



# Standards Manual

Prepared by Lacombe County

**Edition 3**  
**May 2017**





## Standards Manual Edition 3

Lacombe County Policy *OP(39) Standards Manual* is intended to develop a Standards Manual that is to be treated as a “guide” governing the engineering and design parameters, and the preparation and submission of plans and specifications for the orderly and satisfactory development of subdivisions and other municipal services within Lacombe County. Regulations 1 and 2 of this policy state:

1. *The Standards Manual will be updated periodically as needed.*
2. *The County Commissioner or designate is hereby authorized to make amendments to the standards manual as deemed necessary.*

The current version of the Lacombe County Standards Manual was adopted in January 2011. Since that time standards and legislation have changed and the need for an updated version of the *Standards Manual* has become necessary. The *Lacombe County Standards Manual Edition 3* has been completed to address these changes. A full list of changes is attached.

The *Lacombe County Standards Manual* is hereby amended to *Edition 3*

A handwritten signature in blue ink, appearing to read "Terry Hager", written over a horizontal line.

Terry Hager  
County Commissioner

May 11, 2017

Date



## P O L I C Y

Department <b>Operations</b>	Policy No. <b>OP(39)</b>	Page <b>1 of 2</b>
Policy Title <b>STANDARDS MANUAL</b>	Date <b>June 27, 2013</b>	Resolution No. <b>C/426/13</b>

### Policy Statement

Lacombe County has developed a Standards Manual that is to be treated as a “guide” governing the engineering and design parameters, and the preparation and submission of plans and specifications for the orderly and satisfactory development of subdivisions and other municipal services within Lacombe County.

These standards and specifications are intended to serve as the "minimum" allowable levels to which the improvements discussed are to be built, and to enable standardization within the County. Where questionable or complicated design situations arise, sound engineering methods and practices shall prevail.

The County reserves the right to deviate from these standards wherein, at the County's sole discretion, it is determined that conditions warrant it.

No departure from these design standards and specifications shall be permitted without the expressed written approval of the County.

Where Acts, Bylaws, Codes or other Standards are noted, they shall refer to the latest revision thereof.

### Regulation

1. The Standards Manual will be updated periodically as needed.
2. The County Commissioner or designate is hereby authorized to make amendments to the standards manual as deemed necessary.
3. The use of the Standards Manual is intended for general information only, detailed specifications and guidelines for projects within Lacombe County will be determined by Lacombe County on a site specific basis at the time of development.
4. In the event of conflicting specifications the County Commissioner or his designate shall be the sole authority in determining all approved specifications.
5. All specifications contained in the manual are intended to meet or exceed Alberta Transportation standards and specifications.

# P O L I C Y

Policy Title <b>STANDARDS MANUAL</b>	Policy No. <b>OP(39)</b>	Page <b>2 of 2</b>
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6. The manual will include sections regarding:
  - a) General Conditions & Forward
  - b) Engineering Plans and drawings
  - c) Roads
  - d) Erosion and Sediment Control
  - e) Landscaping
  - f) Fencing
  - g) Communal Waste Water Systems
  - h) Communal Water Systems
  - i) Fire Protection
  - j) Trails and Amenities
  - k) Signage and Traffic Control
  - l) **Stormwater Management**
7. A copy of the manual may be obtained on the Lacombe County website at [www.lacombecounty.com](http://www.lacombecounty.com) under the Operations tab.
8. Hard Copies of the manual may be obtained from the Lacombe County office for a price of \$150.00 (2013 price). The price may be adjusted from time to time to reflect printing and staff costs.

