Development Inspector.
- The Landscape Development Inspector will share, via email, their inspection report with the Consultant, if requested, in order to confirm the noted deficiencies during the CCC Inspection process.
- The Consultant will have 14 calendar days (4.6.9 COE Standards) to complete the repairs for deficiencies, and request a re-inspection.
- A re-inspection will be requested through the Landscape Development Intake Request Form
    - No new deficiencies will be added to the list during the re-inspection, unless the deficiencies occurred between the initial inspection and re-inspection, and it creates an issue with its operation, functionality or safety.

Only one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified for the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.

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If the Consultant needs additional time to amend the deficiencies prior to the deadline, they may request, using the Google Form, to extend the re-inspection deadline. Extensions may be granted at the Landscape Development Inspector's discretion, keeping in mind that the CCC deadline is October 15th, and may be concluded early subject to weather.

When the inspection process is completed, the Landscape Development Inspector will input the inspection result in eServices. Where necessary, the inspection can be backdated to the last inspection date.

The Warranty Period will start once the inspection is approved in eServices.

15.6. CCC Inspection Appeal Process

If for any reason there is a disagreement with the deficiencies noted by the Landscape Development Inspector, the Developer/Consultant may request a review of the deficiencies list with the Landscape Development Supervisor. The Developer/Consultant must submit documentation of the deficiencies via email to the Development Services Supervisor within 5 days of the initial inspection. The Landscape Development Supervisor will review the request, and will provide an additional CCC inspection for the improvement including the Landscape Development Inspector(s) that conducted the initial CCC Inspection, and the Developer/Consultant within 5 days of the appeal. Any existing flag/s on the trees from previous inspection should be removed by the contractor prior to the appeal inspection. It should be noted that the Landscape Development Supervisor may note additional deficiencies to be added to the list or may remove deficiencies from the list. This version of the deficiencies list will be deemed final and no other appeals will be granted.

15.7. CCC Department Review Documentation Requirements

When the Landscape Development Inspector outcomes the site inspection result in eServices, the documentation package must be submitted by the Developer/Consultant within 30 business days of the approved CCC Inspection. If the Consultant does not complete the task within the 30 business days timeline, the inspection approval will expire in eServices, at which time the Consultant will have to reapply for CCC and the inspection process will restart.

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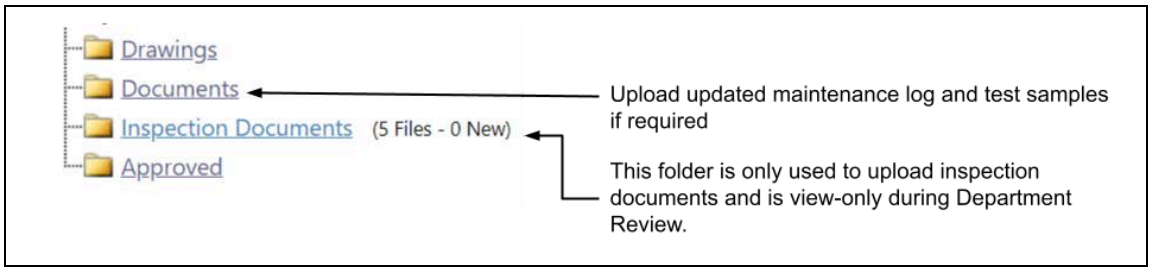
If an extension is to be requested, the Consultant will be required to provide written documentation to the Landscape Development Inspector as to why the extension is being requested.

- The City will review a complete documentation package within 60 calendar days of submission.

- If the documentation is submitted between June 1 and October 15, the review period may extend to 90 calendar days due to workload volume.

The following provides a guide on where the documents should be uploaded in ePlan:



If a documentation package is submitted and conforms to all requirements, the department review will be approved by the Landscape Development Inspector.

A documentation package that does not meet the requirements, will be returned to the applicant as revisions required. The CCC will not be approved until all requirements are met.

If all required documentation is not uploaded in ePlan within 30 business days, or after three (3) submissions with revisions required, the CCC Department review will be expired and The Consultant will need to reapply for a new inspection.

15.7.1. Requirements for landscaping CCC Department Review for site with a Servicing Agreement signed prior April 1, 2024

The required submission for the CCC documentation package in ePlan must include but is not limited to:

- Any relevant testing results (if required)

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- Updated Maintenance Schedule (if required)
- Other supplemental information requested by the Landscape Development Inspector for certificate approval.

15.7.2. CCC Department Review for site with a Servicing Agreement signed on or after April 1 2024

The required submission for the CCC documentation package in ePlan includes but is not limited to the following.

The CCC As-Built Must Include:

- The latest DEDR approved CAD drawing for the entire stage will be sufficient.
- A searchable PDF As-Built that clearly highlights the specific Municipal Improvement for certification.
- For FAC, a dedicated updated AutoCAD As-Built is required, showing only the specific improvement being taken into inventory. This must be accompanied by an updated searchable PDF As-Built.

Supplemental Documentation:

- Updated Maintenance Schedule (if applicable).
- Any relevant testing results (e.g., soil test reports, irrigation audits) if requested by the Inspector.
  Any additional information or documentation as specifically requested by the Landscape Development Inspector for CCC approval.
- All documents must match and cross-reference properly (AutoCAD files, PDFs, plant lists, grading plans, etc.)

15.7.3. CCC Only Department Review Documentation Package

Municipal Improvements that do not require FAC , as listed in the Servicing Agreement and will be taken over by the City after CCC (ex. Municipal Reserve, or Environmental Reserve where no improvement is added), will require a complete and accurate document package submission at CCC application.

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When FAC is not required for the Municipal Improvement, the required documentation submission in ePlan for the CCC only Department Review includes:

- Asset Cost Form (ACF) (refer to Appendix K)
- The As-Built Drawings Package must Include: (refer to Appendix K)
    - Searchable PDF File:
        - Must include the latest approved landscape engineering drawings accepted by the City.
        - Must comply with the City of Edmonton Design and Construction Standards.
        - Must be signed and dated by an Alberta Landscape Architect (either wet signature scanned or digitally certified signature).
        - The PDF file must match the AutoCAD DWG file submitted.
        - The PDF must be searchable (not a scanned image).
    - AutoCAD DWG File:
        - One single bound DWG file (no external references).
        - Georeferenced to 3TM-114 Grid Coordinates (WKID 3776).
        - Must highlight only the area(s) applicable for the CCC application.
        - Must include all applicable sheets and details for the improvement area.
        - Layer structure requirements:
            - Different topographic features must be placed on distinct layers (e.g., trees separate from shrub beds, asphalt, etc.).
            - Different geometry types must be separated: points, polylines, and polygons must each have their own layers.
            - Annotations, leader lines, title blocks, revision tables, notes, and borders must be separated from feature geometry layers.
    - 2D features representing areas (e.g., multi-use trails, shrub beds) must be closed polygons, not open polylines.
    - As-Built Paperwork (refer to Appendix K)
- Maintenance Logs (as required)

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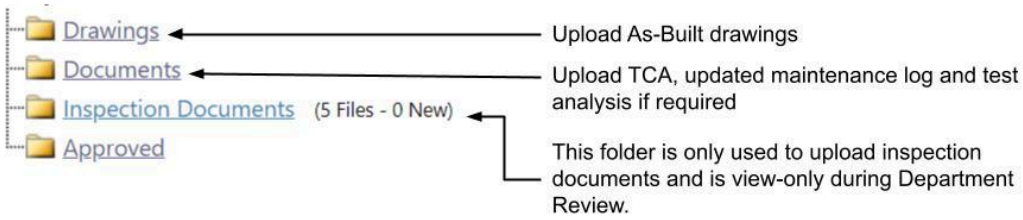
Drawings
Documents
Inspection Documents
(5 Files - 0 New)
Approved
Upload As-Built drawings
Upload TCA, updated maintenance log and test analysis if required
This folder is only used to upload inspection documents and is view-only during Department Review.

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15.8. CCC Process Flow Chart

A visual representation of the CCC approval process is shown below. The Project's Servicing Agreement provides additional information if required.

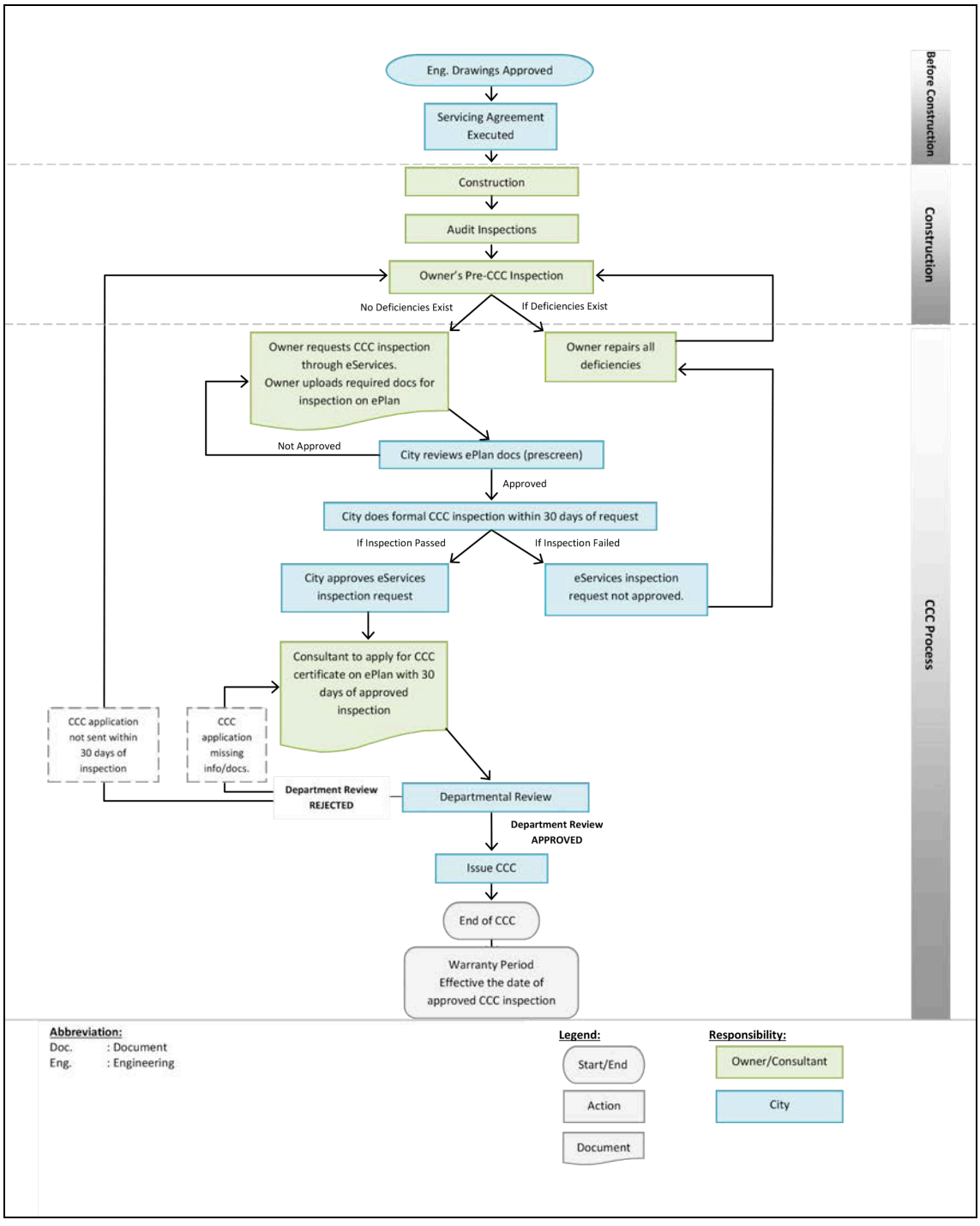

Figure 1: CCC Inspection and Documentation Review Process

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16. LANDSCAPE INSPECTION DEFICIENCIES

Any fault or defect that impedes functionality that may pose a safety hazard, does not meet City Design and Construction Standards, or deviates from the approved Engineering Drawings is considered a deficiency.

Refer to Appendix C for the complete Landscape Inspection Checklist for CCC.

16.1. Tree Inspection Deficiencies

Edmonton's City Council has the mandate to increase the overall urban tree canopy coverage in Edmonton by 20 percent. Trees provide ecological, social, and economic benefits to the City and its citizens. Trees are a very important and complex element of the urban landscape and deserve special consideration. The following sections provide details on specific areas of concern that should be taken into consideration when inspecting trees.

The Landscape Development Inspector will assess the tree's vitality, structure/form, and for pests or diseases. If assessed and one or a combination of deficiencies are noted, the tree may be rejected.

16.1.1. Pests and Disease

Pests and diseases on trees often have common indicators such as physical damage to the tree (i.e. an exit hole, a gallery, pests feeding on the leaf, and/or lesions in the leaf). A symptom is a tree's response to an insect or disease such as dead branches, thinning of the crown, and/or premature yellowing of the foliage. If there is uncertainty about what type of pest or disease is present, a sample can be taken from the tree and provided to a pest diagnostics lab by the Consultant and the results forwarded to the Landscape Development Inspector for reference.

The following actions should be taken when a pest or disease is found in a tree:

- If an active infestation of an insect or a disease is found on a tree at the time of inspection, the tree will be rejected as this is evidence of present activity by that organism. If signs or symptoms of insect or disease are present on a tree at the time of inspection, the tree may be rejected, at the discretion of the Landscape Development Inspector.

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- If the level of infestation can be controlled, then it is up to the Consultant and/or Contractor to determine an appropriate treatment plan and to perform the treatment. The Consultant and/or Contractor must provide a copy of the treatment plan and all logs of all treatments performed to the Landscape Development Inspector. The Landscape Development Inspector will re-inspect the tree after treatment is completed. It should be noted that the Landscape Development Inspector may reject the tree after treatment is applied if the level of infestation is not deemed controlled.
- Should a Regulated Pest be present, then all necessary procedures defined by the Canadian Food and Inspection Agency shall be followed.
- Should a Named Pest be present, then all necessary procedures defined by the City's Community Standards Bylaw 14600 shall be followed.

16.1.2. Tree Vigor

Tree vigor describes a plant's resilience under environmental stressors. It encompasses the overall health, growth capacity, and stress resistance of the tree.

The following factors are used in determining overall tree vigor:

- Evidence of insects and/or disease
- Decay
- Dieback/Deadwood
- Year-to-year comparison of internodal growth
- Appearance,density, and form of buds
- Foliage size, colour, and condition
- Canopy density and coverage
- Presence of epicormic growth and suckers
- Abundance of cones in young conifers

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- Seed and fruit production in seedless/fruitless deciduous varieties as well as an abundance of fruit/seed production across deciduous varieties

16.1.3. Tree Structure and Form

Tree structure and form refer to the shape or growth habit of a tree. There are many different tree forms, each with its own distinctive characteristics. Tree structure, along with tree vigor, is utilized to comprehensively assess the health potential of the tree.

Some common tree forms include:

- Columnar: These trees feature a tall, narrow shape, with branches growing vertically
- Conical (Also known as Pyramidal): These trees exhibit a cone-shaped form, with a single dominant trunk with upward-outward branching
- Weeping: These trees have drooping branches that create a flowing, cascading appearance.
- Spreading: These trees have a broad, spreading canopy, with branches that grow outward and downward.
- Vase-shaped: These trees have a broad, open canopy that flares out at the base, resembling a vase.

The form of a tree can be influenced by a variety of factors including genetics, pruning activities, and environmental conditions. Tree form can have important practical and aesthetic implications such as determining how much space a tree will require; how it will interact with other plants and structures in a landscape; and, what kind of visual impact it will have.

The following factors are used in determining tree structure and form:

- Crack: The separation of wood fibres and predisposed to failure
- Included Bark: This occurs when two stems or branches grow closely together and the bark grows inward, forming a V-shaped crotch. Included bark can weaken the union between the stems or branches and increase the risk of breakage

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- Codominant Stems: Two or more stems of approximately the same size arise from the same union
- Narrow Branch Angles: This occurs when a branch grows at a narrow angle from the trunk or main stem, rather than a wider, U-shaped angle. Narrow branch angles can weaken the branch attachment and increase the risk of breakage
- Overextended Branches: This occurs when a branch grows too long without adequate support from other branches, resulting in a weak attachment point that can break easily
- Trunk Injury: Injury affecting tree health
- Poor Trunk Taper: This occurs when the diameter of the trunk does not decrease gradually as it moves upward, resulting in a weak point in the tree's structure. Exposed tree collar
- Poor Structure: When the tree's structure is deformed and defective/unsightly and not properly pruned or maintained, it may develop weak branches or a lopsided crown, which can increase the risk of damage from high winds or heavy snow
- Crown Imbalance: This occurs when one side of the tree's crown is significantly larger or heavier than the other, putting extra stress on the weaker side
- Crook, Sweep in the Trunk; This is characterized by a leaning lower trunk and a more upright top
- Tree Root Issues: The roots of a tree may show signs of damage or decay, which can lead to instability and potentially cause the tree to fall. Signs of root issues may include soil heaving, soil erosion, and exposed roots

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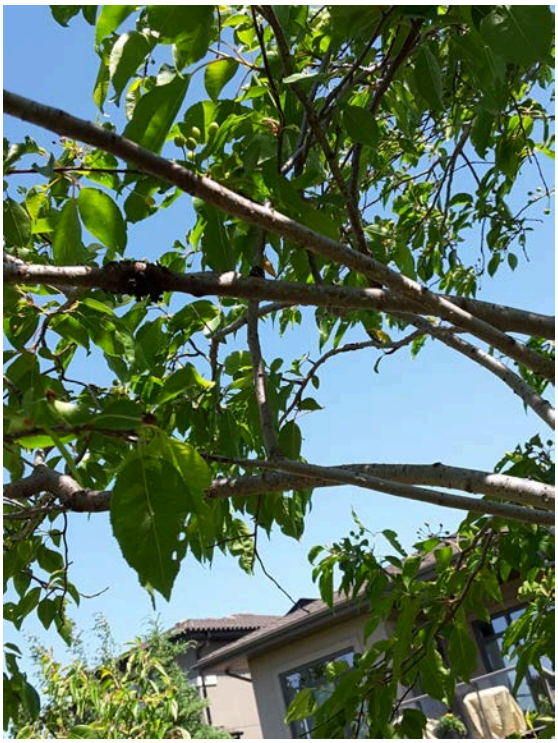
16.1.4. Examples of Some Common Tree Deficiencies

Sawfly



Black Knot

Ash Borer

Birch Leaf Miner

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Epicormic Growth

Small Leaves and Thin Crown

Crown/Root Gall

Pitch Moth

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Dessicated Aspen

Heavy Seed production

Thin Canopy (Recently Installed)

Thin Canopy and Light Coloured Foliage

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17. WARRANTY PERIOD MAINTENANCE

The Warranty Period begins upon CCC approval, during which time the Developer must conduct maintenance activities, repair deficient areas, and maintain the Municipal Improvement in accordance with the Project's signed Servicing Agreement and the City's Design Construction Standards. The Developer/Consultant is responsible for repairing any damage or deficiencies within 30 days of written notification from the City. If deficiencies are not repaired and FAC is not obtained within the prescribed timelines, the City may draw on the security holdback to carry out the repairs.

The Developer must establish and maintain all plant material and turf areas in acceptable, vigorous, and healthy growing conditions. The Consultant/Contractor must conduct regular inspections, respond to complaints, make necessary repairs, provide maintenance services, and document all work performed during the Warranty Period, per the City's Design and Construction Standards, Volume 5, Section 4.9.

Safety concerns during the Warranty Period should be immediately repaired.

The maintenance start date will correspond to the on-site CCC Inspection approval date.

Some deficiencies noted during the CCC Inspection are allowed to be repaired during the Warranty Period. These exceptions are permitted at the discretion of the Landscape Development Inspector and must be clearly noted on the Deficiency Plan.

Deficiencies noted during inspections may include, but are not limited to:

- Maintenance pruning
- Structural pruning, as outlined by the Landscape Development Inspector
- Prohibited noxious weeds must be destroyed. Noxious weeds must be controlled by means of prevention, control, and destruction of weeds. Refer to the Alberta Weed Control Act for additional information.
- Minor straightening of tree stakes
- Some turf deficiencies (minor ruts, snow grader damage, etc)
- Trip hazards - must be remediated immediately as a safety concern
- Unacceptable ruts - may be classified as a trip hazard.

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The Warranty Period Maintenance Log shall include, but not be limited to, the following information:

- Watering (Date, Time, Volumes, Locations, Duration)
- Turf (Date, Time, Locations, Activity ie: mowing, reseeding)
- Fertilizing (Date, Time, Locations, Product, Volumes)
- Tree/Shrub (Date, Time, Locations, Activity ie: replacements, mulch, tree stakes)
- Weeding and/or herbicide application (Date, Time, Locations)
- Litter removal (date, Locations)

The Maintenance Log shall be provided individually for each Municipal Improvement vs for a stage.

If subcontractors were used during the maintenance of the project, the Contractor must coordinate with them to ensure that any defects or issues related to their work are addressed during the Warranty Period.

18. FINAL ACCEPTANCE CERTIFICATE (FAC)

At the end of the Warranty Period, the Developer/Consultant may apply for a Final Acceptance Certificate (FAC). Upon approval of the FAC, the City will take the asset into the City of Edmonton inventory and all responsibility for the maintenance of the work will transfer to the City.

Before the FAC is issued, the entire Municipal Improvement must be in conformance with the Project's Servicing Agreement and inspected for the establishment as per the City's Design and Construction Standards.

