

Appendix D

Process Checklists and Applications



Review Checklist Form

Developer _____ File Number: _____

Company: _____

Representative: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

General Project Description

Location: _____

Urban Location: _____

Rural Location: _____

DEVELOPMENT BRIEF SUBMISSION

Date of Submission: _____

ITEM	Acceptable	Revise & Resubmit	Review By	Date
Overall Layout Plans Submitted				
Conforms to Municipal Plan				
Conforms to Land Use By-Law				
Conforms to the Water Master Plan				
Conforms to the Sanitary Sewer Master Plan				
Conforms to the Storm Drainage Master Plan				
Conforms to the Transit Master Plan				
Conforms to Master Transportation Plan				
Conforms to Area Structure Plan				
Conforms to Area Redevelopment Plan				
Other				

CONCEPTUAL PLAN SUBMISSION

Date of Submission: _____

ITEM	Acceptable	Revise & Resubmit	Review By	Date
Conceptual Drawings Submitted				
Certificate of Compliance Submitted				
Professional Stamp & Company Seal Affixed				
Deviations From Standards				
Justification for Deviations				
Conforms to Land Use By-Law				
Conforms to Area Structure Plan				
Conforms to Area Redevelopment Plan				
Conforms to Master Transportation Plan				
Conforms to Transit Master Plan				
Conforms to Sanitary Sewer Master Plan				
Conforms to Storm Drainage Master Plan				
Conforms to Waterworks Master Plan				
Parks and Fire Smart Review as Required				
CITY Easement Agreement(s) Required				
Other				

DETAILED DESIGN SUBMISSION

Date of Submission: _____

ITEM	Acceptable	Revise & Resubmit	Review By	Date
Certificate of Compliance Submitted				
Professional Stamp & Company Seal Affixed				
Detailed Design Drawings Submitted				
Design Notes Submitted				
Geotechnical Report Submitted				
Deviations From Standards				
Justification for Deviations				
Conforms to Sanitary Sewer Master Plan				
Conforms to Storm Drainage Master Plan				
Conforms to Waterworks Master Plan				
Water Network Analysis Provided				
Storm Drainage Analysis Provided				
Traffic Analysis Study Provided				
Sanitary Flow Design Data Provided				
Improvements Downstream Required				
Mechanical Plants Required				
Conforms to Parks Standards				
Project Schedule Included				
Environmental Approval Received				
Agreements with Utility Franchises Complete				
Other				

CERTIFICATE OF COMPLIANCE

The following form shall be completed and submitted by the Developer with every submission for discussion or approval.

Submitted For: _____ Date: _____
Development Brief: _____
Conceptual Planning Review (Conceptual Drawings): _____
Final Approval (Detailed Design): _____
Project Location and Brief Description: _____

The development plans, drawings, specifications, reports and figures are in accordance with the Engineering Servicing Standards, Area Structure Plan and all other applicable standards and regulations.

YES _____ NO _____

If no, justification and added benefits for deviating from the standards shall be attached.

Developer: _____	Engineering/Landscape Consultant: _____
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____ Fax: _____	Phone: _____ Fax: _____
Signature: _____	Signature: _____

Engineer's Seal

Permit to Practice

City of Yellowknife

Review Status:

Revise and Resubmit: _____

Acceptable, proceed to next phase: _____

Approved for Development: _____

Name: _____ Signature: _____

Date: _____

CONSTRUCTION COMPLETION CERTIFICATE

The following certificate shall be prepared and executed by the Developer and his Engineering/Landscape Consultant for submission to the City of Yellowknife.

Date: _____

Brief Project Description:

Developer:

Engineering/Landscape Consultant:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Final inspection was performed on _____ and all noted deficiencies have been rectified.

I, _____ of _____
(Consultants Name) (Engineering/Landscape Firm)

hereby certify that the contract for the above described project has been completed in general conformance with the Contract Documents and the City of Yellowknife Engineering Servicing Guidelines.

Engineer's Seal

Company Permit Stamp

City of Yellowknife

Based on the above certification, the City of Yellowknife accepts that the project is complete and that the warranty period as it effects the CITY will commence on _____.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

FINAL ACCEPTANCE CERTIFICATE

The following certificate shall be prepared and executed by the Developer and his Engineering/Landscape Consultant for submission to the City of Yellowknife.

Date: _____

Brief Project Description:

Developer:

Engineering Consultant:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Deficiency inspection was performed on _____ and all noted deficiencies have been rectified.

I, _____ of _____
(Consultants Name) (Engineering/Landscape Firm)

hereby certify that the contract for the above described project has been completed in general conformance with the Contract Documents and the City of Yellowknife Engineering Servicing Standards and that all deficiencies have been rectified to the CITY's satisfaction.

Engineer's Seal

Company Permit Stamp

City of Yellowknife

Based on the above certification, the City of Yellowknife accepts that the Warranty Period has expired effective _____ and that the CITY assumes responsibility for the development as it concerns the CITY.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____