

This application is for the submission of detailed Works and Services designs and supporting documents in association with Building Permits and Subdivision applications and the acceptance of constructed Works and Services. Please ensure the application includes all required information at the time of submission. Incomplete application will be returned without being reviewed.

The submission must comply with the Works and Services Bylaw No. 3948, 2024, MMCD, and the Data Standards Document, available on the City's web site: <https://www.campbellriver.ca/building-development/development-engineering-applications/works-services-bylaw>

Section 1: Project Information

Application type: ☐ Subdivision ☐ Building Permit ☐ Other

Owner Name:

Civic Address of Project:

City File Number:

Section 2: Engineer of Record (EOR)

Company Name:

Primary Contact Name:

Additional Contact Name(s) (If Applicable):

Phone #:

Email:

Section 3: Design Submission Requirements – Submit with Application

☐ Servicing report, reviewing the following:

- ☐ Water Analysis of domestic and fire flows, including a commentary on model results.
- ☐ Plan of proposed sanitary sewer tributary area plan and designs calculations to downstream lift station for development where design Peak Wet Weather Flow is greater than 0.75 l/s.
- ☐ Stormwater management plan including a plan of proposed storm sewer tributary area plan and design calculations to downstream receiving waters.
- ☐ Discussion on frontage / road works for road cross section design and/or new driveway access locations.

☐ Class B Cost Estimates of:

- ☐ all proposed infrastructure (for the purpose of security)
- ☐ City owned infrastructure (for the purpose of Engineering Review Fee)

☐ PDF submission of detailed design drawings as per [Data Standards Document](#). A complete set of design drawings shall consist of drawings of the following as determined by the Engineer of Record:

- ☐ Location Plan
- ☐ Overall Development Plan
- ☐ Topographic and Existing Structures Plan
- ☐ Catchment Area and Storm Water Management Plan (including detention structures if required)
- ☐ Erosion and Sediment Control Plans
- ☐ Lot Grading Plan
- ☐ Roadworks and Waterworks Plans and Profiles
- ☐ Sanitary and Storm Sewer Plans and Profiles
- ☐ Detail Plans

If applicable:

- ☐ Street Lighting Plans and Calculations
- ☐ Hydro, Communication/Fibre and Gas Plans
- ☐ Street Trees Plans
- ☐ Water entry schematic including water meter sizing and backflow preventor details

Section 4: Acceptance Requirements Checklist – Submit at Completion

☐ Walk-through with City staff completed Date: _____

☐ Certification of Infrastructure Letter. Letter to include:

- For City Works, certification that the work is completed to the City's specifications and standards
- For Strata Interior Works, certification that the work is completed to "good engineering standards"
- Date of construction start and completion
- Which contractor performed the work
- P.Eng. stamp on the letter

☐ Itemized Deficiency List certified by EOR, including cost estimate and estimated date of remedy

☐ Cost Estimate of off-site works certified by EOR

☐ Engineering Record Drawings (dwg, dwf, pdf)

☐ Service Record Location Cards for each parcel

☐ Water Meter and Backflow Forms for each water service

☐ Inspection Reports

☐ CCTV of new mains and laterals and existing mains that have new connections

☐ Material Testing

☐ Electrical permits (new streetlights)*

☐ Operation and Maintenance Schedule for Stormwater Management Systems*

☐ Other*

☐ Other*

* if applicable

Section 5: Acknowledgement Of Notice of Collection of Personal Information

Signatures for Works and Services Application

- ☐ I have attached to this application form the required documents as noted in **Section 3 or Section 4** and hereby agree to submit further information deemed necessary for processing this application.
- ☐ I hereby declare that the above information and materials submitted in support of this application are, to the best of my knowledge, true and correct in all aspects.

Signature of Engineer of Record

Date

City Staff will review this application. Once the application is deemed acceptable, the owner will be contacted to provide any relevant fee or security payments and sign any applicable documents. Upon payments and provision of signed documents the City can accept the application.

Fees

- Engineering Review Fee (\$500 + 2.5% of the engineer's cost estimate of City infrastructure for the first \$200,000, and 1% of the remainder).

Securities (refundable)

- 125% of any deficiencies prior to building permit issuance or approval of subdivision.
- 5% of the value of the total construction of City works for the maintenance period of accepted works.

Documents

- Works and Services Agreement, for any securities required for deficiencies or maintenance periods.
- Certificate of Completion, for any City works that are installed and accepted.

The City of Campbell River is collecting this personal information pursuant to s.26 of the Freedom of Information and Protection of Privacy Act, for the following purpose: 26(c) - the information relates directly to and is necessary for a program or activity of the public body. If you have any questions about this collection of personal information, please contact the City's Privacy Head at foippa@campbellriver.ca or 250-286-5700.