18.1. FAC Inspection Season

Inspections for Landscaping Final Acceptance Certificates (FAC) will be conducted by the City's Development Inspections Unit from June 1 to September 30 as per the City of Edmonton Landscaping Standards, Volume 5-weather dependent. An extension of 1 business day in recognition of Truth and Reconciliation Day (a federal statutory holiday) will be granted, if this day falls on Monday through Friday prior to September 30. Municipal

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Improvements with a FAC anniversary date that falls after August 1 are eligible to apply for early inspection after August 1 in the following year as outlined in **the Servicing Agreement.**

The City may conduct audits before June 1st, weather permitting (with Landscape Development Inspector's discretion).

Inspections will be scheduled on a first-come, first-served basis. At the end of the season, inspections will be completed as schedules and weather permit.

The following criteria will result at the end of the FAC Inspection season:

- The occurrence of "Hard Frost"
    - Hard Frost is defined as 4 consecutive hours of below minus 4 degrees Celsius, as reported by Environment Canada Weather Site.
    - Should Hard Frost occur, the FAC Inspection season will end for caliper trees to be accepted into City's inventory.
- Snow accumulation greater than 5cm in the last two weeks of the season.
- Multiple consecutive daytime temperatures below zero degrees Celsius leading up to the FAC season deadline.

Note that in order for trees to be inspected, they must be in full leaf in order to assess their health and vitality.

Inspections for Landscape Amenities and Fencing will be conducted throughout the year, weather permitting. Snow must be cleared from the improvement in order for the Landscape Development Inspector to complete the inspection.

18.2. FAC pre-Inspection

Please note that FAC pre-inspections are no longer being conducted by the Landscape Development Inspector due to time constraints.

The Development and their representatives are required to have their own FAC pre-inspections inspections as indicated in the Servicing Agreement. The templates for the consultant pre-inspection report and (optional) checklist are available in Appendix G of this document.

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18.2.1. Examples of Sites NOT Ready to Request FAC Inspections

Turf not ready for FAC

Deficient tree well

Construction fencing prohibits inspection of trees and turf

Noxious and restricted Weeds must be eradicated for FAC. All other weeds must be controlled

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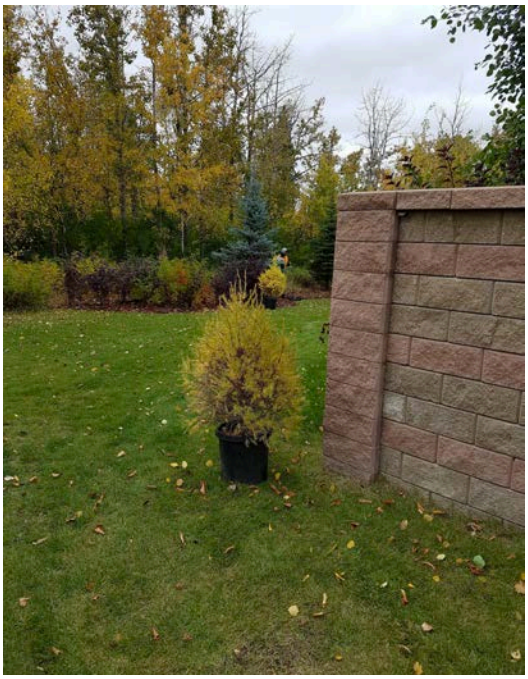
The tree has low vitality and will not be accepted into the City inventory. This tree should have been replaced prior to requesting an inspection



Site not ready as plant material has not been installed prior to the recheck

Site is not ready for inspection

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18.3. Consultant Requirements Prior To FAC Application

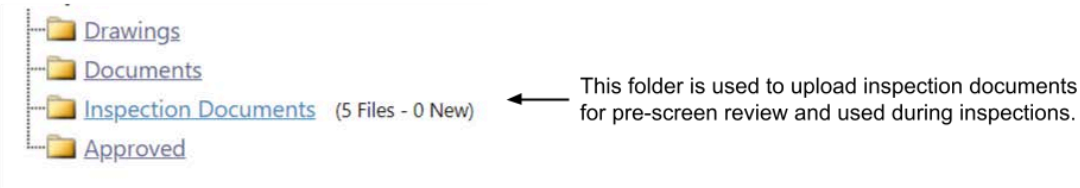
Prior to the FAC application, the Developer/Consultant must:

- Ensure all work is concluded and construction is complete as per the approved Engineering Drawings.
- Formally acknowledge that the improvement is complete and is free of safety hazards, operational, and functional. This will be confirmed in the "Consultant Pre-Inspection Report and (optional) Checklist" supplied with the application for inspection. (Refer to Appendix G). Note, this "Pre-Inspection Report and (optional) Checklist" is to be conducted within 30 days of applying for FAC inspection.
    - All plant material that is not acceptable is to be identified on the report and is to be rectified prior to inspection.
    - General comments made on the report with no other specific concerns will not be accepted. In the instance where there are no deficiencies, please indicate no deficiencies on the report.

18.4. FAC Inspection Application

The FAC Inspection request must be initiated through eServices. An upload of supporting documents to the Inspection Documents folder on the specified ePlan Municipal Improvement is required.

Consultants upload documents to ePlan for FAC pre-screen review in this configuration:



The upload to ePlan must include:

- FAC Landscape Inspection Request Form (Appendix D)
- Consultant Pre-inspection Report (Appendix G)

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- The latest City stamped, approved Engineering Drawings (and/or Redline Drawings). If any changes have occurred from the approved Engineering Drawings, upload the approved updated plans. Failure to provide the updated plan may result in an incomplete inspection and FAC rejection.

    - The drawings must be highlighted in green to identify the scope of the inspection, matching the specified improvement within the Servicing Agreement (Refer to the Landscape Inspector Guidelines Website). The highlighting needs to be translucent so that the plan elements are visible and not covered.

    - Where amenities are included as part of the Municipal Improvement, highlight each amenity and detail pertinent to that improvement. This is required to ensure that the Landscape Development Inspector coordinates a joint inspection with an Infrastructure Maintenance Inspector for the amenities.

    - Do not use the color red to highlight as this may get confusing with redlined drawings.

    - The drawings must be submitted in a single PDF document.

    - Include grading drawings, overall Landscape plans, Landscape notes and specifications, details sheet and any other pertinent information in the submission

- A Maintenance Log for landscaping improvements.

- Optional: Pre-Inspection Report Checklist (Refer to Appendix G)

Once the upload is complete, the Landscape Development Inspector will accept the task in ePlan and conduct a review of the submission package. If the document submission is in order, the Landscape Development Inspector will approve the Pre-Screen task and schedule the FAC Inspection.

See link for eServices instructions:

City of Edmonton eServices User Manual

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See link for ePlan best practices:

City of Edmonton ePlan Best Practices for Consultants

18.5. FAC Inspection

The City will conduct the FAC Inspection within 30 days of the approved pre-screen.

For the on-site inspection, the following will occur:

- The Consultant and the Landscape Development Inspector will individually mark up their own Inspection Report.
- The Consultant and the Landscape Development Inspector may compare notes during and/or immediately after the inspection to discuss and confirm the deficiencies.
- The Consultant may take a photo of the Landscape Development Inspector's inspection report after the inspection is complete when requested, for reference.
- The Landscape Development Inspector's notes are based on observed existing conditions at the time of an inspection and are representative of deficiencies observed during that particular active inspection for a particular Municipal Improvement.
- The Consultant may, at their discretion, need to revisit the site to note existing site conditions for the accuracy of the final as-built drawings. The Consultant shall provide a marked-up plan that captures their observations to the Landscape Development Inspector if requested.
- The Landscape Development Inspector may share, via email, the City copy marked-up plan with Consultants, if requested, in order to confirm deficiencies.
- The Consultant will have 14 calendar days to complete the repairs for the deficiencies, as required, and request a re-inspection
- Request a re-inspection via Google form, the Landscape Development Intake Request Form

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- No new deficiencies will be added to the list on the re-inspection unless the deficiencies create a safety issue, are significant in nature, or are not completed within 14 calendar days of the previous FAC Inspection date

Only one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified at the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.

If the Consultant needs additional time to amend the deficiencies, an extension request may be made via the google form but must be made prior to the 14 calendar day recheck deadline. Extensions may be granted at the Landscape Development Inspector's discretion. All FAC inspections or extensions are subject to the Sept 30 deadline.

When the inspection process is completed, the Landscape Development Inspector will input the inspection result in eServices.

18.6. FAC Inspection Appeal Process

If, for any reason, there is a disagreement with the observations of the Landscape Development Inspector, the Developer/Consultant may request a review of the deficiency list by the Landscape Development Supervisor. The Developer/Consultant shall collect documentation for the deficiencies in question and present them to the Landscape Development Supersvisor via email within 5 business days of receipt of the deficiency list. Upon review, the Landscape Development Supervisor, along with the Landscape Development Inspector(s) that conducted the initial FAC Inspection and Developer/Consultant will inspect the entire site within 14 calendar days of the appeal. It should be noted that the Landscape Development Supervisor may note additional deficiencies to be added to the list or may remove deficiencies from the list. This version of the deficiency list will be deemed final and no other appeals will be granted.

18.7. Extending Establishment Periods

Establishment of landscapes can be observed and assessed through the general growth of the vegetation over time. Acceptable establishment means an increase in plant vegetative growth and quality from the time it was planted, whereas a non-established plant remains static or has a decrease in overall plant and vegetative growth. The establishment includes,

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but is not limited to, being well-rooted, exhibiting vitality (thriving in the given environment) and, requires reduced levels of maintenance.

For landscape inspections where FAC is rejected due to deficient plant material, an extended establishment period is required for the improvement before re-applying for FAC.

The landscape inspection establishment period will be extended until the following growing season for sites with:

- 25 shrubs or less, where 50% or more of the total shrubs have not been established.
- More than 25 shrubs, where 25% or more of the total shrubs have not been established.
- 10% or more of the turf that has not been established:
    - A concentrated bare area is considered as a deficiency and must be remediated.
    - On arterial roads only, an offset of .5m from the edge of asphalt, deficient turf will be permitted as an exception to the 10% ratio.
- If over 10% of the trees are rejected and replaced on sites with 41 or more trees, or when tree root balls were disturbed during the current year, the site will be rejected.
- If over 25% of trees are rejected and replaced on sites with 40 trees or less, or when tree root balls were disturbed during the current year, the site will be rejected.

When the site encounters any of the scenarios above, the Developer may re-apply after 12 months of establishment, or August 1st of the following year, as per the City's Design and Construction Standards, Volume 5, Section 4.8.2 (Warranty Period). Should the site be rejected because of tree conditions, the Developer may, alternatively, pursue a FAC Tree Buyout. Refer to Section 19.0 of this document for more details on FAC Tree Buyout eligibility.

Should a landscape inspection be canceled due to weather or because the FAC Inspection season has ended, the inspection may be applied for the following growing season, as soon as the FAC Inspection season begins.

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18.8. FAC Department Review Documentation Requirements

Following an approved FAC site inspection result in eServices, the documentation package must be submitted through **ePlan** by the Developer/Consultant **within 30 business days**. Failure to submit within 30 business days will result in the expiration of the inspection approval, and the Consultant must reapply for FAC.
If an extension is needed, a written request must be submitted to the Landscape Development Inspector explaining the circumstances.

- The City will review a complete documentation package within 60 calendar days of submission.

- If the documentation is submitted between June 1 and October 15, the review period may extend to 90 calendar days due to workload volume.

Submissions must be complete, accurate, and internally consistent. All documents must clearly and unambiguously represent only the area(s) being submitted for FAC Department Review.

18.8.1. FAC Department Review for site with a Servicing Agreement signed prior April 2024

Projects with Servicing Agreements Signed Prior to April 2024 required submission for the FAC documentation package in ePlan includes, but not limited to:

- **Asset Cost Form (ACF Form)**
    - Excel format (.xls).
    - Available at: Landscape Inspector Guidelines | City of Edmonton

- **The As-Built Package:**
    - **Searchable PDF File:**

        - The as-built drawings must accurately reflect the final, constructed conditions of an improvement/asset, not just the original design. Key requirements include documenting all field modifications, exact

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dimensions, material changes, and utility locations, labeled as "As-Built".

- Must be signed and dated by an Alberta Landscape Architect (either wet signature scanned or digitally certified signature).
  - The PDF file must match the AutoCAD DWG file submitted.
  - The PDF must be searchable (not a scanned image).

- **AutoCAD DWG File:**
  - One single bound DWG file (no external references).
  - Georeferenced to 3TM-114 Grid Coordinates (WKID 3776).
  - Must highlight only the area(s) applicable for the CCC application.
  - Must include all applicable sheets and details for the improvement area.

  - Layer structure requirements:
    - Different topographic features must be placed on distinct layers (e.g., trees separate from shrub beds, asphalt, etc.).
    - Different geometry types must be separated: points, polylines, and polygons must each have their own layers.
    - Annotations, leader lines, title blocks, revision tables, notes, and borders must be separated from feature geometry layers.
    - 2D features representing areas (e.g., multi-use trails, shrub beds) must be closed polygons, not open polylines.

- **Year planted for trees (PDF):**
  - A separate searchable PDF indicating the year planted for all trees (see Appendix L).
- **Additional Documentation (if Required):**
  - Maintenance Logs
  - Any other requested records (e.g., spray logs, correspondence).
  - For playgrounds: A Letter of Warranty for the playground structure and pour-in-place surfacing.
  - Any other records specifically requested by the Landscape Development Inspector.

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18.8.2. FAC Department Review for site with a Servicing Agreement signed by April 2024 and after

- **Asset Cost Form (ACF Form):**
  - Excel format (.xls).
  - Fully completed with accurate values and quantities.

- **CAD As Built submission is required if changes have occurred during CCC and FAC**

- **PDF File of As-Built Drawings:**
  - Signed and dated by an Alberta Landscape Architect (either scanned wet signature or digitally certified).
  - PDF must match the original approved site conditions and be fully searchable (not a scanned image).
  - Drawings must clearly show the area(s) applicable for FAC inventory.
- **Year planted for trees (PDF):**
  - A searchable PDF copy indicating the year planted for all trees (refer to Appendix L)
- **Additional Documentation (if requested):**
  - Log Maintenance may also include any Spray application record (for pesticide or fertilizer applications).
  - Playground structure and pour-in-place surface warranties (if applicable).
  - Any other records specifically requested by the Landscape Development Inspector.

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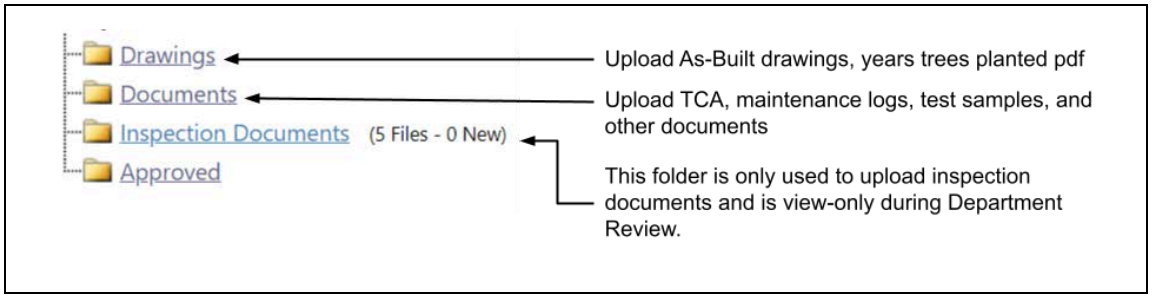
The following provides a guide on where the documents should be uploaded in ePlan:



If a documentation package is submitted and conforms to all requirements, the department review will be approved by the Landscape Development Inspector. This will mark the end of the Maintenance Period and the FAC certificate will be issued.

If Revisions Are Required as a Second Submission: upload the updated document using the same file name so it can be viewed as a new version (i.e. V.2) in order to avoid any confusion.

A documentation package that does not conform to the above-noted requirements is considered deficient. When revisions are required in the documentation package. The FAC certificate will not be issued until all deficiencies have been addressed in the documentation package submission.

If correct documentation is not uploaded in ePlan within 30 business days, or after three (3) attempts are made to submit and the submission package still does not meet requirements, the application will be rejected. The Consultant will need to apply for a new inspection, within the inspection season, as per City Standards.

18.9. Common Accuracy Items In As-Built Drawings

- Correct species and locations
- Correct quantities, including labels and plant lists
- CAD drawings are bound (one .dwg file including refs, base plans, details etc.)
- All sheets are included for area inspected including details specific to the highlighted improvement (refer to Appendix K)
- Only the area being taken into inventory is shown on the as-built. Areas with other improvements can be grayed out, removed from the drawing set, or the

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improvement in question can be highlighted. It must be clear from the as-built plan which assets are being taken into inventory with the specific improvement.

- If grading has changed from the approved drawing, an updated grading plan must be submitted with the as-built.
- Linework and hatches are shown correctly as required
- ACF form is completely filled out and has correct values and quantities
- Documents submitted are only for the improvement being applied for
- All submitted documentation correspond to each other and accurately reflects the site

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18.10. FAC Process Flowchart

- The FAC process flowchart below visually summarizes the steps involved in obtaining an approved FAC from the City. The Project's Servicing Agreement provides additional information if required.

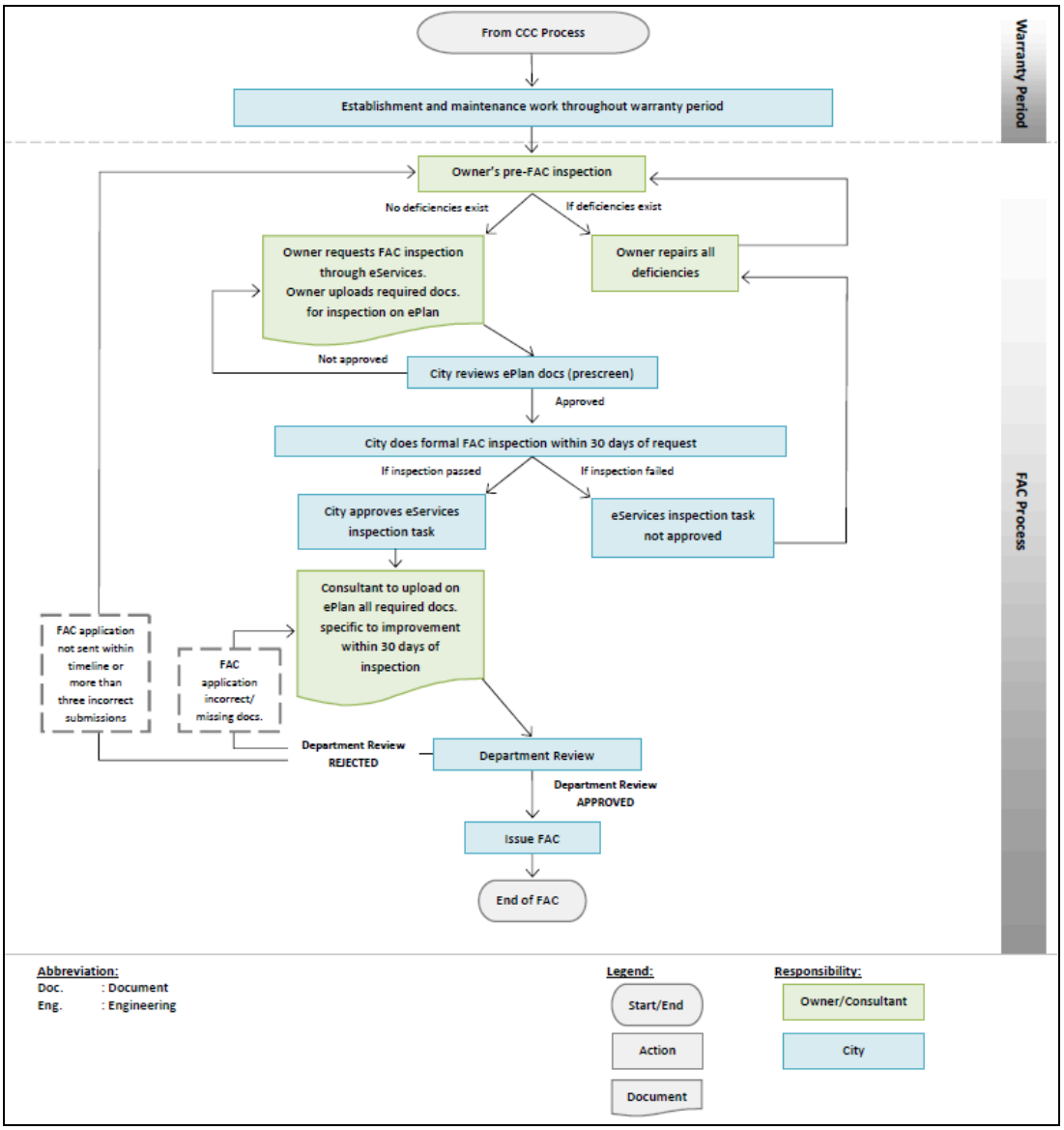

Figure 2: FAC Inspection and Documentation Review Process

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PART 4: SUPPLEMENTARY MUNICIPAL IMPROVEMENT INFORMATION

19. FAC TREE BUYOUT PROGRAM

The Final Acceptance Certificate (FAC) Tree Buyout Program is an option when trees do not meet the City's FAC acceptance criteria outlined in the City of Edmonton Design and Construction Standards, Volume 5, Section 4.9.2.

Under the program, the City will provide an estimate to the Developer to cover the replacement and/or maintenance cost of deficient trees. Buyouts apply to

- Tree deficiencies exceeding the maximum allowable replacement percentage in the current year. These sites must have had a FAC inspection in the previous year, and not met the FAC requirement for certification.