Approved: January 27, 2011  
Revised: June 27, 2013



## **LACOMBE COUNTY STANDARDS MANUAL**

THE USE OF THE FOLLOWING ROADS AND INFRASTRUCTURE MANUAL IS INTENDED FOR

**GENERAL INFORMATION ONLY**

DETAILED SPECIFICATIONS AND GUIDELINES FOR PROJECTS WITHIN LACOMBE COUNTY

WILL BE DETERMINED BY LACOMBE COUNTY

ON A SITE SPECIFIC BASIS AT THE TIME OF DEVELOPMENT

**ALL SPECIFICATIONS CONTAINED WITHIN THIS MANUAL**

**ARE INTENDED TO MEET OR EXCEED**

**ALBERTA TRANSPORTATION AND UTILITIES STANDARDS AND SPECIFICATIONS**

**THE LATEST SPECIFICATIONS CAN BE OBTAINED IN DETAIL**

**FROM ALBERTA TRANSPORTATION & UTILITIES**

**#401, 4920 – 51 Street  
Red Deer, AB T4N 6K8**

**Phone: (403) 340-5166**

IN THE EVENT OF CONFLICTING SPECIFICATIONS

THE LACOMBE COUNTY PUBLIC WORKS SUPERVISOR

OR HIS REPRESENTATIVE SHALL BE THE SOLE AUTHORITY

IN DETERMINING ALL APPROVED SPECIFICATIONS

**Table of Contents**

A1. DESIGN STANDARDS ..... 1

A2. DEFINITIONS ..... 1

A3. DEVELOPER RESPONSIBILITIES ..... 3

A4. ENGINEERING DESIGN ..... 4

A5. TESTING ..... 4

A6. ENGINEERING AND SUPERVISION..... 4

A7. LAND ACQUISITION AND AGREEMENTS FOR OFFSITE CONSTRUCTION ..... 5

A8. PERMANENT GEODETIC BENCH MARKS ..... 6

A9. EXISTING UTILITY PRECAUTIONS..... 6

A10. ENVIRONMENTAL CONCERNS ..... 7

A11. DEVELOPMENT APPROVAL PROCESS ..... 7

    A11.1 Pre-Application Meeting ..... 8

    A11.2 Concept Plan ..... 8

    A11.3 Construction of Municipal Improvements..... 9

    A11.4 Construction Completion Certificate (CCC) ..... 13

    A11.5 Maintenance and Warranty Period ..... 14

    A11.6 Development Permit Application..... 15

A12. COMMUNITY MAILBOXES ..... 15

    A12.1 General..... 15

    A12.2 Location Criteria ..... 15

## **A1. DESIGN STANDARDS**

The following design standards sections shall apply to any or all of the respective services:

- Section A: General Conditions
- Section B: Engineering Plans & Drawings
- Section C: Roads
- Section D: Erosion and Sediment Control
- Section E: Landscaping
- Section F: Fencing
- Section G: Communal Waste Water Systems
- Section H: Communal Water Systems
- Section I: Fire Protection
- Section J: Trails & Amenities
- Section K: Signage & Traffic Control
- Section L: Stormwater Management
- Typical Drawings

## **A2. DEFINITIONS**

The following words shall have the meaning hereinafter assigned to them:

1. **“A.T.”** refers to Alberta Transportation
2. **AADT – Average Annual Daily Traffic**
3. **“BMP”** shall mean Best Management Practices.
4. **“Contractor”** shall mean any person or persons, corporation, or legal entity which shall undertake the construction and installation of municipal improvements and utilities on behalf of either the Developer or the County.
5. **“County”** shall refer to Lacombe County.
6. **“Construction Drawings”** shall mean those Engineering Plans and Profiles prepared by the Consulting Engineer, showing the details of the installation of the various Municipal Improvements and utilities within the Development using

standard engineering symbols and forms, and conforming to the Standards Manual.

7. **“Developer”** shall mean such person or persons, corporation or legal entity developing a subdivision.
8. **“Development”** shall mean the area to be serviced, as determined by the County.
9. **“Development Agreement”** shall mean a document outlining the general requirements and conditions of which the Developer enters into agreement with the County prior to the construction and installation of municipal improvements and utilities in the development.
10. **“Development Officer and/or Planner”** shall mean the person or persons appointed and acting on behalf of the County to regulate the orderly development of land.
11. **“Development Permit”** shall mean such authorization as issued by the County to the Developer.
12. **“Engineer”** shall mean a professional engineer in good standing, licensed to practice Engineering in Alberta, retained by the Developer, responsible for the design, layout and supervision of installation, recording of as-built information, and performing those duties in connection with the construction and installation of municipal improvements and utilities as set out in the Standards Manual.
13. **“ESC Plan”** shall mean an Erosion and Sediment Control Plan.
14. **“Manual”** shall mean the “Lacombe County Standards Manual”, latest edition and revisions thereof.
15. **“Manager of Operations”** shall mean the Manager of Operations of Lacombe County or an authorized representative, responsible for the supervision and approval of all work related to the provision of engineering and other duties for all municipal improvements and utilities.
16. **“Municipal Improvements”** shall mean those improvements that are required by the County to be constructed and developed within, upon, under or adjacent to the Subdivision Area, and which the County will assume ownership of upon their completion. The municipal improvements shall include the construction of the



internal subdivision roads, lot approaches and surface drainage works, as well as the construction of trails and other recreation facilities, landscaping, including tree planting, and other amenity features on designated reserves. All such municipal improvements shall be specifically detailed on the design plans that have been approved by the County pursuant to this Agreement.

