

Offsite Works Owner's Completion Documents

Owner's Completion Documents should include Owner's Works such as offsite civil works, offsite landscape works, and offsite streetlight, and or traffic signal works (if applicable under the Servicing Agreement and the Subdivision and Control Bylaw) and as outlined below. Please submit Owner's Completion Documents as one package to buildingpermits@cnv.org. Please reference the project address and applicable permit number(s) in the submission. Please refer to the Servicing Agreement for more specific details regarding your development project.

Offsite Civil

- ☐ one PDF copy of final As-built Drawings;
- ☐ a CAD copy of the As-built Drawings, including any survey data, in a format compatible with current release of Autodesk AutoCAD, use of Object Data should be used where possible;
- ☐ a complete schedule of assets, created using the City spreadsheet template in [link](#);
- ☐ a compendium of inspection reports from the project, including all test results;
- ☐ CCTV inspection of all underground gravity piping, including catch basin leads;
- ☐ Storm Water Management Monitoring Memorandum to describe the proposed monitoring of the Storm Water Management Works for the next two years following the date of the Acceptance Letter;
- ☐ certificate of inspection of the Works prepared, signed, sealed and dated by the Owner's Professional Engineer certifying that the Works have been constructed and completed in accordance with the Approved Plans; and
- ☐ such other documents, records, certificates and assurances as the City Engineer may reasonably require in connection with the Works

Offsite Landscape

- ☐ one PDF copy of final As-built Drawings; - Irrigation as-constructed
- ☐ a CAD copy of the As-built Drawings, including off-site irrigation, in a format compatible with current release of Autodesk AutoCAD, use of Object Data should be used where possible;
- ☐ a complete schedule of assets, created using the City spreadsheet template in [link](#);
- ☐ a compendium of inspection reports from the project, including all test results;

- ☐ certificate of inspection of the Works prepared, signed, sealed and dated by the Owner's Qualified Registered Professional certifying that the Works have been constructed and completed in accordance with the Approved Plans; and
- ☐ such other documents, records, certificates and assurances as the City Engineer may reasonably require in connection with the Works

Offsite Street lighting

- ☐ one PDF copy of final As-built Drawings;
- ☐ a CAD copy of the As-built Drawings, including any survey data, in a format compatible with current release of Autodesk AutoCAD, use of Object Data should be used where possible;
- ☐ a complete schedule of assets, created using the City spreadsheet template in [link](#);
- ☐ a compendium of inspection reports from the project, including all test results;
- ☐ certificate of inspection of the Works prepared, signed, sealed and dated by the Owner's Professional Engineer certifying that the Works have been constructed and completed in accordance with the Accepted Plans (Substantial Completion Letter); and
- ☐ such other documents, records, certificates and assurances as the City Engineer may reasonably require in connection with the Works