The Tree Buyout Program is not intended as an alternative method to deliver a site for FAC acceptance. Access to the Buyout Program is reviewed annually based on demonstrated due diligence and best efforts by the Developer to maintain healthy, growing trees. This includes appropriate maintenance during the warranty period, such as fertilization, pruning, and tree replacement as required. Any tree identified in a prior year's inspection as having untreatable pests, disease, or damage must be replaced before future FAC inspections. Failure to replace these trees will result in the site being deemed 'not ready,' and the municipal improvement will be ineligible for a tree buyout. The City retains full discretion in determining eligibility for a Tree Buyout. Additionally, the site must be free of all other deficiencies unrelated to trees to be considered eligible, as outlined below.

19.1. FAC Tree Buyout Eligibility

FAC Tree Buyouts will be considered by the City of Edmonton on sites where all of the following criteria apply:

- All deficiencies not identified as part of the Buyout must be remediated prior to proceeding with the site re-inspection.
- The site is over the maximum allowable percentage of rejected and/or deficient trees:

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  - For sites with 41 or more trees, 10% of the trees are rejected or root balls disturbed within the current year.
  - For sites with 40 trees or less, 25% of the trees are rejected or root balls disturbed within the current year.
  - Sites requiring pruning maintenance.
  - Additional pest control on trees is required.
- Must have a previously rejected FAC Inspection and the current FAC Inspection would be rejected, if not proceeding with the Buyout.
- All of the required paperwork and payment in the form of a cheque must be submitted within the outlined timelines. Otherwise, the City reserves the right to reject or cancel the Tree Buyout application.

NOTE: All trees identified as part of the Buyout Deficiency Plan will be included in the Buyout estimate and must not be replaced or altered for the Tree Buyout agreement to proceed. If the deficient trees noted for buyout are altered in any way, the site will not be eligible for FAC until the following year. City of Edmonton Forestry Department reserves the right to replace trees in natural or naturalized areas with smaller plant material at an equivalent rate of substitution (rates outlined in the City of Edmonton Landscape Design and Construction Standards), in place of ball & burlap trees. The City of Edmonton Forestry Department will make the final decisions regarding replacements and maintenance of the trees once the buyout agreement is signed and executed.

19.2. Roles And Responsibilities

19.2.1. Landscape Development Inspector

- Confirm with the Consultant that the Municipal Improvement is eligible for a Tree Buyout.
- Provide the cost estimate to the Developer or their representative.
- Approve the FAC Inspection on eServices once payment is received from the Developer.

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- Review documents for accuracy and completeness once they are uploaded into eplan.
- Outcome FAC in eplan
- File all appropriate documents in the project folder.

19.2.2. Consultant

- Communicate to the Development Inspector the intention to achieve buyout for FAC at the onset of the initial inspection. This gives the inspector the insight to make a decision based on whether a tree is FAC ready or could the contractor continue to monitor or further maintain the trees to have trees eligible for FAC.
- Submit the required Tree Buyout documents to the City of Edmonton once the initial inspection is completed with a marked up plan indicating buyout deficiencies
- Ensure all submitted documents are accurate and complete.
- Maintain ongoing communication of intent with the Developer and the Landscape Development Inspector during the Buyout process.
- Ensure all necessary documents and required payments are submitted within the specified timeline.

19.2.3. Developer

- Initiate the Tree Buyout process with their Consultant.
- Authorize the intent to proceed with the buyout prior to the initial inspection, and sign the agreement form for the Tree Buyout.
- Provide payment to the City of Edmonton within the specified timeline. (At the latest November 30, of the current year).

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19.2.4. Contractor

- Must not replace any trees for Municipal Improvement following the initial FAC Inspection.
- Continue to maintain the site until the FAC buyout process is complete and FAC is issued.

19.2.5. Landscape Development Inspector Supervisor

- Sign the appropriate documents.
- Confirm the disbursement of funds with the Development Engineer and the Development inspector to proceed with document review

19.3. FAC Tree Buyout Application

All Information and documentation can be found on the City's Tree Buyout Website.

After the initial FAC Inspection, the Consultant must request a Buyout via the Tree Buyout Application Form for Phase 1 and then Phase 2.

19.3.1. Phase 1 of Tree Buyout Application

Using the current year buyout application form the applicant will provide a FAC Tree Buyout application request. The Landscape Development Inspector will confirm whether or not the site is eligible for the Tree Buyout Program within 2 business days either with a verbal or written confirmation.

19.3.2. Phase 2 of Tree Buyout Application

Using the current year's Tree Buyout Application Form, The applicant must provide the following documents within 5 days of approval of Phase 1:

- Tree Buyout Deficiency Inspection Plan
    - The plan must highlight and identify only the trees and the specific deficiencies included in the Buyout (refer to Appendix J)

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- Tree Buyout Cost Estimate
    - Note, additional Buyout deficiencies identified during the re-inspection may require an updated cost estimate.
- Alberta First Call
    - Uploading the most recent Alberta First Call data could potentially lower hydrovac costs. This action is optional and can be carried out at the developer's or consultant's discretion in this phase.
- Tree Buyout relocation:
    - Where trees can not be planted as per the approved design, please provide us with a potential new tree planting plan for review. Tree Buyout Application Form

19.3.2.1. Timeline after documents are uploaded:

- Within 5 business days of the Buyout estimate request, City Forestry will provide a Tree Buyout Estimate to the Landscape Development Inspector for review. The Landscape Development Inspector will forward the Tree Buyout Estimate to the consultant for review.
- Within 10 business days of the initial inspection the Consultant will apply for a re-inspection using the current year's Link Landscape Development Intake Request Form. This re-inspection will confirm all non-tree deficiencies are rectified and confirm that all the tree buyout deficiencies correspond to the Buyout Documents;
- Following the re-inspection, proceed to Phase 3 of the Buyout process.

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19.3.3. Phase 3 of Tree Buyout Application

Finalization of the Tree Buyout Process will require:

- A complete and signed FAC Tree Buyout Declaration Form from the Developer:
    - A digital copy must be uploaded in the Phase 3 portion of the Buyout Google Form and a signed physical form must accompany the payment.
- The Developer must submit the signed FAC Tree Buyout Declaration Form and the payment cheque (payable to the City of Edmonton) no later than December 15 of the current inspection year. No buyouts will be accepted after this date.
- **Submission must be made by mail or courier to:**
    - *Development Servicing Agreement Unit*
      Attention: (Provide DSA Engineer's Name) + Servicing Agreement #
      2nd Floor Edmonton Tower
      10111-104 Avenue NW
      Edmonton AB T5J 0J4.
    - *Courier: Please note that the letter needs to be dropped ETS Lost and Found & Edmonton Service centre mail, 2nd floor, Edmonton Tower, between 8.30 am to 3.30pm*
    - ***Do not drop into the Mail Drop off***
- IMPORTANT: Please do not use the afterhours drop off mailbox as this has previously caused delays in document receipt.
- The cheque must be marked, "Tree Buyout + Servicing Agreement Reference Number".

The Development Engineer will notify the Landscape Development Supervisor once the payment cheque and the signed Tree Buyout Declaration Form have been received.

Upon confirmation that the payment amount matches the approved Tree Buyout estimate, the Landscape Development Supervisor will:

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- Sign the Tree Buyout Declaration Form;
- Notify the Landscape Development Inspector that the signed form is complete and the Tree Buyout is approved;
- Confirm disbursement of the Buyout funds with the Development Servicing Agreement Engineer.

Once these steps are completed, the Landscape Development Inspector will:

- Approve the Tree Buyout and corresponding FAC Inspection in eServices.

The file will then proceed to the Department Review Task in ePlan for final processing.

For information on the required documentation for FAC Department Review and submission procedures, please refer to Section 18.8 of this document.

All documents pertaining to the FAC Tree Buyout Process will be saved in the project folder.

19.3.4 Maintenance End Date

The Developer and their representatives will be required to continue maintaining the asset until the Tree Buyout payment, Tree Buyout documentation and required FAC documents have been received by the City. The City will be monitoring the site throughout the Maintenance Period and reserves the right to cancel or reject the Tree Buyout Process, should the Developer and their representatives fail to maintain the site, to the safety, or function of the improvement.

20. AMENITIES INSPECTIONS

Refer to the City's Design and Construction Standards, Volume 5, Section 8.2 (Supplementary Standards, Manufacturer's Manual, Servicing Agreement, and Engineering Drawings) as primary inspection guides.

20.1 Roles And Responsibilities

20.1.1. Playspace and Furniture Operational Inspector

- Conduct Hardstop Inspections.

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- Conduct CCC and FAC Inspections.
- Provide the Consultant with a written report following the CCC/FAC Inspection.
- Update eServices whether the inspection is Approved or Not Approved.

20.1.2. Landscape Development Inspector

- Review and approve pre-screen and department review submissions in ePlan.
- Assign Playspace and furniture Inspector to the Municipal Improvement in eServices.
- File CCC and FAC Inspection documents, including inspection reports in the project Google Drive.

20.1.3. Transportation Development Inspector

- Review and inspect hard surfacing related to the stage of development.

20.1.4. Developer/Consultant

- Invite applicable partners to a pre-construction meeting, where the scope of work, schedule, timelines and communication plans are discussed.
- Contact the appropriate Municipal Improvement Inspector to arrange Hardstop Inspections prior to CCC Inspections.
- Apply for CCC and FAC Inspections through eServices.
- Upload all required documents for inspection and certification through ePlan.

20.1.5 Contractor

- Construct the Municipal Improvement, as per the approved Engineering Drawings and specifications.

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20.2. Pre-Construction Meeting

The Consultant/Developer is required to invite all applicable partners to a kick-off or pre-construction meeting where the scope of work, schedule, timelines, communication plans and any other relevant business will be discussed. At minimum should be Development Landscape Inspector, Development Transportation Inspector (if scope apply), Infrastructure Maintenance Operation (Brett Chartrand), Contractor.

20.3. Hardstop Inspection Application

To schedule a Hardstop Inspection, the Consultant must contact the appropriate Municipal Improvement Inspector via email or phone:

- Brett Chartrand, Operational Team Leader Site Furnishing (**Brett.chartrand@edmonton.ca**)
- And if applicable Development Transportation Inspector Supervisor (Trevor Singbeil, **trevor.singbeil@edmonton.ca**)

The Operational Inspector and Transportation Development Inspectors will document the required audits using a Construction Hardstop Inspection Form, in which the Consultant must upload a completed form when applying for CCC.

20.3.1. Hardstop Inspection Stages

Required Hardstop	Inspection Team *
Base excavation and sub-base compaction of the sub-base of any hard surface.	Transportation Group
Forms and reinforcement	Transportation Group
Rebar in concrete slabs if required	Transportation Group
Concrete testing, pouring and finishing	Transportation Group
Amenities inspection - Post contractor installation	Infrastructure Maintenance

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***NOTE:** Hardstop Inspections must be requested and the Development Inspector will approve the pre-screen task on ePlan. The CCC Inspection for the amenities will be coordinated by the Playspace and Furniture Inspector, directly with the Consultant.

20.4. Landscape Amenities CCC Inspection

The CCC Inspection for landscape amenities will be conducted by the Playspace and Furniture Inspector for Municipal Improvement.

The Playspace and Site Furnishing Operational Inspector will conduct an on-site inspection to verify that:

- All amenities are installed, as per the approved plan and specification.
- The correct quantity of the amenity is provided and installed at the proper locations.
- All boards, slats, arms, or any other components are securely fastened - no loose or detached elements present.
- Stain colors are accurate and not chipped or faded.
- Waste receptacle lids are attached to the base.
- The amenity is undamaged and fully functional.
- There are no missing parts/components.
- The amenity is mounted on concrete and attached as per the specified details.
- Vandal-proof hardware (tamper resistant and locking) are provided for all site furniture, with a minimum of:
    - One per waste receptacle;
    - Two per bench; and,
    - Two per picnic table.

The Transportation Inspector will conduct an on-site inspection to verify that:

- Concrete is not cracked and/or exhibiting honeycombing;

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- The amenity meets required standards for texture, levelness and smoothness; and,
- Dimensions and elevations are as per specifications.

If deficiencies are noted during the CCC Inspection:

- The Consultant will have 14 calendar days to repair deficiencies and request a re-inspection by contacting the appropriate inspectors.
- No new deficiencies will be added to the deficiencies list during the re-inspection unless the deficiencies:
    - Occurred between the initial inspection and the re-inspection;
    - Creates a safety issue; and/or
    - Are significant in nature.
- Only one re-inspection will be permitted during the inspection process. If the identified deficiencies during the inspection are not rectified at the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.
- If the Consultant requires more time to address deficiencies identified in the inspection before the 14 calendar day deadline, they may request an extension but approval will be at the discretion of the Landscape Development Inspector.
- When no deficiencies are found during the CCC Inspection, the Operational Inspector will mark the Inspection Results as 'Approved' in eServices, which will establish the benchmark date for the start of the Warranty Period.
- The Landscape Development Inspector will review and approve the documents uploaded in ePlan and maintain copies of the documents in the project file folder.

20.5. Landscape Amenities Warranty Period

Please refer to the project Servicing Agreement for the specific length of the Warranty Period. The Operational Inspector will perform audits following CCC in order to monitor any safety issues or defects in the hardware or structure.

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The Developer and their representatives are responsible for maintaining and cleaning waste receptacles until FAC certification is issued.

20.6. Landscape Amenities FAC Inspection

Refer to Section 18.8 of this document for general FAC Inspection processes and document submission requirements.

The playspace and Furniture operationalInspector will conduct an inspection to verify that:

- All the amenities are still in place, as per plans and that they are properly attached to a concrete pad.
- All boards, slats, arms, or any other component is securely fastened - no loose or detached elements are present.
- Stain colors are accurate and not chipped or faded.
- Waste receptacle lids are attached to the base.
- Waste receptacles are not overflowing.
- The amenity is undamaged and is fully functional as intended.
- Vandal-proof hardware (tamper resistant and locking) is provided for all site furniture, with a minimum of
    - One per receptacle;
    - Two per bench; and,
    - Two per picnic table.

When no deficiencies are noted during the FAC Inspection, the Operational Inspector will mark the Inspection Results as ‘Approved’ in eServices.

Refer to Section 18.8 of this document for general FAC Inspection processes and document submission requirements. The Landscape Development Inspectors will review and approve

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the FAC documents uploaded in ePlan and maintain copies of the documents in the project folder.

21. FENCING INSPECTIONS

Refer to the City's Design and Construction Standards, Volume 5, Section 8.3 for general fencing requirements, manufacturer's manual, Servicing Agreement, and Engineering Drawings as primary inspection reference guides.

Fencing installed on City property will require a CCC and FAC Inspection by the Landscape Development Inspector, or City Representative on Development Inspections' behalf.

Fencing installed on private property will require a CCC Only Inspection.

21.1. Roles And Responsibilities

21.1.1. Landscape Development Inspector

- Conduct a CCC and/or FAC Inspection for fencing installations on City property.
- Conduct CCC Only inspections for fencing installations on private property where the fencing is required as per the approved drawings and Servicing Agreement
- Input the inspection results in eServices and file documents in the project folder.
- Coordinate with Transportation Development Supervisor to involve Auxiliary Services for inspections of any masonry for fencing or entry feature installations on City of Edmonton or private property.

21.1.2. Developer/Consultant

- Apply for CCC and FAC fence inspections on City property and/or on private properties as required by the Servicing Agreement.
- Upload all required documents for inspection and certification through ePlan. CCC Checklist is optional.
- The Consultant must complete and upload the pre-inspection markup to ePlan.

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21.1.3. Contractor

- Install fencing as per the approved Engineering Drawings.
- Address any deficiencies identified by the Landscape Development Inspector, within the specified timeframe.
- Provide maintenance and repair services during the Warranty Period, as required.

21.2. Fencing CCC Inspection Application

- Refer to Section 15.0 of this document for general CCC Inspection processes and document submission requirements. For CCC Only inspections on private property, one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified at the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.
- For all types of fencing, please submit the most recent approved Engineering Drawings highlighting the specific improvement including all applicable drawings (including fencing details or notes as necessary).
- Provide a link to the manufacturer's installation manual or a PDF copy of the manual as required.
- Note: It should be noted that fencing with metal pickets extending beyond the top rail is prohibited, and will not be approved by the City of Edmonton.
- The Consultant must complete and upload a pre-inspection report to ePlan.
- Also, you may refer to Appendix E for typical deficiencies of fencing inspections.
- Additional information for Fencing as of 2026:
    - All 3rd party damage must be indicated and noted as “not required for remediation” on your pre-inspection report. This will be documented and reviewed with the Development Inspections Supervisor prior for assessment and inspection approval. If 3rd party damage is not indicated prior to the inspection but present during the inspection, this will also require review for further determination by the Development Inspections Supervisor.
- If 3rd party damage poses a safety concern, this should be addressed immediately, and will be noted as a deficiency if found during the inspection. Safety concerns will require remediation for certification.

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- The maximum allowance for the gap between the bottom of the fence and existing grade for private fencing has increased to 300mm. Fencing owned by the City of Edmonton must still adhere to the City of Edmonton Detail specifications.

21.3. Application For Photo CCC Inspection

Short lengths of fencing (up to 40m) may be conducted by the Developer/Consultant via the online photo submission. The application must provide the Landscape Development Inspector with photographs of the fence (up to 40m) and its immediate surrounding properties for reference, review and record-keeping. This applies to all types of fencing except where another department is required.

The Consultant shall upload the following documents to ePlan as shown in the Standard Operating Practice (SOP) - Fencing CCC Inspection for Photo Submissions:

- Fencing CCC Inspection Checklist for Photo Submission.
- CCC Application Forms
    - There should be no deficiencies noted for photo submissions. Please do not submit applications until all deficiencies are addressed.
- The latest City approved Engineering Drawings and any other supplementary information:
    - The approved Engineering Drawings must be highlighted to identify the extent of the Municipal Improvement, as per the Project's Servicing Agreement.
    - The drawings must be submitted in a single PDF document.
    - The highlighted plan must indicate the direction in which the photographs were taken.
- Photographs, uploaded to ePlan, must show the entire fence (numbered, labeled, and dated).

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NOTE: If the City discovers incorrect information or any misrepresentation in the report within 30 days of the report being submitted, the CCC will be rejected. The application will have to be re-submitted for inspection with corrections.

21.4. On-Site Fence Inspections

During the on-site fence inspection, the City Landscape Development Inspector will verify that the following requirements are met:

- The fence is constructed in accordance with the approved Engineering Drawings, City specifications, and/or manufacturer specifications where applicable.
- The private developer's fence is built entirely on private property as per the approved drawings with no encroachment onto City of Edmonton property.
- Any damage to fencing that poses a public safety concern must be remediated immediately. If the damage to the fencing is not identified on the consultant's pre inspection report, this will be noted as a deficiency and will require remediation for certification.

Maintain a fence-to-ground clearance of 50 mm to 75 mm.

*The Inspector may request **survey stakes** to confirm the intended final grade.*

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Ensure wood is stained properly.

If the gap between 2 fence terminal posts exceeds 100 mm, a solution may be proposed by the Consultant/Contractor.

Fencing FAC Inspection

Fencing improvements on City Property will require FAC. For general FAC processes and documentation submission requirements, please refer to Section 18.0 of this document.

IMPORTANT: Only City of Edmonton owned fences will require a full FAC documentation submission.

PLAYGROUND INSPECTIONS

Refer to:

- City's Design and Construction Standards, Volume 5: Landscaping, Section 9.3.
- Manufacturer's Manual, Servicing Agreement, and latest approved Engineering Drawings.
- Playspaces and Wheeled Sport Facility Design and Construction Standards.

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21.5. Roles And Responsibilities

21.5.1. Landscape Development Inspector

- Review and approve pre-screen and department review submissions in ePlan.
- Assign IM Inspector for the Municipal Improvement in eServices.
- File CCC and FAC Inspection documents including the inspection report in the project Google Drive.

21.5.2. Infrastructure Maintenance (IM) Inspector

- Conduct pre-inspections, Hardstop Inspections, Audit Inspections, CCC and FAC Inspections for playground installations.
- Provide the Consultant with a written report following the completion of a Hardstop Inspection and CCC/FAC Inspections.
- Input the inspection results in eServices.

21.5.3. Transportation Development Inspector

- Conduct Hardstop Inspections related to subgrade, concrete sidewalks, curbs and playground skirts.

21.5.4. Developer/Consultant

- Invite all applicable partners to a pre-construction meeting where the scope of work, schedule, project timelines, and communication plans are discussed.
- Contact the appropriate IM Inspector to arrange Hardstop Inspections and pre-inspection prior to conducting CCC Inspections.
- Upload required documents into ePlan prior to any scheduled inspection (see pre-inspection requirements).

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- Upload required documents to ePlan after the approval of an inspection as part of the department review.

21.6. Playground Pre-Construction Meeting

Consultants/Developers must invite all relevant partners to a kick-off or pre-construction playground meeting

- The meeting must cover:
  - Scope of work
  - Schedule and timelines
  - Communication plans
  - Safety expectations
  - Key inspection milestones and rolesRefer to
  - Appendix N: PLAYGROUND CCC/FAC CITY FORM

21.7. Playground Construction Hardstop Inspection Requirements

Certain stages of playground construction are deemed Hardstop Inspections—these are mandatory and must be inspected before construction proceeds.

- Inspections must be scheduled between May 1 and November 30, weather dependent.
- Missed inspections may result in mandatory removal and replacement at the City's discretion.
- The Playground Construction Hardstop Inspection Form must be completed and uploaded at CCC.

If a majority of the Hardstop Inspections are missed, the infrastructure installed will need to be removed and replaced at the discretion of the Inspectors (Infrastructure Maintenance Operations, Transportation, and/or other Subject Matter Experts).

21.7.1. Scheduling a Hardstop Inspections Application

To schedule a Hardstop Inspection, the Consultant must contact the appropriate inspector(s):

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- Aaron Fedyk Play Space and Amenity Service Manager (aaron.fedyk@edmonton.ca)
- Transportation Development Inspector Group, contact the quadrant Inspector
- Subject Matter Expert - Landscape Development via the 2026 landscape Development Intake Requests intake.
    - Supervisor, Olivier Le Tynevez-Dobel (olivier.letynevez-dobel@edmonton.ca) and or Brian Austen (brian.austen@edmonton.ca) will carry out the inspection this year.

The Infrastructure Maintenance, Transportation, or Subject Matter Expert Landscape inspector will document the required audits using a Playground Construction Hardstop Inspection Form, in which the Consultant must upload a completed form when applying for CCC.

21.7.2. Required Hardstop Inspection Stages

Hardstop Inspections must be requested between May 1st and November 30th, weather dependent (i.e. frozen ground, low temperatures, rain, snow, etc.) and may be canceled at the Landscape Development Supervisor's discretion.

Inspection Stages	Scope	Inspection Team
Pre-CCC Construction Hardstop	General Base excavation and sub-base compaction for playgrounds	Landscape Inspector Subject Matter Expert
Pre-CCC Construction Hardstop	Any Proctor compaction test	Consultant /Contractor
Pre-CCC Construction Hardstop	Base excavation and sub-base compaction for hard surfaces	Transportation Development Inspections
Pre-CCC Construction Hardstop	**Inspect the drainage** including drainage trenches, drainage pipe, verification of grades with invert shots of the pipe, any inlet hooks connection, manhole tide in, material for drainage and closure of the trenches prior to the next step of the project	Landscape Inspector Subject Matter Expert Will take a few inspection

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Inspection Stages	Scope	Inspection Team
Pre-CCC Construction Hardstop	Compaction of the sub-base of any hard surfaces s and pour-in-place surfaces	Transportation Development Inspections
Pre-CCC Construction Hardstop	Rebar in concrete slabs	Transportation Development Inspections
Pre-CCC Construction Hardstop	Curb pours	Transportation Development Inspections
Pre-CCC Construction Hardstop	Any concrete sidewalks / concrete skirts	Transportation Development Inspections
Pre-CCC Construction Hardstop	Equipment layout inspection - before pile foundation drilling	Infrastructure Maintenance Operations
Pre-CCC Construction Hardstop	Inspect and approve the auger holes with playground structure in place before concrete is poured, verify the size of the hole for footings (as per manufacturer) and plumb and level prior to pouring of footings	Infrastructure Maintenance Operations
Pre-CCC Construction Hardstop	Inspection of concrete pour for playground structures and any concrete clean-up needed on the play structures	Infrastructure Maintenance Operations
Pre-CCC Construction Hardstop	Inspect and approve the playground structures in place before safety surfacing is installed	Infrastructure Maintenance Operations
Inspection Phase	**Required Formal Inspection**	**Inspection team**
CCC inspection	Testing as per the Landscape Development Inspector's request, ie. Head Impact Criteria (HIC) test	Infrastructure Maintenance Operations
CCC inspection	General inspection before opening to the public the playground, review the	Infrastructure Maintenance Operations Landscape Development Inspector

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Inspection Stages	Scope	Inspection Team
	surface, equipment, site playground at large provide	
CCC inspection	Operator Maintenance Manual and Maintenance Kit to City IM	Infrastructure Maintenance Operations Landscape Development Inspector

21.8. Playground CCC Inspection Phase

Prior to submitting the CCC application, the Developer/Consultant must:

- Ensure the improvement is ready to be inspected (clean, accessible and unobstructed).
- The work must be concluded, and construction complete as per the approved Engineering Drawings.
- All necessary Pre-CCC Construction Hardstop have been completed and passed.
- Formally acknowledge that the improvement is complete, and is free of safety hazards. This will be confirmed by a "consultant pre-inspection report and (optional) checklist" supplied with the application for inspection. (See Appendix G).
- Arrange an Inspection with Infrastructure Maintenance after the installation of all equipment and protective surfacing prior to the CCC Inspection application.

21.9. Playground CCC Inspection Application (via eServices)

The upload to ePlan must include:

- CCC Landscape Inspection Request Form
- Consultant pre-inspection report (See Appendix G)
- The latest City-approved Engineering Drawings (and/or Redline Drawings), updated with the changes made at CCC. If any changes have occurred from the approved

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plans, upload updated plans. Failure to provide the updated plan for the inspection may result in an incomplete inspection.

    - The drawings must be highlighted accordingly in order to identify the scope of inspection, matching the specified improvement within the Project's Servicing Agreement. (See Appendix H)

- Playground Construction Hardstop Inspection Form, with noted and corrected deficiencies from the Hardstop Inspections conducted with the IM Inspector.
- Equipment installation manual
    - Submit compaction tests for subbase for review (compaction of subbase 98%, or as per plans, including under the playground curbing)
    - Concrete materials test (as per City's Design and Construction Standards)
    - Submit Head Impact Criteria (HIC) tests

21.10. Playground CCC Site Inspection

Once the document submission is in order, the Landscape Development Inspector will approve the pre-screen task on ePlan, assign the improvement to the IM Inspector in eServices and the CCC Inspection will be coordinated by the IM Inspector with the Developer/Consultant.

At the time of CCC Site Inspection, the IM Inspector shall receive a Maintenance Kit and Owner's Maintenance Manual from the Developer/Consultant:

- Maintenance kit (paint and hardware samples) to be provided to the City Playground Inspector at CCC Inspection. These items are requested to aid in the replacement of components or to complete minor repairs to the playground structure. These may include items such as paint samples, general bolts or rivets to verify size and style.
- Owner's Maintenance Manual

The IM Inspector will provide the Consultant with an inspection report.

If deficiencies exist after the CCC Inspection:

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- The Consultant will have 14 calendar days to repair deficiencies and request a re-inspection by contacting the IM Inspector.
- No new deficiencies will be added to the list during the re-inspection, unless the deficiencies occurred between the initial inspection and the re-inspection, create a safety issue, or are significant in nature.
- Only one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified at the re-inspection, the CCC Inspection will be rejected in eServices and the Consultant will have to re-apply and request for a new inspection.

If the Consultant needs additional time to amend the deficiencies prior to the deadline, the Consultant may request to extend the 14 calendar days deadline. Extensions may be granted at the IM Inspector's discretion.

If the inspection fails, the IM Inspector will input 'Not Approved' for the Inspection Results in eServices and the Consultant will need to reapply for a new CCC Inspection once the deficiencies are corrected.

When no deficiencies are noted in the CCC Inspection, the IM Inspector will input 'Approved' for the Inspection Results in eServices. The date for which the CCC Inspection was approved will be the benchmark date that will initiate the Warranty Period.

The Landscape Development Inspector will review and verify documents uploaded in ePlan for the CCC Department Review and file the documents in the project folder in Google Drive.

21.11. Playground Warranty Period

Refer to the Servicing Agreement for the length of the Warranty Period.

The IM Inspector will conduct audits of the playground installation after CCC is achieved. These Audit Inspections are intended to identify:

- Structural integrity
- Safety of the equipment
- Surface wear and gradin

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21.12. Playground FAC Inspection Phase

See Section 18.0 for general FAC Inspection and document requirements.

21.12.1. FAC Site Inspection

FAC is to be conducted by the IM Inspector with support as required with the Transportation Development Inspector for concrete FAC and if required the Landscape Development inspector as required.

FAC Inspection	Final Inspection - post protective surfacing installation.	Infrastructure Maintenance Operations
FAC Inspection	Any curbs, concrete work	Transportation Development Inspections
FAC Inspection	Inspection of the final surfacing as per drawing details	Infrastructure Maintenance Operations
FAC Inspection	Testing as per the Landscape Development Inspector's request, ie. HIC test	Infrastructure Maintenance Operations
FAC Inspection	Provide the Letter of Warranty	Infrastructure Maintenance Operations

After completing the inspection See table page , the IM Inspector will provide the Consultant with an inspection report.

When no deficiencies are noted during the FAC Inspection, the IM Inspector will input 'Approved' for the Inspection Results in eServices.

See FAC documents required at department review. In addition, the Developer must submit a Letter of Warranty for the playground structure and any poured-in-place surface.

The Landscape Development Inspector will review and verify documents uploaded in ePlan for the FAC Department Review and file the documents in the project folder in Google Drive.

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22. NATURAL AREAS INSPECTIONS

Intent Of Inspection For Natural Sites

Environmental Reserve (ER) land is public land, belonging to the municipality, and is dedicated through the subdivision approval. It is not to be developed or have any significant alterations of the natural vegetation, and existing grades. Any unauthorized disturbance which alters the natural landscape in the area may have to be restored and/or rehabilitated.

When a landowner purchases a contaminated / altered site with the intention of developing it, the Developer is responsible for the cleanup costs, as this may be the condition of the land when it is purchased.

If there is an Environmental Reserve land within the development boundary, an ER inspection will be required. Keep in mind the inspection process is to protect private property as much as it is to protect sensitive landscapes.

Biodiversity is extremely delicate and frequently threatened by urban development. The City's ultimate goal is a clean urban environment.

See Appendix F for the Natural Area Inspection Checklist.

References:

- Project's Servicing Agreement
- Site-Specific Natural Area Management Plan (SSNAMP)
- City-Wide Natural Area Management Plan (NAMP)
- City Policy - C531 Natural Area Systems supersedes City Policy - C467
- Corporate Tree Management Policy (C456C)
- Municipal Government Act (MGA)
- Migratory Birds Convention Act (Federal)Species at Risk Act (Federal)
- Wildlife Act (Provincial)

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- Alberta Wetland Policy
- Alberta Weed Control Act

22.1. Pre-Construction Inspection Of Natural Area

The **Pre-Construction Inspection is required** for documenting any disturbance to the natural area after the Engineering Drawings are approved and prior to construction, during the inspection season. This will identify safety concerns and any requirements still needing restoration, as per the Natural Area Management Plan (NAMP). Failure to contact Landscape Development Inspections may result in additional deficiencies at the time of CCC as the Landscape Development Inspector will be unable to determine or establish the condition of the site prior to the construction occurring. The Natural Area Inspection Checklist shall be completed by the Consultant to track the site conditions before, during and after construction, see Appendix F for the checklist.

To conduct the Pre-Construction Inspection, the following steps must be taken:

- The Consultant shall submit a request for inspection using the appropriate Google Form with a minimum of 48 hours notice prior to the start of construction activities.
- Submit plans highlighting the entirety of the natural area boundary. Submission should also include the SSNAMP if applicable.
- The site should be staked out, clearly indicating the boundaries of the improvement being inspected.
- Confirmation of the inspection appointment by the Landscape Development Inspector following coordination with all applicable inspectors and partners.
- During the pre-construction inspection, items of concern are documented on the highlighted map provided.
- Photographs to document pre-construction conditions shall be taken. Refer to the Checklist requirements for more info.
- Documentation created for and during the pre-construction inspection will be saved in the project folder in Google Drive by the Landscape Development Inspector.

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- Approved development in a Natural Area (ie. trails / SUP) should be a separate improvement item.
- If the Natural Area is impacted by any construction related activities, restoration will be required prior to certificate approval
- If tree removals are required as a result of a tree risk assessment in relation to the trails adjoining the Natural Area, that requirement will be assigned to the "top of bank" improvement.

22.2. Audit Inspections

See Section 12.0 of this document for general audit requirements.

The Landscape Development Inspector will monitor the site throughout the construction of the development area in order to ensure that no disturbance of the identified Natural Area(s) occur(s).

22.3. Natural Areas CCC / FAC Inspections

As per the Project's Servicing Agreement, some natural areas will not require FAC since no other improvements to the site will be added (left in the intended state).

The CCC and FAC Inspections are to follow the inspection processes outlined in Section 15.0 and Section 18.0 of this document, respectively. In addition to these requirements, when applying for an inspection, Natural Area inspection applications shall have the following uploaded to ePlan for Pre-Screen approval, prior to inspection:

- Pre-construction inspection report capturing site conditions prior to construction. Other supporting documents may include:
    - Supplementary documentation in adherence to the NAMP.
    - Site photos indicating pre-construction conditions.
- A pre-inspection report.

The Landscape Development Inspector shall inspect the Natural Area for the following inspection criteria outlined below:

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- Disturbance: The Landscape Development Inspector shall look for evidence of disturbance in the Natural Area, including but not limited to:
    - Dumping and stockpiling or excavation
    - Change in grade
    - Noxious and prohibited noxious weeds, in accordance with the Alberta Weed Control Act
    - Identify any environmental issues and ensure appropriate corrective action or controls are in place
- Sensitive or protected features to be aware of:
    - Wildlife and wildlife habitat (consider both terrestrial and aquatic animals)
    - Evidence of birds nests or presence of birds
    - Water bodies (e.g., wetlands, streams, creeks)
    - Vegetation (e.g., trees, rare plants)
    - Archeological, paleontological, and/or other historical resources
    - Parks, protected and other designated lands
    - Site contamination and/or other underground infrastructure (e.g., monitoring wells, and pipelines)

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Disturbance to Natural Areas

Disturbance to Natural Areas

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Natural Sites, Undisturbed

23. LOW IMPACT DEVELOPMENT (LID) INSPECTIONS

Refer to the City's Design and Construction Standards Volume 5 in Section 13.2.2 & Volume 2-01: Complete Streets Design and Construction (Design Standards) - Version 6 as well as Epcor's LID website.

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APPENDIX A: CODE OF CONDUCT AND RESPECTFUL WORKPLACE

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Refer to the City of Edmonton website for the current code of conduct:

Code of Conduct | City of Edmonton

Respectful Workplace

APPENDIX B: LANDSCAPE INSPECTIONS HAZARD ASSESSMENT

Return to the previous **Table of Contents** click HERE
Return to the previous Section **5.2 Field Level Hazard Assessment** click HERE

Link: Hazard Assessment Form for Landscape Development Inspectors

APPENDIX C: LANDSCAPE INSPECTION CHECKLIST

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Return to the previous Section **14 Construction Completion Certificate** click HERE
Return to the previous Section **16 Landscape Inspection Deficiencies** click HERE

LANDSCAPE CHECKLIST AT CCC

The following is a list of common items that must be inspected for a successful landscape inspection at CCC. This list is not exhaustive and other deficiencies may exist:

Trees *(Landscape Design and Construction Standards Specification No. 02930)*

- ❏ Trees are planted according to plan (location and species)
- ❏ Trees have acceptable vitality and form
- ❏ Correct size/caliper of specified plant material is installed.
- ❏ Trees are planted as per city specification and approved drawing detail - the size of

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a tree well, flare, soil bump, amount of mulch, stakes and wires etc.

- ❏ Ensure wire baskets are cut or folded ⅓ down
- ❏ Trees are straight and aligned as necessary, especially along boulevards.
- ❏ Pests and diseases are not present or are controlled appropriately if applicable
- ❏ No wounds present
- ❏ Root form, no J root or girdling, no major root cuts
- ❏ Root flare is 40mm above grade
- ❏ Stakes are painted the correct colour by year planted.
- ❏ Dead, diseased and damaged plant material has been pruned and removed
- ❏ Suckers have been removed.
- ❏ All tree ties and flagging to be removed
- ❏ The Landscape Development Inspector can request tree protection and hoarding if located within 5m of active construction
- ❏ Ensure enough distance (2.5m) for mowers to pass through areas between individual trees and fences or other obstacles.
- ❏ Ensure the public boulevard is free of homeowner-installed items that are detrimental to the City trees such as landscape fabric or rock mulch. If these items are present at the time of audit or inspection, they should be pulled back from the base of the tree or removed entirely. It is the responsibility of the Developer/Consultant to contact the homeowner to educate them on how their private landscape items are impacting the City of Edmonton landscaping and how to avoid this from reoccurring in the future. However, if the Landscape Development Inspector deems that the homeowner's landscaping does not impede Operations, it can be left alone.

Shrubs / Perennials *(Landscape Design and Construction Standards Specification No. 02930)*

- ❏ Shrubs and perennials are planted according to plan (size, location and species)
- ❏ Topsoil and mulch are installed to the proper depth
- ❏ Mulch is per approved drawings and Landscape Design and Construction Standards
- ❏ Bed edges are cut in.

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- ❏ Shrub spacing within beds is optimal for mature growth and a 0.5m offset from the edge of mature branch spreading (not of the new plant) to the edge of the bed, hardscape, fencing, gates, etc
- ❏ Plant material is healthy, has acceptable vitality, pest and disease free. If shrubs/perennials are not healthy and thriving in their current conditions, propose to add more instead of replacements, at the discretion of the Landscape Development Inspector and Consultant/Contractor.
- ❏ Ensure that if bollards or light standards are located near shrub beds, they are incorporated within the bed.
- ❏ Ensure enough distance (2.5m) for mowers to pass through areas between shrub beds and fences or other obstacles. If not enough distance, increase bed size to remove narrow turf areas.
- ❏ Ensure beds that taper along hard surfaces or fences allow mowers ease of maintenance with min. 45 degrees from fence lines etc.
- ❏ Ensure no mulch is installed on beds straddling, or below the 1:5 flood line of Stormwater Management Facilities (SWMFs).
- ❏ Pull soil/mulch away from the base of plant material.
- ❏ Are site conditions suitable for the proposed plant material? If not, an alternative species/design suggestion may be an option.
- ❏ For naturalized settings, ensure small shrubs and trees are visible/flagged for ease of inspection.

Turf *(Landscape Design and Construction Standards Specification No. 02920)*

- ❏ Sod/seed is installed - Exception: Local boulevards are not required to have turf installed for CCC but must have, at a minimum, rough grade and no apparent safety hazards. Turf must be installed and established for FAC.
- ❏ Correct sod/seed mix is used.
- ❏ Are there any ruts? Ruts that pose a safety hazard must be repaired.
- ❏ Sod is even and flush with adjacent surfaces(manholes, vaults, mailboxes, walks, curbs, etc). Sod should never create an elevated lip above these surfaces as it will likely pose a drainage concern. Sod installed too low will cause a tripping hazard and is a safety concern.
- ❏ Weeds are being controlled - weeds show signs of die-back and no new weeds or seed-heads are present. Ensure the Contractor/Consultant are using all appropriate and required signage when spraying for weeds.

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- ❏ Mow strip along the trail or fence line is present as per approved drawings
- ❏ Any low points or areas of uneven ground must be graded to ensure proper drainage and to allow mowers to maintain.
- ❏ If sod won't grow, the Consultant can suggest alternative solutions with the approval of the Landscape Development Inspector.

General

- ❏ Everything is installed as per plans, in its correct quantity and location as per the approved design and details.
- ❏ Proper offsets are maintained from utilities, property lines, street furniture, etc.
- ❏ No safety concerns exist.
- ❏ Removed any any signages, commercial signage, home signage, commercial flag banners
- ❏ Ensure there are no encroachments on city property (ie. homeowner landscaping). Contact Bylaw for encroachment issues (have Consultant contact 311).
- ❏ Soil requirements provided as per City of Edmonton Topsoil Specification.
- ❏ Homebuilder debris shall be removed.
- ❏ Is there restoration for damaged landscaping? This applies to sites within the same construction/development boundary and adjacent sites disturbed from the active construction of the improvement being inspected. This includes third party damage.
- ❏ Imminent hazards must be rectified prior to issuing certificate
- ❏ Aeration required in areas of soil compaction.
- ❏ Erosion Control Measures have been installed and are functioning as designed as per approved drawings. Contact the EPCOR Drainage Inspector for erosion control issues.
- ❏ Debris, garbage, hazards, and run-off on site are removed.
- ❏ Any erosion cracking/washouts must be repaired.
- ❏ Ensure plant material is not blocking gates on chain link fences and the gate allows entry and exit.
- ❏ Grading has positive drainage and does not pool (is there ponding or indication of too much moisture in locations – lack of plant health or indication of aquatic type

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plant material).

- ❏ Swales are not running through, or directed towards mulch beds.
- ❏ Side slopes that must be maintained by a mower are to have no more than a 3:1 slope.
- ❏ Boulders: Installation is permanent, safe and as per the detail/Standards
- ❏ Existing plant material: Trees that are existing on site, such as natural tree stands. This would be shown as per plan, have no safety hazards, and should have no construction disturbance. The plant material remains viable
- ❏ Other special features: As per plans for intended use (e.g. animal habitat)
- ❏ Low Impact Development (LID) features : Bioretention gardens & basins, soil cells and box planters installed as per plan
- ❏ Landscape Tie-In: This involves taking into account the natural features of the site, such as topography, existing vegetation, and waterways,so that the new landscaping project feels like it is part of the existing landscape. The goal of landscape tie-in is to create a harmonious relationship between the project in construction and the surrounding environment. (Transition to existing landscape)
- ❏ Lay down restoration: The goal of lay down area restoration is to restore the land to a natural and healthy state, while also ensuring that it is safe and stable for future use.

AUDITS DURING ESTABLISHMENT PERIOD

The following are general maintenance activities to be completed during the establishment period:

- ❏ Following maintenance plan
- ❏ Dead plant material replaced in a timely manner (2 weeks)
- ❏ Watering
- ❏ Fertilizing
- ❏ Mowing
- ❏ Weeds; controlled at CCC, eradicated for FAC.
- ❏ Pruning
- ❏ Pest control
- ❏ Garbage removal, as necessary

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LANDSCAPE CHECKLIST AT FAC

The requirements listed above for CCC Inspections are also applicable deficiencies for FAC Inspections. The following is a list of additional specific items to inspect at FAC.

General

- ❑ Comments from CCC have been addressed ex. Redline Drawings were submitted, approved (if required), or approved Landscape In-Field Design Change Request
- ❑ Minor deficiencies have been corrected from CCC
- ❑ Everything on the most recently approved design plan is still present, alive, and exhibits good vitality and growth
- ❑ Erosion control may need to be added to protect the improvement from an adjacent site, or removed if no longer needed. Contact EPCOR Drainage Inspector if clarification or support is needed

Trees *(Landscape Design and Construction Standards Specification No. 02930)*

- ❑ Tree rejection criteria - the Landscape Development Inspector shall uphold the 10% Tree Rejection Allowance Rule for sites with 41+ trees and 25% tree rejection allowance for sites with 40 trees or less etc. See Section 4.8 (Warranty Period), or its equivalent, in the Design and Construction Standards (Volume 5: Landscaping) for additional information
- ❑ Trees that were installed after issuance of CCC and prior to FAC Inspection must be identified and will be inspected using CCC criteria.
- ❑ Trees from CCC are established and exhibit good vitality.
- ❑ The Landscape Development Inspector may request tree stakes to be removed if the tree is adequately established
- ❑ Tree wires are to be loosened prior to FAC Inspection to allow for further tree growth or are removed as necessary
- ❑ Trees have had structural pruning if necessary
- ❑ Mulch depth is installed as per detail

Shrubs / Perennials *(Landscape Design and Construction Standards Specification No. 02930)*

- ❑ Mulch depth is as per the approved drawings.

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- ❏ All ornamental beds are edged as per bed detail.
- ❏ Weed control was successful during the Maintenance Period as per the Alberta Weed Control Act.
- ❏ Plant material is established, disease/pest free, and shows good vitality
- ❏ Quantities are correct from CCC Inspection.
- ❏ Flagging on small shrubs/trees is removed prior to approval, unless otherwise specified.
- ❏ Shrub rejection criteria - The Warranty Period will be extended to the following year for sites with more than 25 shrubs, where 25% or more of the total shrubs have not established and for sites with 25 shrubs or less, where 50% or more of the total shrubs have not been established.

Turf *(Landscape Design and Construction Standards Specification No. 02920)*

- ❏ Sod must be knit, and seed established.
- ❏ The Warranty Period will be extended to the following year for sites where more than 10% of the turf has not been established.
- ❏ Sod/Seeded area is able to withstand the stresses of the environment in which it is being grown
- ❏ Where naturalized seed is specified, sod is not a suitable alternative due to specific site conditions.
- ❏ Ruts and damage are repaired. Imminent hazards need to be repaired prior to issuing certificate.
- ❏ Weeds are managed as per the Alberta Weed Control Act.
- ❏ Surface grading/tie-ins have not been changed or been damaged from CCC.
- ❏ Naturalized seed is not mowed below 150 mm height and is of the correct variety.
- ❏ If turf has too many damages from compaction, weeds etc., replace turf in all affected areas. Must be established at FAC application

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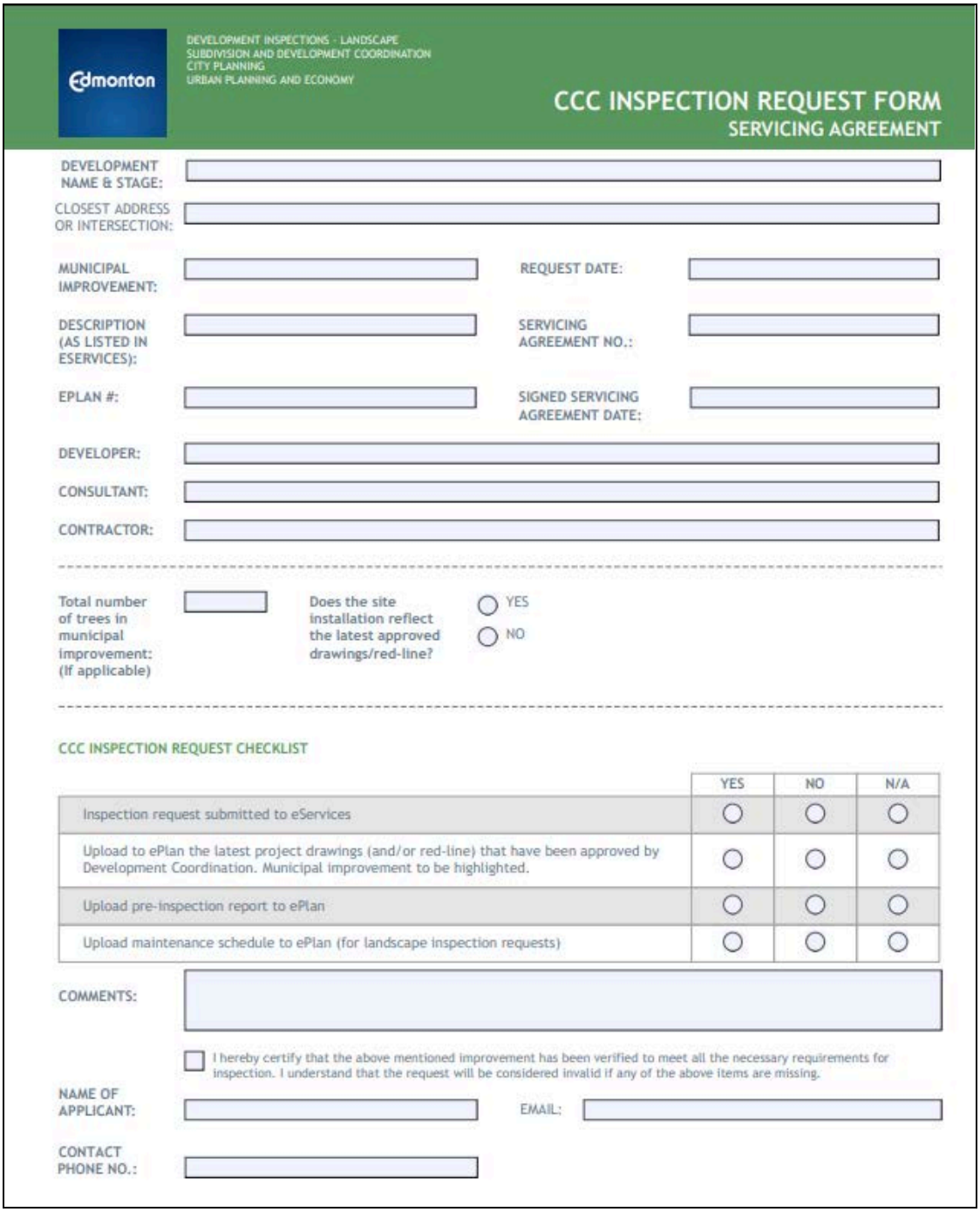
APPENDIX D: CCC/FAC LANDSCAPE INSPECTION REQUEST FORMS

Find downloadable forms here: **Landscape Inspector Guidelines Website**

Return to the previous Section **Table of Contents** click HERE
Return to the previous Section **18.4 FAC Inspection Application** click HERE



Edmonton

DEVELOPMENT INSPECTIONS - LANDSCAPE
SUBDIVISION AND DEVELOPMENT COORDINATION
CITY PLANNING
URBAN PLANNING AND ECONOMY

CCC INSPECTION REQUEST FORM
SERVICING AGREEMENT

DEVELOPMENT NAME & STAGE:

CLOSEST ADDRESS OR INTERSECTION:

MUNICIPAL IMPROVEMENT:

REQUEST DATE:

DESCRIPTION (AS LISTED IN ESERVICES):

SERVICING AGREEMENT NO.:

EPLAN #:

SIGNED SERVICING AGREEMENT DATE:

DEVELOPER:

CONSULTANT:

CONTRACTOR:

Total number of trees in municipal improvement: (If applicable)

Does the site installation reflect the latest approved drawings/red-line? ◯ YES ◯ NO

CCC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Inspection request submitted to eServices	◯	◯	◯
Upload to ePlan the latest project drawings (and/or red-line) that have been approved by Development Coordination. Municipal improvement to be highlighted.	◯	◯	◯
Upload pre-inspection report to ePlan	◯	◯	◯
Upload maintenance schedule to ePlan (for landscape inspection requests)	◯	◯	◯

COMMENTS:

☐ I hereby certify that the above mentioned improvement has been verified to meet all the necessary requirements for inspection. I understand that the request will be considered invalid if any of the above items are missing.

NAME OF APPLICANT:

EMAIL:

CONTACT PHONE NO.:

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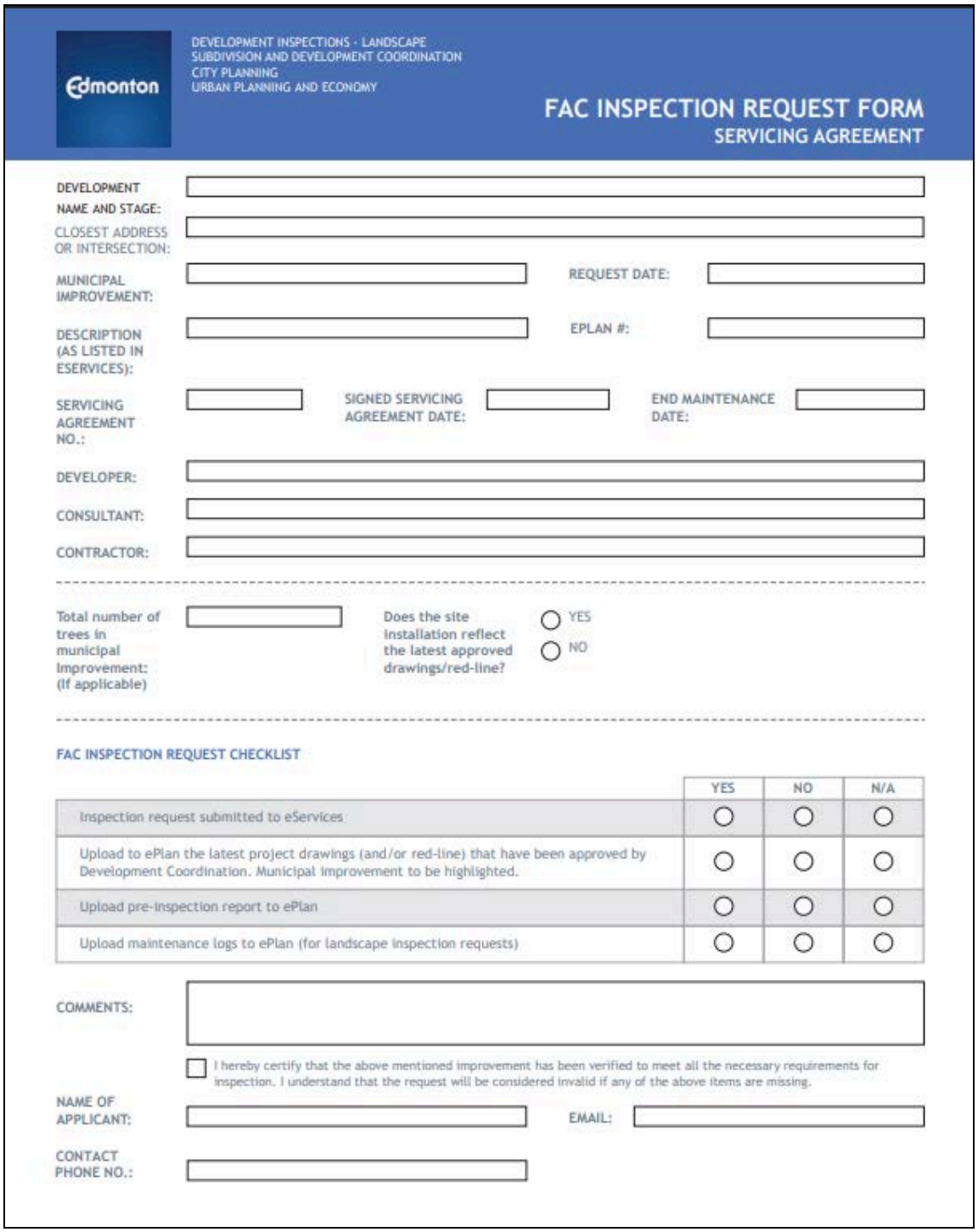

DEVELOPMENT INSPECTIONS - LANDSCAPE
SUBDIVISION AND DEVELOPMENT COORDINATION
CITY PLANNING
URBAN PLANNING AND ECONOMY

FAC INSPECTION REQUEST FORM
SERVICING AGREEMENT

DEVELOPMENT NAME AND STAGE:

CLOSEST ADDRESS OR INTERSECTION:

MUNICIPAL IMPROVEMENT:

REQUEST DATE:

DESCRIPTION (AS LISTED IN ESERVICES):

EPLAN #:

SERVICING AGREEMENT NO.:

SIGNED SERVICING AGREEMENT DATE:

END MAINTENANCE DATE:

DEVELOPER:

CONSULTANT:

CONTRACTOR:

Total number of trees in municipal improvement: (If applicable)

Does the site installation reflect the latest approved drawings/red-line? ○ YES ○ NO

FAC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Inspection request submitted to eServices	○	○	○
Upload to ePlan the latest project drawings (and/or red-line) that have been approved by Development Coordination. Municipal improvement to be highlighted.	○	○	○
Upload pre-inspection report to ePlan	○	○	○
Upload maintenance logs to ePlan (for landscape inspection requests)	○	○	○

COMMENTS:

☐ I hereby certify that the above mentioned improvement has been verified to meet all the necessary requirements for inspection. I understand that the request will be considered invalid if any of the above items are missing.

NAME OF APPLICANT:

EMAIL:

CONTACT PHONE NO.:

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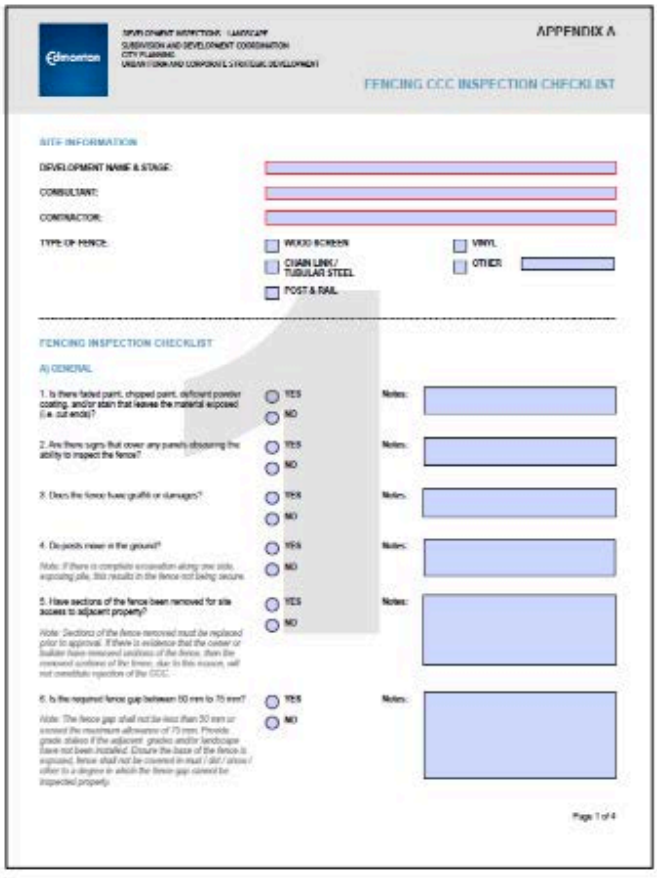
APPENDIX E: FENCING CCC INSPECTION SUBMISSION

Find downloadable forms here: **Landscape Inspector Guidelines Website**

Return to the previous **Table of Contents** click HERE
Return to the previous Section **21.3. Application for Photo CCC Inspection** click HERE

The following are instructions for fencing applications via photo submission. This applies to small sections of fencing such as flankages and walkways. For larger fence improvements, an onsite inspection will be required.


APPENDIX A

FENCING CCC INSPECTION CHECKLIST

SITE INFORMATION

DEVELOPMENT NAME & STAGE:

CONSULTANT:

CONTRACTOR:

TYPE OF FENCE:

WOOD SCREEN
CHAIN LINK / TUBULAR STEEL
POST & RAIL
VINYL
OTHER

FENCING INSPECTION CHECKLIST

A) GENERAL

1. Is there faded paint, chipped paint, deficient powder coating, and/or stain that leaves the material exposed (i.e. cut ends)? YES NO Notes:

2. Are there signs that cover any panels obscuring the ability to inspect the fence? YES NO Notes:

3. Does the fence have graffiti or damages? YES NO Notes:

4. Do posts meet in the ground? YES NO Notes:
Note: If there is complete excavation along one side, exposing pile, this results in the fence not being secure.

5. Have sections of the fence been removed for site access to adjacent property? YES NO Notes:
Note: Sections of the fence removed must be replaced prior to approval. If there is evidence that the owner or builder have removed sections of the fence, then the removed sections of the fence, due to this reason, will not constitute rejection of the CCC.

6. Is the required fence gap between 50 mm to 75 mm? YES NO Notes:
Note: The fence gap shall not be less than 50 mm or exceed the maximum allowance of 75 mm. Provide grade stakes if the adjacent grades and/or landscape have not been installed. Ensure the base of the fence is exposed, fence shall not be covered in mud / dirt / snow / other to a degree in which the fence gap cannot be inspected properly.

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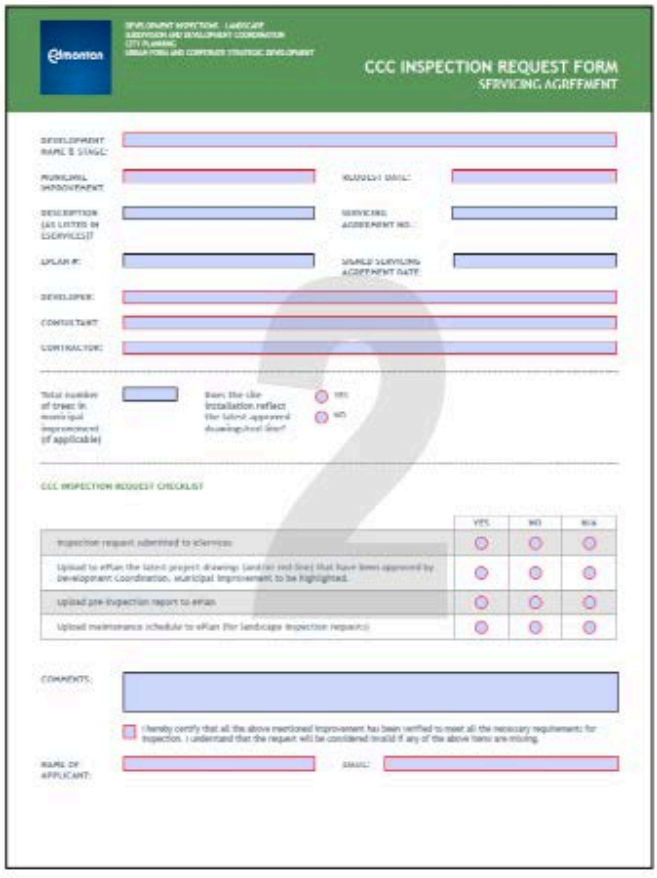
CCC INSPECTION REQUEST FORM
SERVICING AGREEMENT

DEVELOPMENT NAME & STAGE:

MUNICIPAL IMPROVEMENT:

REQUEST DATE:

DESCRIPTION (AS LISTED IN ESCROWSIT):

SERVICING AGREEMENT NO.:

LPLAN #:

SIGNED SERVICING AGREEMENT DATE:

DEVELOPER:

CONSULTANT:

CONTRACTOR:

Total number of trees in municipal improvement (if applicable):

Does the site installation reflect the latest approved drawing/plan? YES NO

CCC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Inspection request submitted to eServices			
Upload to ePlan the latest project drawings (and/or red line) that have been approved by development coordination, municipal improvement to be highlighted.			
Upload pre-inspection report to ePlan			
Upload maintenance schedule to ePlan (for landscape inspection requests)			

COMMENTS:

I hereby certify that all the above mentioned improvement has been verified to meet all the necessary requirements for inspection. I understand that the request will be considered invalid if any of the above items are missing.

NAME OF APPLICANT:

EMAIL:

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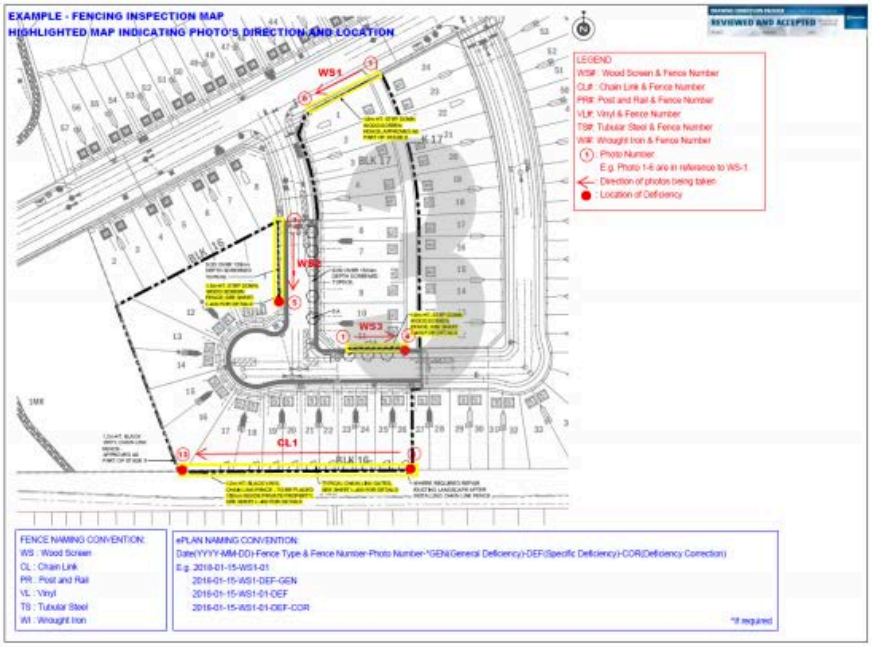
Standard Operating Practice (SOP) – Fencing CCC Inspections



Example of naming convention for photographs on ePlan

YYYY-MM-DD-TYPE OF FENCE & FENCE NUMBER-PHOTO NUMBER *(DEF (SPECIFIC DEFICIENCY), COR (DEFICIENY CORRECTION.GEN (GENERAL DEFICIENCY)

*If required

- 2018-01-15-CL1-01
- 2018-01-15-CL1-01-GEN
- 2018-01-15-CL1-02
- 2018-01-15-CL1-03
- 2018-01-15-CL1-04 -DEF
- 2018-01-15-CL1-04 -DEF-COR
- 2018-01-15-CL1-04
- 2018-01-15-CL1-05
- 2018-01-15-CL1-06
- 2018-01-15-CL1-07
- 2018-01-15-CL1-08
- 2018-01-15-CL1-09
- 2018-01-15-WS1-01
- 2018-01-15-WS1-02
- 2018-01-15-WS1-03
- 2018-01-15-WS1-04

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Standard Operating Practice (SOP) – Fencing CCC Inspections

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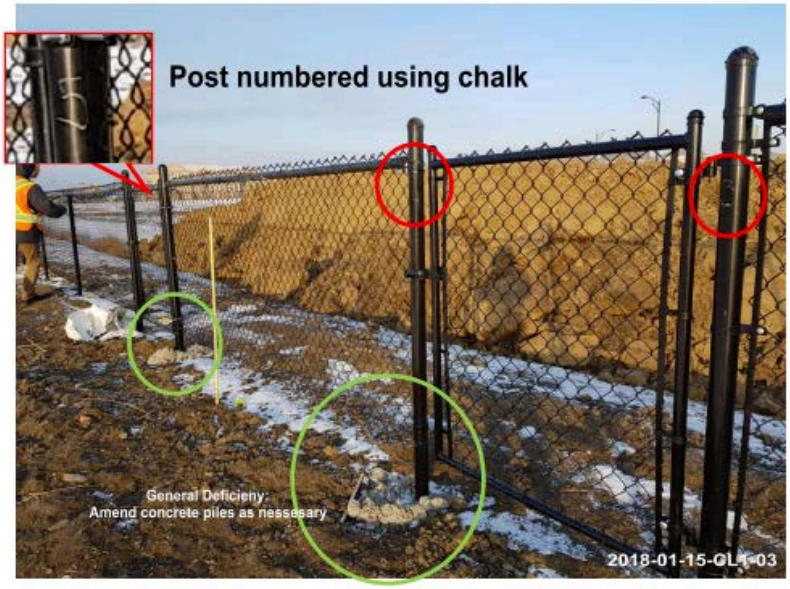
Standard Operating Practice (SOP) – Fencing CCC Inspections



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TYPICAL DEFICIENCIES OF FENCING INSPECTIONS

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Return to the previous Section **21 Fencing Inspections** click HERE

The following is a list of common items that must be inspected for a successful fencing inspection at CCC. This list is not exhaustive and other deficiencies may exist. Final approval for the fence installation is at the discretion of the Landscape Inspector:

Wood Screen Fence

Vertical Posts & Structural Integrity

- ❏ The vertical fence posts are straight with no significant leaning or displacement.
- ❏ No wood filler has been used to repair cracks or damage on any fence component.
- ❏ Posts with severe cracking visible on more than one side have been replaced.
- ❏ Minor cracks on only one side are acceptable, provided the crack does not split the post entirely.
- ❏ All cracks, regardless of size, have been stained to the depth of the crack to preserve the exposed wood to site conditions.
- ❏ Minor cracking on the baseboard or fence boards is acceptable.
- ❏ Vertical posts exhibiting severe warping or twisting have been replaced.
- ❏ Light warping or twisting of posts and rails does not exceed one-quarter of the post's thickness and does not present a long-term structural concern.

Materials & Clearances

- ❏ Natural wood material integrity and appearance have been maintained throughout the fence.
- ❏ The fence is completely stained as per the approved drawing (pressure-treated wood alone is not considered stained).
- ❏ A 50 to 75 mm, as per approved drawing detail, ground clearance gap is provided between the bottom of the fence and the ground for City of Edmonton fencing.
- ❏ Private fencing must not exceed a 300mm gap between the bottom rail and existing grade.

Wood Rail (Post and Rail) Fence

Vertical Posts & Horizontal Rails

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- ❏ The vertical fence posts are straight with no significant leaning or displacement.
- ❏ Horizontal rails are straight with no significant bowing
- ❏ No wood filler has been used to repair cracks or damage on any vertical posts or horizontal rails.
- ❏ Posts and rails with severe cracking visible on more than one side have been replaced.
- ❏ Minor cracks on only one side of a post are acceptable, provided the crack does not split the post entirely.
- ❏ All cracks in post and rails, regardless of size, have been stained to the depth of the crack to preserve the exposed wood to site conditions. The rails secured to the vertical posts for support are centered on the post with a minimal gap of 5 mm.

Structural Integrity & Materials

- ❏ Vertical posts and horizontal rails exhibiting severe warping or twisting have been replaced.
- ❏ Light warping or twisting of posts and rails does not exceed one - quarter of the post's thickness and does not present a long term structural concern.
- ❏ Natural wood material integrity and appearance have been maintained throughout the fence.
- ❏ All wood cuts have been coated with two coats of an approved wood preservative.
- ❏ The nails have been properly countersunk into the posts.

Chain Link Fence

Post & Mesh

- ❏ The vertical fence posts are straight with no significant leaning of displacement, and posts that were not straight have been replaced.
- ❏ The posts are complete with a terminal dome cap as per the detail.
- ❏ All posts and horizontal braces are completely free of damage.
- ❏ All posts, horizontal braces, and chain link mesh (fabric) possess a uniform appearance.
- ❏ The chain link mesh is undamaged and securely fastened with brace bands according to city standards.

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- ❏ A tension wire is present at the bottom of the fence.

Gates

- ❏ The chain link fence gates are able to swing open at least 90 degrees.
- ❏ The latch (locking device) on the gate opens and closes properly.
- ❏ Are there any ruts? Ruts that pose a safety hazard must be repaired.

Clearance & Transitions for City of Edmonton Chainlink Fencing

- ❏ A maximum gap of 50 mm between the bottom of the chain link fence and the finished grade is provided.
- ❏ Where a chain link fence post ties into a wood screen fence, the gap between the two fences does not exceed a maximum of 100 mm.

Clearance & Transitions for Private Chainlink Fencing

- ❏ Private fencing must not exceed a 300mm gap between the bottom rail and existing grade

Vinyl, Wrought Iron, Decorative and Masonry Pillar Fence

General Requirements

- ❏ The fence has been constructed in accordance with the approved Engineering Drawings.
- ❏ The fence has been constructed to the manufacturer's specifications in accordance with the installation manual or approved PDF details.
- ❏ Coordination with the Transportation Development Supervisor has been completed to involve Auxiliary Services for the inspection of all masonry on city or private property.

Note: For all fence types, survey stakes may be requested to ensure the fence installation is constructed accurately within the approved property lines and according to the approved drawings.

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APPENDIX F: NATURAL AREA INSPECTION CHECKLIST

Find downloadable forms here: **Landscape Inspector Guidelines Website**
Return to the previous **Table of Contents** click HERE
Return to the previous Section **24.1 Intent of Inspection for Natural Sites** click HERE
Return to the previous Section **24.2 Pre-construction Inspection of Natural Area** click HERE

Natural Areas Site Inspection Report

Site Conditions Found	Recommended Amendments
Structures - previous landowner hazards	
Dumping - Garbage, debris or remaining potential hazards from previous Land Owners (e.g., barbed wire, metals, equipment, fence posts etc.)	
Noxious Weeds and/or Prohibited Noxious Weeds	
Site Disturbances - grade changes, stockpiling, compaction, evidence of staging, erosion, slope failure etc.	
Tree Concerns - Trees that present a moderate or high risk to targets (e.g., shared use paths, private property), including clearance concerns Fuel loading or wildfire concerns	
Tree pests or disease concerns	
Contamination or disturbance to water bodies (e.g., wetlands, streams, creeks, etc.)	
Site contamination and/or underground infrastructure that is active or not (e.g., monitoring wells, pipelines, spills etc..)	

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Parks, provincial lands, protected and other designated lands	
Archeological, paleontological, and/or other historical resources	
Wildlife and wildlife habitats (terrestrial, avian, and aquatic animals, spawning) (check federal and provincial regulations, SSNAMP)	
Vegetation (e.g., sensitive trees, rare plants, non-native species seen on site, etc.) (check NAMP, SSNAMP or other resources)	
Encroachments	
Other deficiencies and safety concerns (encampments, signs of fire)	

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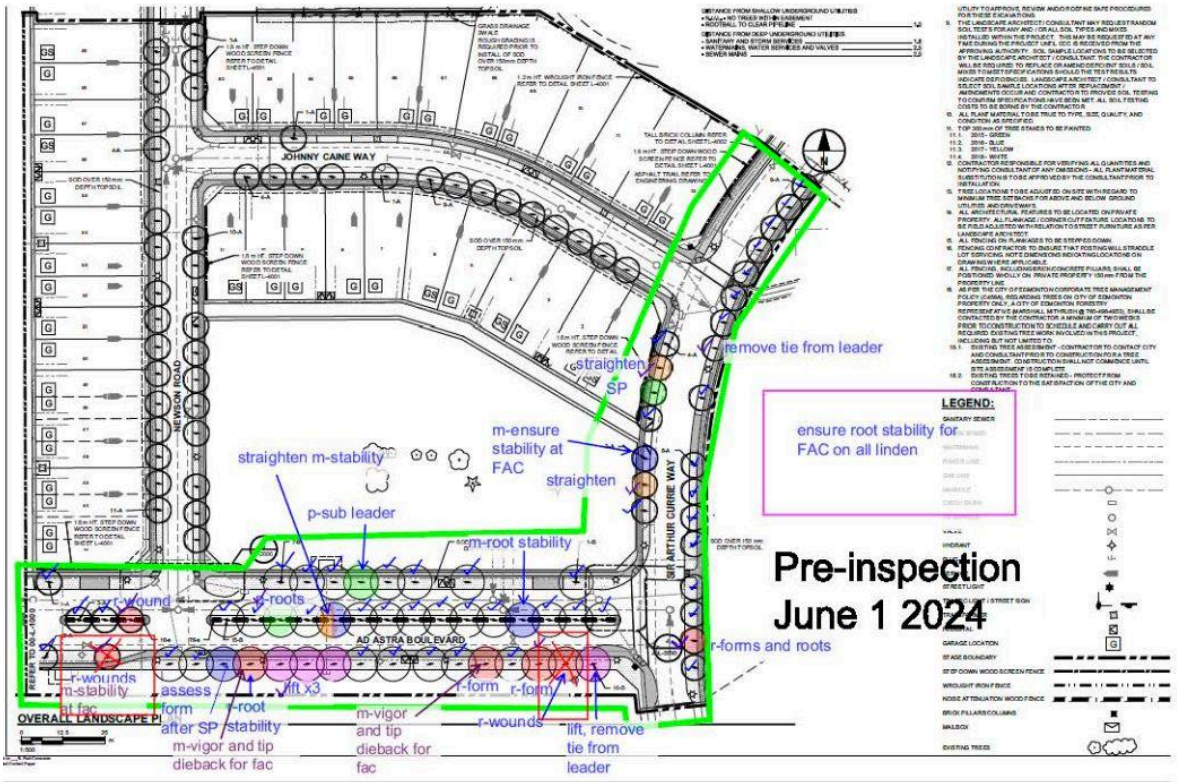
APPENDIX G: EXAMPLE OF A CONSULTANT PRE-INSPECTION REPORT & (OPTIONAL) CHECKLIST

Return to the previous **Table of Contents** click HERE
Return to the previous section **14.2 CCC Pre- Inspection** click HERE
Return to the previous section **14.3 Consultant Requirements Prior to CCC Application** click HERE
Return to the previous section **14.4 Pre-Inspection Report** click HERE
Return to the previous section **18.2 FAC Pre-Inspection** click HERE
Return to the previous section **18.3 Consultant Requirements Prior to FAC Application** click HERE
Return to the previous section **18.4 FAC Inspection Application** click HERE
Return to the previous section **22.4 Playground CCC Inspection Request Requirements** click HERE

The Consultant's Pre-inspection Report indicating the deficiencies to be corrected prior to inspection and date of pre-inspection is to be recorded. An example is seen below:



Optional: PRE-INSPECTION REPORT CHECKLIST
Form can be accessed on the Landscape Inspector Guidelines Website

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APPENDIX H: HIGHLIGHTED INSPECTION DRAWING

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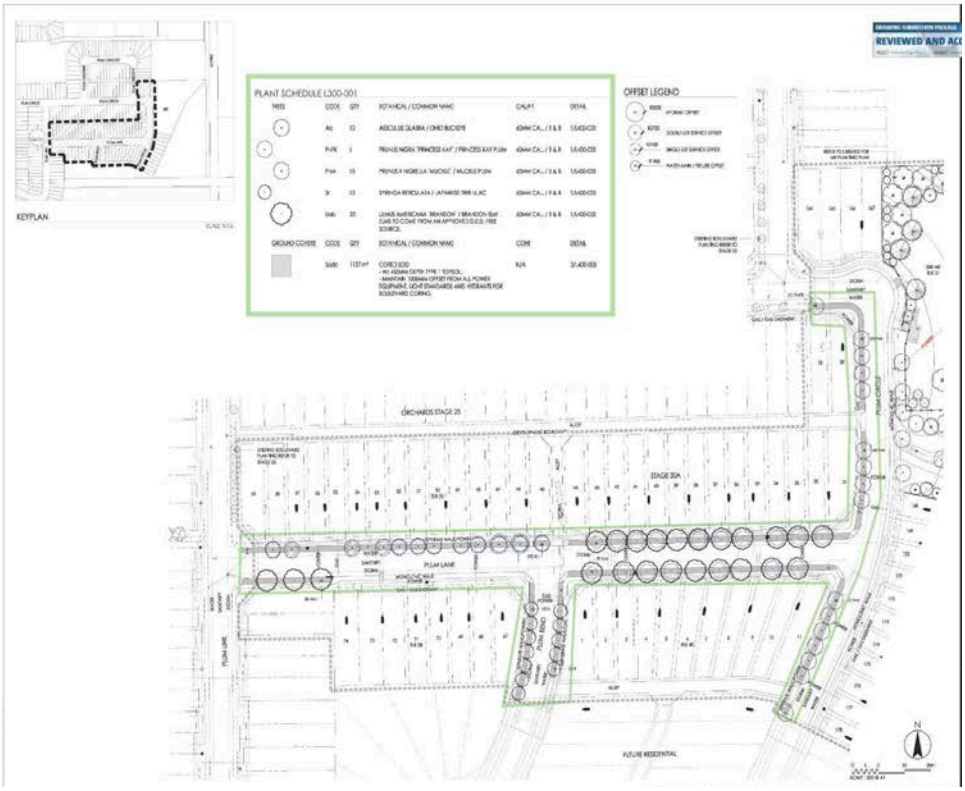
Return to the previous Section **14.4 The CCC Inspection Request** click HERE
Return to the previous Section **22.5 The CCC Playground Inspection Application** click HERE

Example A - Highlighted Inspection:



The specific improvement area is highlighted with a bold line and it is translucent so that it is not blocking any labels.

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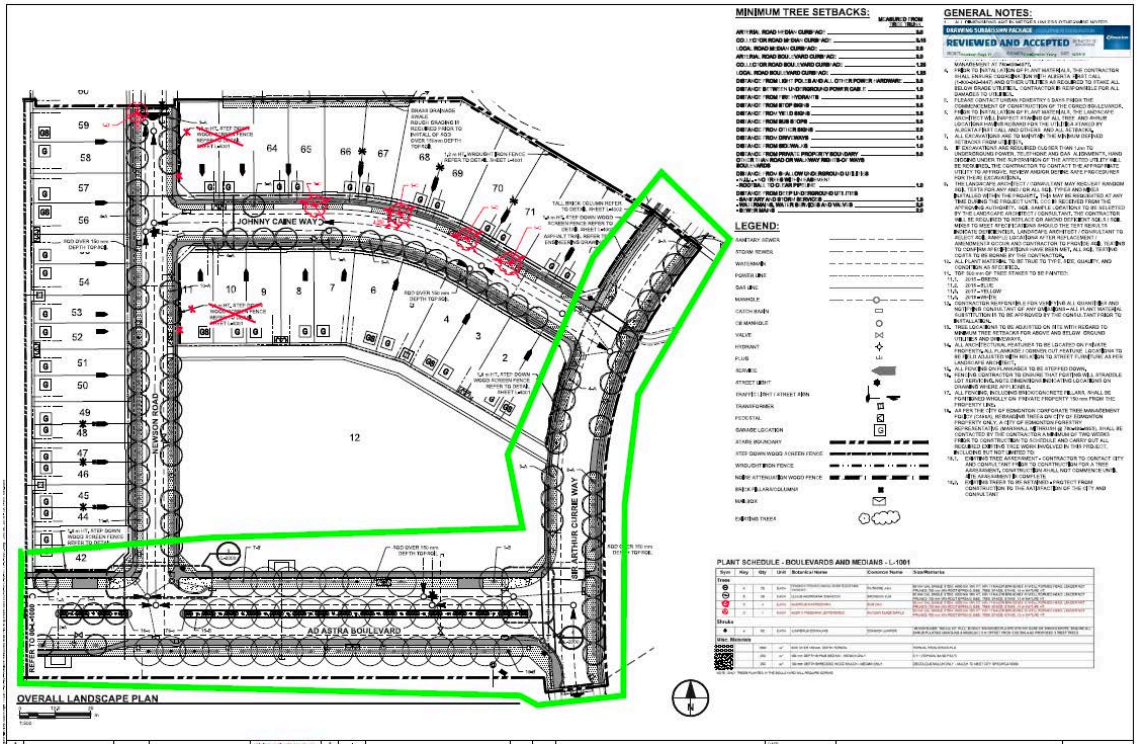
Example B - Highlighted Inspection:



Highlight is surrounding only the area of the specific improvement and excludes adjacent improvements. In this case the collector roads are a separate improvement from the local roads.

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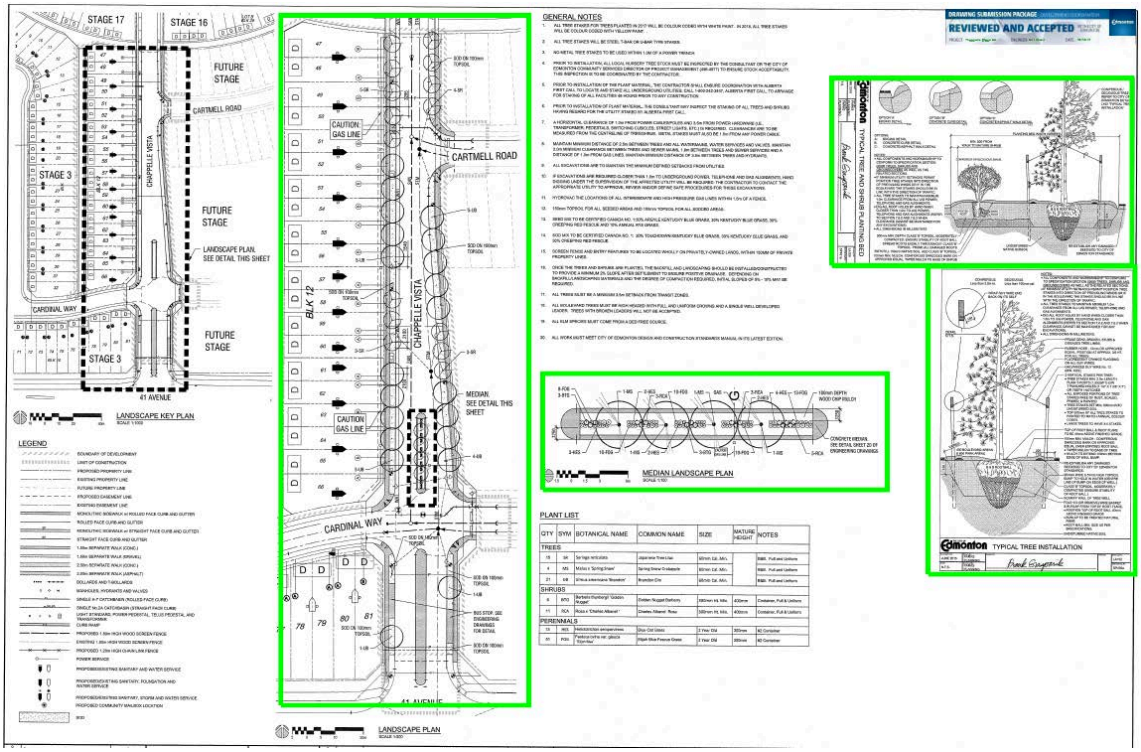
Example C - Highlighted Inspection:



The plan, the enlargement and the details specific to the improvement are all highlighted individually.

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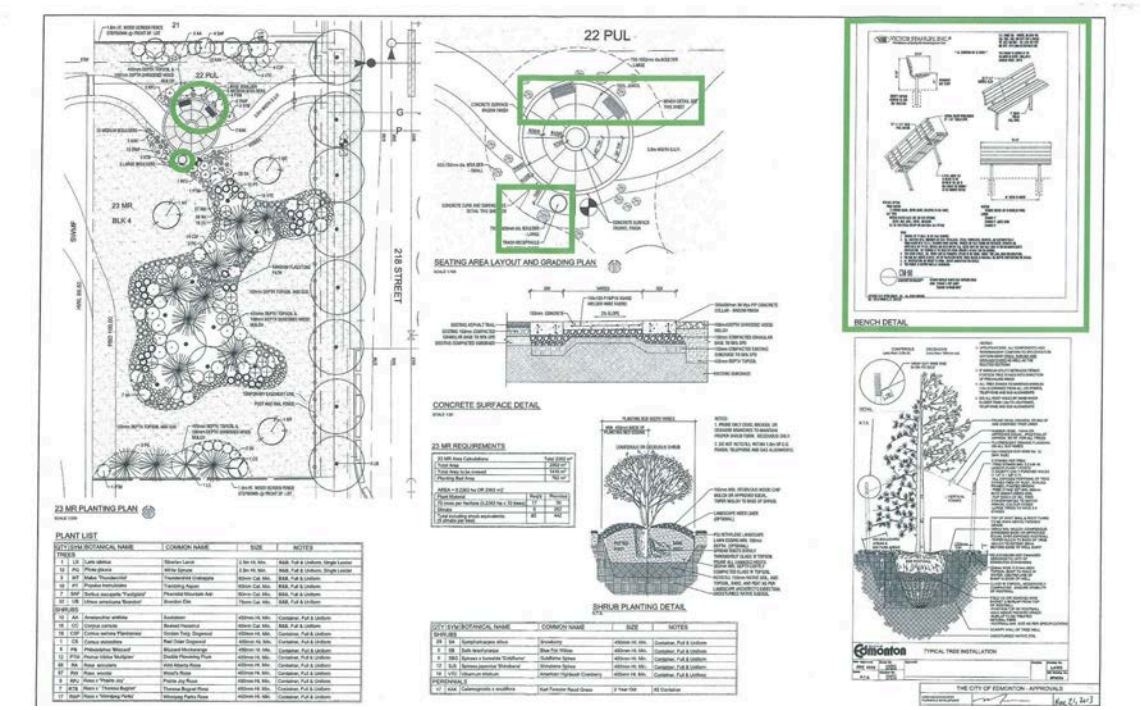
Example D - Highlighted Inspection (Amenities Only):



For Amenity improvements, ensure that each piece of furniture (bench, waste receptacle etc.) is highlighted individually in order to identify them on the plan. Do not draw a box around the whole page.

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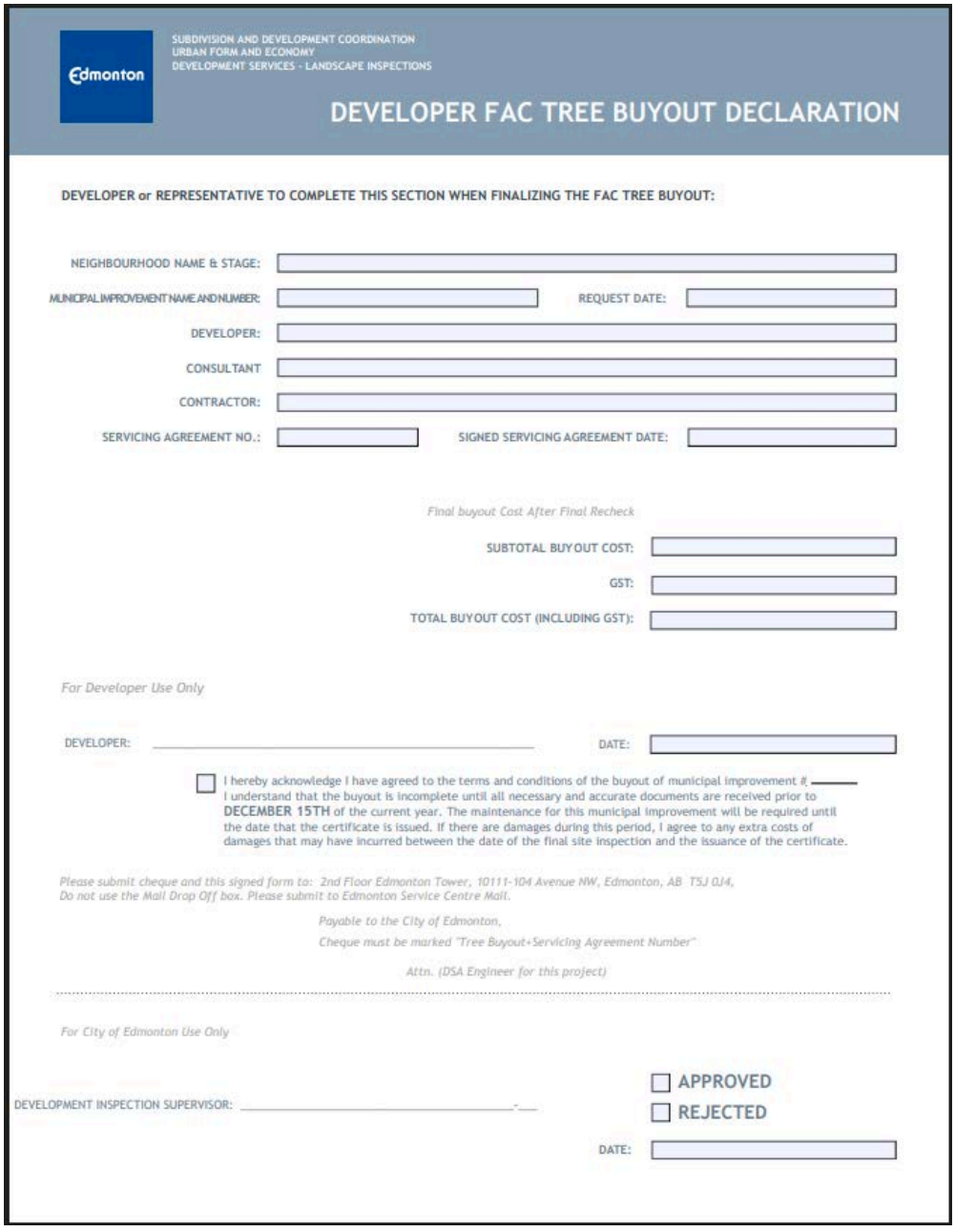
APPENDIX I: EXAMPLE OF TREE BUYOUT SUBMISSION

Find downloadable forms here: **Landscape Inspector Guidelines Website**

Return to the previous **Table of Contents** click HERE

Tree Buyout Declaration Form (a paper copy is to be included with the Buyout cheque):



Edmonton

SUBDIVISION AND DEVELOPMENT COORDINATION
URBAN FORM AND ECONOMY
DEVELOPMENT SERVICES - LANDSCAPE INSPECTIONS

DEVELOPER FAC TREE BUYOUT DECLARATION

DEVELOPER or REPRESENTATIVE TO COMPLETE THIS SECTION WHEN FINALIZING THE FAC TREE BUYOUT:

NEIGHBOURHOOD NAME & STAGE:

MUNICIPAL IMPROVEMENT NAME AND NUMBER: REQUEST DATE:

DEVELOPER:

CONSULTANT

CONTRACTOR:

SERVICING AGREEMENT NO.: SIGNED SERVICING AGREEMENT DATE:

Final buyout Cost After Final Recheck

SUBTOTAL BUYOUT COST:

GST:

TOTAL BUYOUT COST (INCLUDING GST):

For Developer Use Only

DEVELOPER: _____ DATE:

☐ I hereby acknowledge I have agreed to the terms and conditions of the buyout of municipal improvement #_____
I understand that the buyout is incomplete until all necessary and accurate documents are received prior to **DECEMBER 15TH** of the current year. The maintenance for this municipal improvement will be required until the date that the certificate is issued. If there are damages during this period, I agree to any extra costs of damages that may have incurred between the date of the final site inspection and the issuance of the certificate.

Please submit cheque and this signed form to: 2nd Floor Edmonton Tower, 10111-104 Avenue NW, Edmonton, AB T5J 0J4,
Do not use the Mail Drop Off box. Please submit to Edmonton Service Centre Mail.

Payable to the City of Edmonton,
Cheque must be marked "Tree Buyout+Servicing Agreement Number"

Attn. (DSA Engineer for this project)

For City of Edmonton Use Only

DEVELOPMENT INSPECTION SUPERVISOR: _____

☐ APPROVED
☐ REJECTED

DATE:

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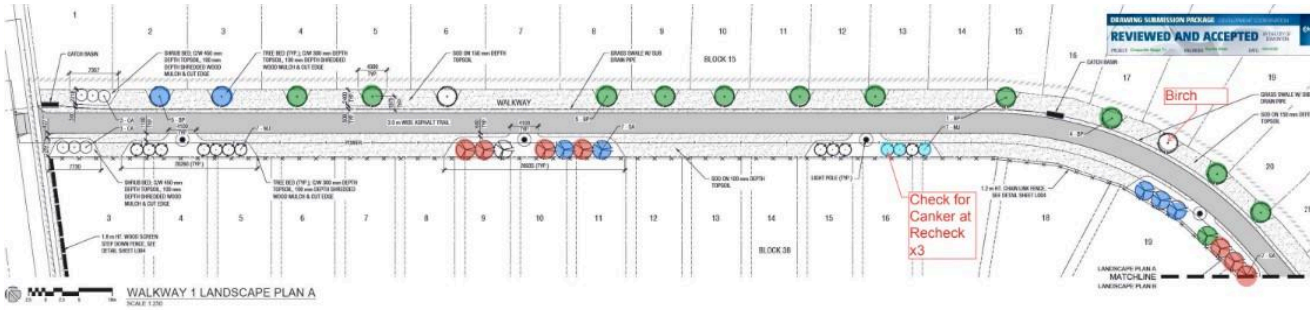
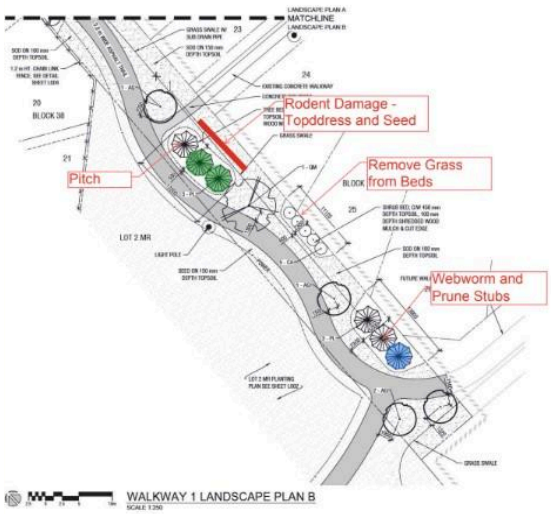
APPENDIX J : TREE BUYOUT DEFICIENCY REPORT & COST ESTIMATE SHEET EXAMPLE

Return to the previous **Table of Contents** click HERE
Return to the previous Section **19.3.2 Phase 2 of Tree Buyout Application** click HERE

Tree Buyout Deficiency Report Example:





The plan provides clear identification of the replacement and maintenance for each item that is included in the buyout terms

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Tree Buyout Cost Estimate Excel Sheet Example:

Find downloadable forms here: **Landscape Inspector Guidelines Website**

TREE BUYOUT COST FORM 2025

Project Name:	
Consultant Contact:	
Date:	

Activity	Units	Unit Rate	Total Cost
Tree Planting			
2026 COE Decidious Replacement			$ -
2026 COE Coniferous Replacement			$ -
2026 COE 15 Gallon Potted Replacement in Naturalized Area. (1 Ball & Burlap tree = 4 Potted trees)			$ -
Watering			
1 year for establishment (2026 COE Replacement Plantings)			$ -
1 year for establishment (2025 Developer Plantings)			$ -
Extra year due to lack of vitality			$ -
Tree Maintenance			
Slow Release Injection Fertilization			$ -
Pruning (Structural)			
Trees up to 100mm cal and/or sucker removal			$ -
Trees 110 - 250 mm cal			$ -
Mature trees larger than 250mm cal			$ -
Tree/Stump Removal			
Under 100mm cal			$ -
110-250 mm cal			$ -
Stump grinding (Hydro)			$ -
Insect Treatment (List Issues)			
Treatment to be determined based on issue			$ -
Ground Work			
Hydrovac work- A $300 fixed rate will be charged for each tree replacement depending on site conditions, this rate could be reduced if an Alberta One Call from the last 6 months for the site is provided by the developer *Providing an Alberta OneCall does not guarantee that the rate will be removed/reduced. It is used to help gain a better idea of if Hydro-vac is required for replacing any trees			$ -
Forestry Charges (not included in gst calculations)			
Forester's time (Min 4 hours)		$ 105.00	$ -
OSCAM (Number of days)			$ -

The consultant completes the red outlined sections, and Forestry will provide a cost estimate within five days of receiving the Tree Buyout Submission uploads

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APPENDIX K: EXAMPLE AS-BUILT PLANS

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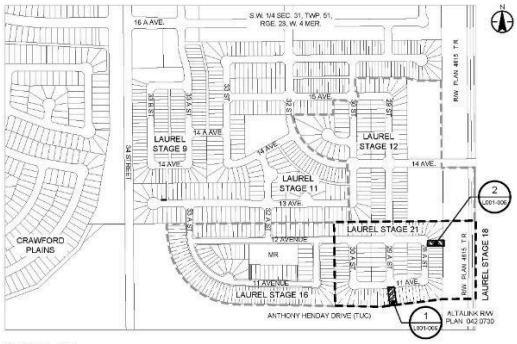
Return to the previous Section **18.8 FAC Documentation Requirements** click HERE
Return to the previous Section **17.9 Common Accuracy Items in As-Built Drawings** click HERE

Example A - As-Built Plans:



PLANTING BED AREAS		
LABEL	AREA	MULCH TYPE
D	52 m²	CONIFEROUS SHREDDED BARK
E	62 m²	CONIFEROUS SHREDDED BARK

PLANT MATERIAL LIST: (THIS SHEET ONLY)

QTY./SYM.	BOTANICAL/COMMON NAME	SIZE	CONDITION
DECIDUOUS SHRUBS			
30 grb	*Berberis thunbergii 'Golden Nugget'* GOLDEN NUGGET BARBERRY	300 mm HT. MIN. #2 CONTAINER	CONTAINER GROWN, 4 CANES OR MORE 300 mm HT. WITH MIN ROOT SPREAD 200mm
19 rgb	*Berberis thunbergii 'Rose Glow'* ROSE GLOW BARBERRY	300 mm HT. MIN. #2 CONTAINER	CONTAINER GROWN, 4 CANES OR MORE 300 mm HT. WITH MIN ROOT SPREAD 200mm
CONIFEROUS SHRUBS			
12 sns	*Picea abies 'Nidiformis'* BIRDS NEST SPRUCE	900 mm SPR. #2 CONTAINER	CONTAINER GROWN, OR BALLED & BURLAPPED WITH A MIN. ROOT BALL DIA. OF 200mm WITH DEPTH NOT LESS THAN 75% OF DIA.
5 sc	*Juniperus sabina 'Calgary Carpet'* CALGARY CARPET JUNIPER	300 mm SPR. #2 CONTAINER	CONTAINER GROWN, OR BALLED & BURLAPPED WITH A MIN. ROOT BALL DIA. OF 200mm WITH DEPTH NOT LESS THAN 75% OF DIA.

NOTE: ALL PLANT MATERIAL MUST CONFORM TO THE CITY OF EDMONTON DESIGN AND CONSTRUCTION STANDARDS.

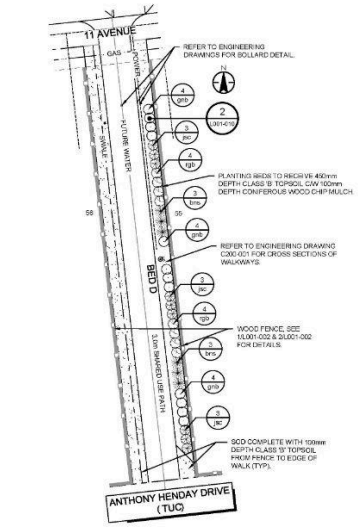
PLANTING REQUIREMENTS FOR 6.0m WALKWAY:

THE WALKWAY WILL RECEIVE PLANT MATERIAL AS FOLLOWS:

REQUIRED PLANTING: MIN. 4 TREES PER 35 METERS (MAY SUBSTITUTE 7 SHRUBS FOR 1 TREE UP TO A MAXIMUM OF 10%)

PROPOSED PLANTING: TOTAL LENGTH = 44m = 5 TREES
0 UNITS OF 60mm CAL. TREES
35 UNITS OF 1 GAL. (OR LARGER) POTTED SHRUBS

* NO TREES, DUE TO CONFLICTS WITH UTILITIES.



1 WALKWAY PLANTING PLAN
SCALE:1:200

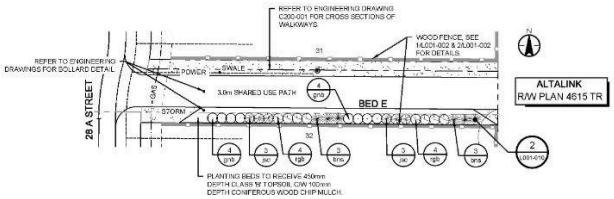
PLANTING REQUIREMENTS FOR 6.0m WALKWAY:

THE WALKWAY WILL RECEIVE PLANT MATERIAL AS FOLLOWS:

REQUIRED PLANTING: MIN. 4 TREES PER 35 METERS (MAY SUBSTITUTE 7 SHRUBS FOR 1 TREE UP TO A MAXIMUM OF 10%)

PROPOSED PLANTING: TOTAL LENGTH = 36m = 4 TREES
0 UNITS OF 60mm CAL. TREES
28 UNITS OF 1 GAL. (OR LARGER) POTTED SHRUBS

* NO TREES, DUE TO CONFLICTS WITH UTILITIES



2 WALKWAY PLANTING PLAN
SCALE:1:200

Clear and concise As-Built drawing indicating what improvement(s) is being added to city inventory.

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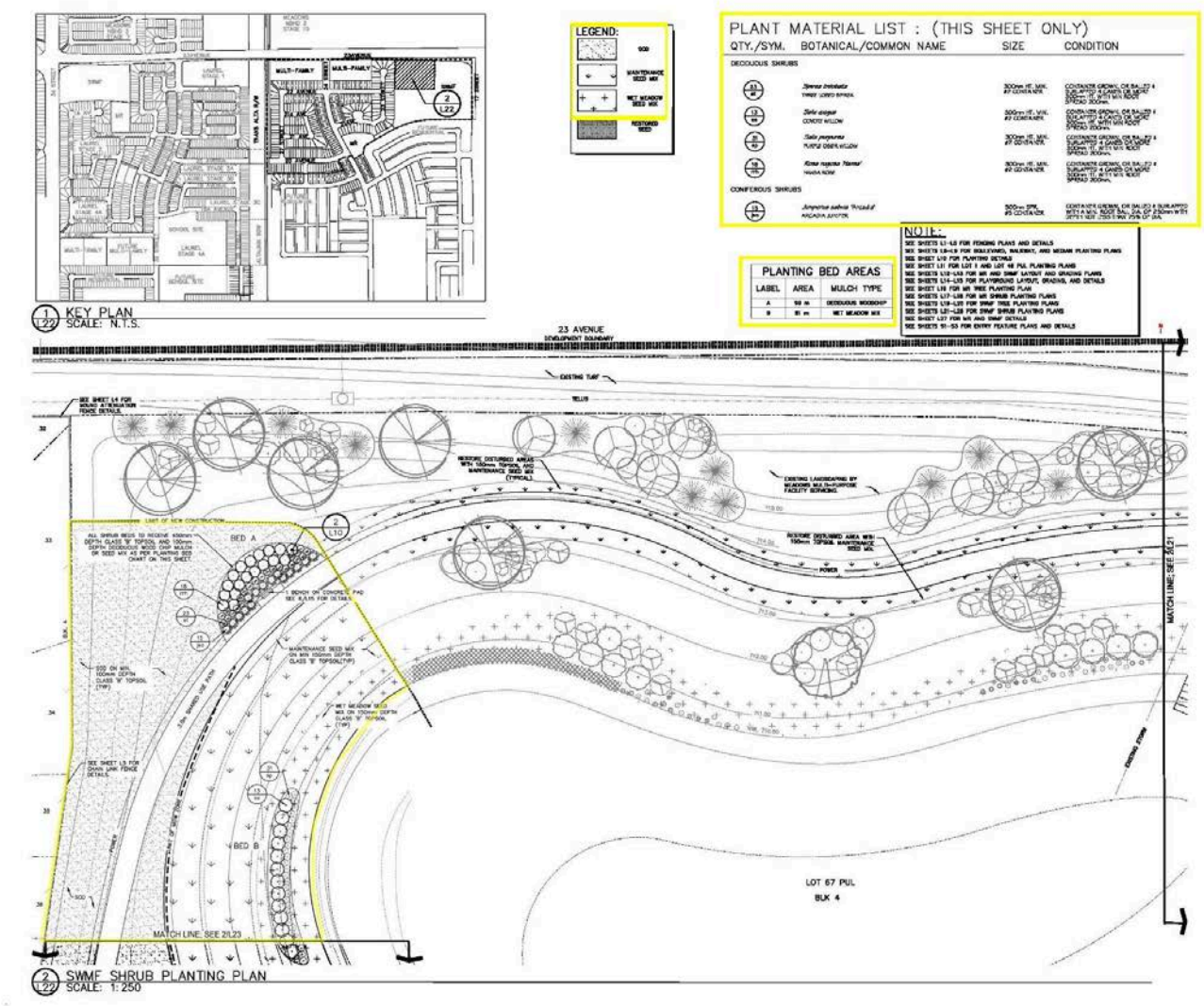
Example B - As-Built Plans:



Areas highlighted are areas within the specific improvement on the As-Built plans, with all of its pertinent information including planting list, details, area calculations etc.

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Example C - Asset Cost Form (ACF) for as-built documentation

Find downloadable forms here: **Landscape Inspector Guidelines Website**

ASSET COST FORM

LANDSCAPE - DEVELOPMENT INSPECTIONS
SUBDIVISION AND DEVELOPMENT COORDINATION
URBAN FORM AND CORPORATE STRATEGIC DEVELOPMENT
CITY PLANNING

TO BE COMPLETED BY DEVELOPER				TO BE COMPLETED BY CITY OF EDMONTON FINANCE	
Neighbourhood Name & Stage:		Developer Firm:		BA.	28
Legal Description:		Developer Contact:		Cost Centre	282500
Improvement:		Developer Email:		Statscan Code	1020
LDA #:		Developer Phone:			
Servicing Agreement #:		Consulting Firm:		GRAND TOTAL (ALL) :	
Submission Date:		Consultant Contact:		$0.00	
NOTES:		Consultant Email:			
		Consultant Phone:			
TO BE COMPLETED BY CITY OF EDMONTON LANDSCAPE					
Inspector Name:		Date Reviewed:			
Inspector Email/Phone Number:					

ASSET CLASS: (choose from Pull down below)		ITEM	SIZE/TYPE/MODEL	UNIT	QUANTITY	UNIT RATE	AMOUNT
Types of Assets - Select	1			MEASUREMENTS			
Types of Assets - Select	2			MEASUREMENTS			
Types of Assets - Select	3			MEASUREMENTS			
Types of Assets - Select	4			MEASUREMENTS			
Types of Assets - Select	5			MEASUREMENTS			
Types of Assets - Select	6			MEASUREMENTS			
Types of Assets - Select	7			MEASUREMENTS			
Types of Assets - Select	8			MEASUREMENTS			
Types of Assets - Select	9			MEASUREMENTS			
Types of Assets - Select	10			MEASUREMENTS			
Types of Assets - Select	11			MEASUREMENTS			
Types of Assets - Select	12			MEASUREMENTS			
Types of Assets - Select	13			MEASUREMENTS			
Types of Assets - Select	14			MEASUREMENTS			
Types of Assets - Select	15			MEASUREMENTS			
Types of Assets - Select	16			MEASUREMENTS			
Types of Assets - Select	17			MEASUREMENTS			
Types of Assets - Select	18			MEASUREMENTS			
Types of Assets - Select	19			MEASUREMENTS			
Types of Assets - Select	20			MEASUREMENTS			
Types of Assets - Select	21			MEASUREMENTS			

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APPENDIX L: EXAMPLE LANDSCAPE PLAN INDICATING YEARS PLANTED

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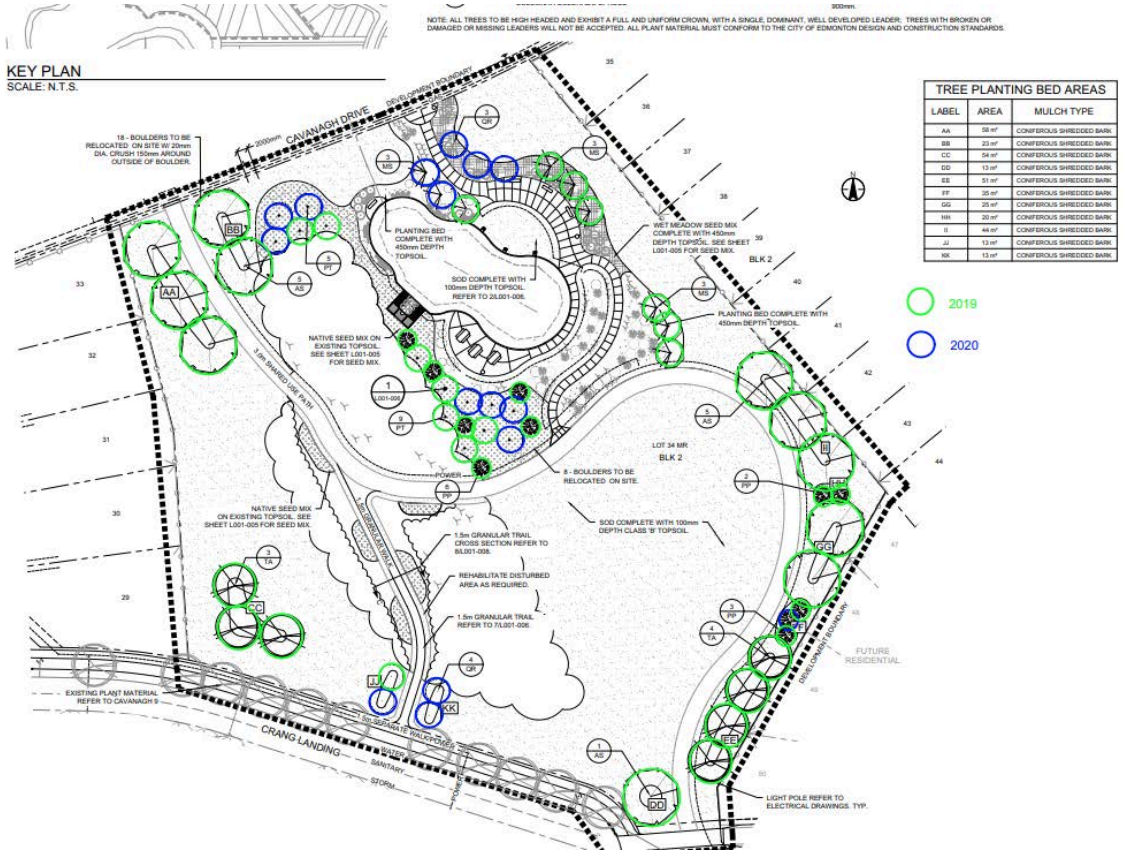
Return to the previous Section **18.8 FAC Documentation Requirements** click HERE

Example A - Years Planted Plan:



Colour legend that corresponds to tree stake planting colour is preferred. Ensure that the labels are visible and are not covered up.

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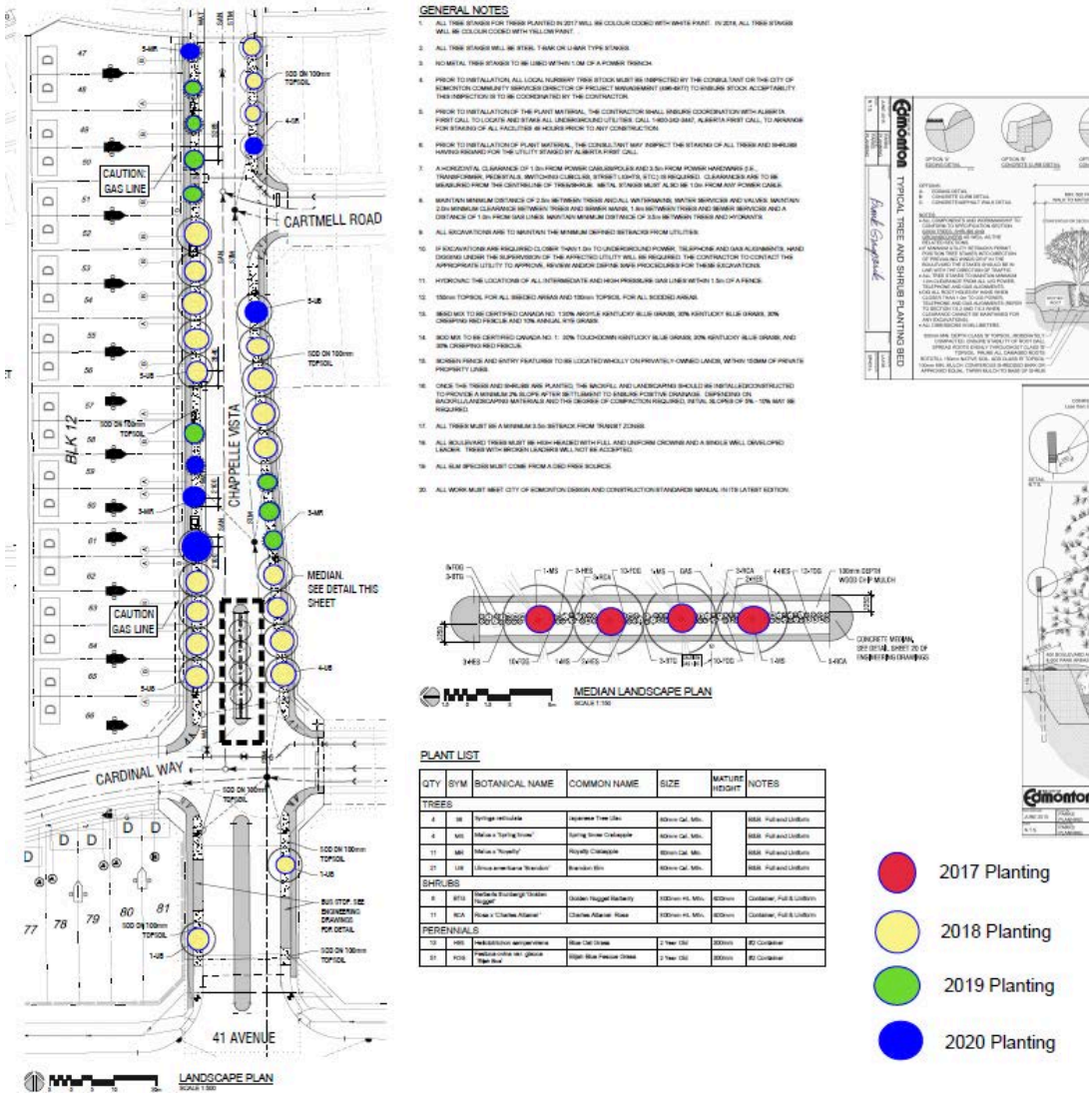
Example B - Years Planted Plan:



This example uses the colour legend and clearly identifies the year planted, however translucency of the colour coding would be preferred for legibility.

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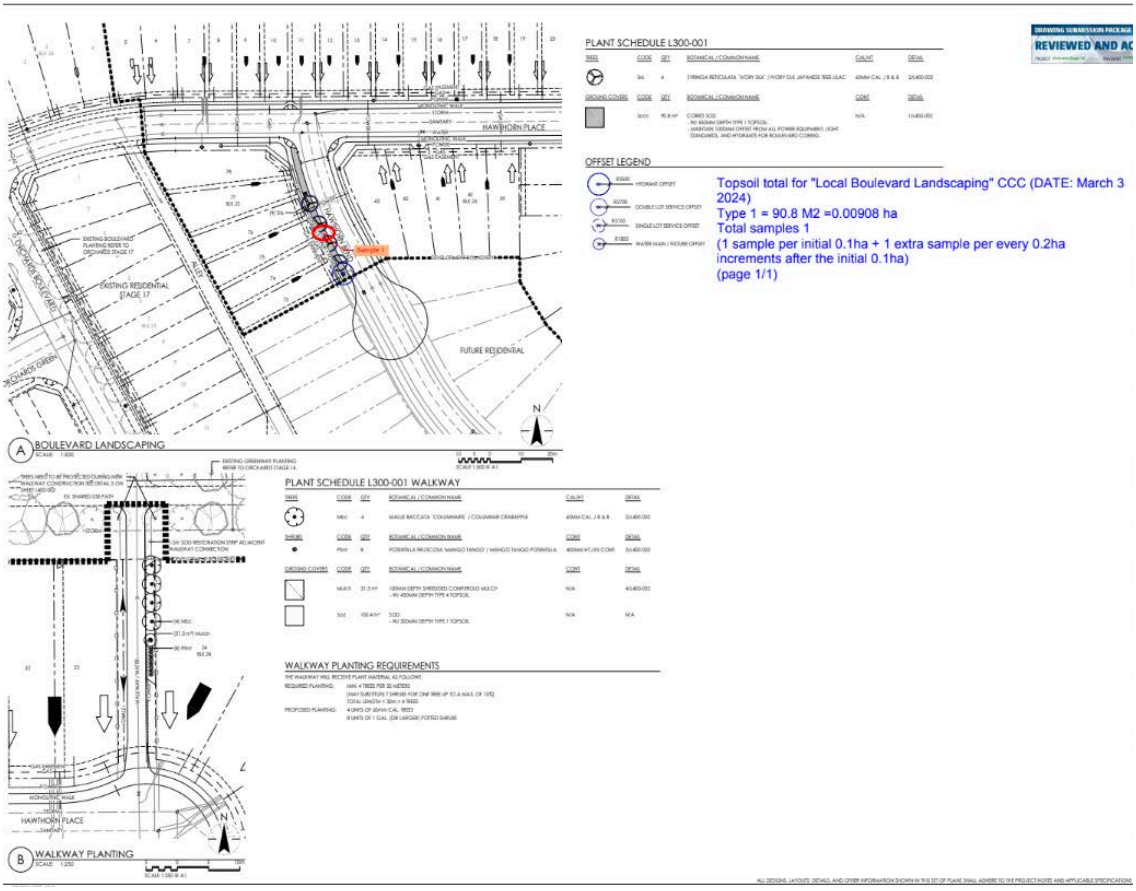
APPENDIX M: SOIL SAMPLE MAP

Return to the previous **Table of Contents** click HERE
Return to the previous Section **10.1.1.2 Developer/Consultant** click HERE
Return to the previous Section **10.2 Soil Testing Procedure** click HERE



The example details the calculations and sampling point for Type 1 Topsoil. The label 'Type 1' accompanies the sampling point, and a complete breakdown of the topsoil calculation formula is provided.

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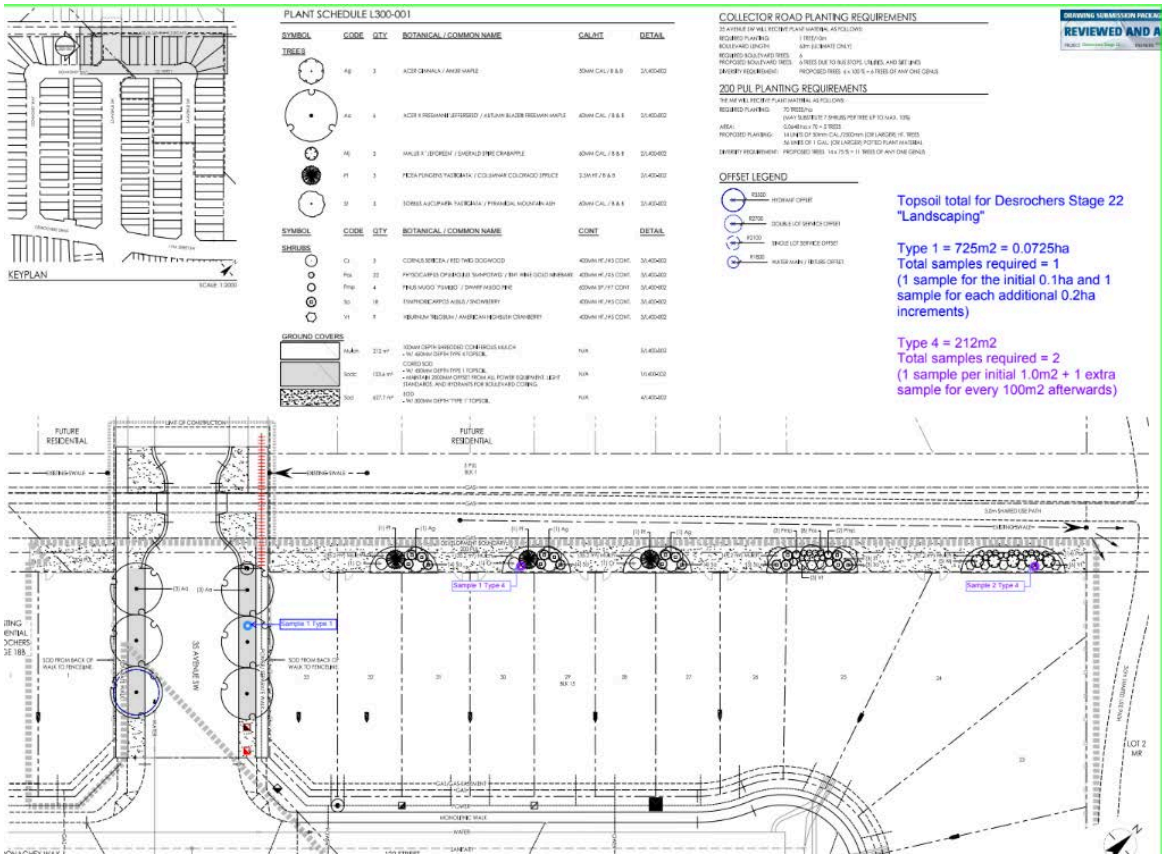

This example provides data for two different soil types, with sample points labeled accordingly. The detailed soil calculations are presented separately for each soil type (e.g. Type 1 and Type 4).

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APPENDIX N: PLAYGROUND CCC/FAC CITY FORM

Return to the previous **Table of Contents** click HERE
Return to the previous Section **22.2 Playground Pre-Construction Meeting** click HERE

Parks and Roads Services
Infrastructure Maintenance
Bridges Structures and Open Space Maintenance

City of Edmonton
10517 – 95 Street NW
Edmonton, AB T5H 2C2

INSERT Playground: Construction Completion & Final Acceptance Inspections (CCC/FAC)

CCC Inspection Date: Project Contact:

Inspector(s):

FAC Inspection Date: Project Contact:

Inspector(s):

Deficiencies Noted

The following observations were noted during the playground inspection. Results are in reference to the CAN/CSA Z614-20 Childrens' Playspace Standards and the City of Edmonton Playspace and Wheeled Sport Facility Design and Construction Standards.

Link to picture folder (if applicable):

Deficient Item (link picture)	CSA Z614 / COE Clause	Class Hazard *	Suggested Correction	Target Completion:	Correction Date:
Example: Structure: Wood Structure as slivers	**12.3.1.1** There shall be no accessible sharp points or sharp edges.	C	Remove or sand down slivers	July 20, 2022	July 18, 2020

Checklist	Status			Comments, design revisions or other results:
All assets installed as per as-built	☐ Yes	☐ No	☐ Unknown	

1 of 3 Revision Date: February 25, 2022

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Drainage inspected	☐ Yes	☐ No	☐ Unknown	
Post holes inspected before and after concrete	☐ Yes	☐ No	☐ Unknown	
Loose fill surfacing is 12" deep	☐ Yes	☐ No	☐ Unknown	
Surfacing meets HIC drop testing	☐ Yes	☐ No	☐ Unknown	
Playground meets CAN/CSA Z614-20 Standards	☐ Yes	☐ No	☐ Unknown	
Playground meets Playspace and Wheeled Sports Facility Design and Construction Standards (Ver 03, date 2022-08-11)	☐ Yes	☐ No	☐ Unknown	
Playground equipment manual and maintenance kit received	☐ Yes	☐ No	☐ Unknown	

CCC Approval	**Status**		**Date:**
Construction completion approval once deficiencies are mitigated:	☐ Yes	☐ No	

FAC Approval	**Status**		**Date:**
Final Acceptance approval once deficiencies are mitigated:	☐ Yes	☐ No	

Additional Considerations

The following were not tested but should be considered in the evaluation:

Item	CSA Z614-20 Clause
Natural Materials: Wood	**7.4.1** Natural logs, branches, or similar that are provided (with or without manufacturing or machining) shall

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	be selected for durability as well as structural integrity as per the requirements of Clause 9. Note: Consideration of dimensional size, shape, and weight is acceptable criteria for the natural stability requirements of Clause 9.2.
Ropes	**7.6** Ropes shall be selected on the basis of durability, strength, elasticity, weight, resistance to vandalism, potential to cause skin burns or abrasion, and requirements for maintenance. Ropes shall be resistant to ultraviolet degradation. If ropes are mounted permanently on support(s), the rope should be steel-cored or equivalently cut-resistant.
Surfacing	**10.1** Energy absorbency of a surfacing material: The surfacing material in the protective surfacing zone shall have a gmax not exceeding 200 and an HIC not exceeding 1000 when tested for the defined fall height.

Appendix

EQUIPMENT HAZARD CLASS*	CRITERIA
CLASS 'A'	Any condition which has the potential to be life threatening or can cause severe, permanent injury.
CLASS 'B'	Any condition which has the potential to cause serious but non-disabling injury.
CLASS 'C' (Equipment hazards and all construction-related deficiencies)	Any condition which can cause slight injury, or may not have caused injury but does not meet current standards.

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