17. **“Prime Coats”** shall mean the application of bituminous material to sub-grade or previously prepared gravel base course, prior to placing bituminous surfacing material.
18. **“Standards”** shall mean the specific features which practice or theory has shown to be appropriate, as contained in the Manual.
19. **“TAC”** refers to the Transportation Association of Canada.
20. **“Tack Coats”** shall mean the application of bituminous material to a previously constructed paving surface, of any type, in preparation for placing bituminous surfacing material.
21. **“Utilities”** means a communal water system, a communal wastewater system, underground power, natural gas, telephone and any other utility services as may be required by the County under this Agreement. All utilities shall be installed by the Developer at its sole cost and expense.

### **A3. DEVELOPER RESPONSIBILITIES**

The Developer will be responsible for complying with the requirements outlines in this Standards Manual and all other applicable legislation, regulations, codes, standards, agreements, permits and licenses. Additional information may be requested by the County as deemed necessary.

1. The Developer will arrange and negotiate any and all easements across private lands, private utility crossing agreements and other similar agreements which may be needed with land owners in the area.
2. The County will, on written request, supply all available information on existing infrastructure. However, the applicant must confirm the information provided, in the field, as ***the County does not guarantee the accuracy or completeness of any information provided.***

3. Nothing in this Standards Manual relieves either the County or the Developer of any of the obligations contained in the Development Agreement.

#### **A4. ENGINEERING DESIGN**

The Developer shall retain a Professional Engineer who is licensed to practice in the Province of Alberta and who is a member of the Association of Professional Engineers, Geologists and Geophysicists, who shall be responsible for the design and preparation of drawings and specifications for all municipal improvements and water and waste water systems, as required within Lacombe County. These services shall be designed in accordance with the Standards Manual.

The design drawings shall display all existing and proposed municipal improvements collective and water and waste water systems, where required. It shall be the Engineers responsibility to coordinate with the utility companies to establish the location of their existing and proposed services, and the specifications for their installations.

#### **A5. TESTING**

It shall be the Engineer's responsibility to ensure that all improvements are tested and found to meet the County's minimum test standards for such improvements prior to requesting acceptance by the County. Copies of all test results must be forwarded to the Manager of Operations.

#### **A6. ENGINEERING AND SUPERVISION**

1. Where the Development Agreement requires that the Developer construct Municipal Improvements, the Developer shall retain an Engineer to carry out preliminary surveys, prepare and submit design drawings for approval, supply construction layout and supervision during construction, certify acceptable completion of the work, and submit as-built drawings of all work performed.
2. The Developer's Engineer shall carry out the necessary construction layout to ensure the finished construction conforms to the lines, grades and dimensions shown on the approved design drawings.
3. The Developer's Engineer shall carry out the necessary construction supervision to ensure all construction is carried out to meet standards specified by the County

and the requirements of the approved plans and specifications. Upon completion of the work, the Developer's Engineer shall provide a written Construction Completion Certificate attesting to the acceptable completion of the work.

4. The Developer shall appoint an accredited materials testing firm to carry out any testing deemed necessary by sound engineering practices or by the County to determine whether all workmanship and materials incorporated into the work meet the specified requirements.

## **A7. LAND ACQUISITION AND AGREEMENTS FOR OFFSITE CONSTRUCTION**

1. **Land Acquisition** – The Developer is responsible, at his own cost and expense, for acquiring lands where required which are outside the boundaries of the development. The Developer must enter into a Development Agreement with the County for the proposed development. The Developer, subject to the terms and conditions of the Development Agreement, shall be bound to all the terms and conditions negotiated on behalf of the development with the County.
2. **Backsloping Agreement** – In cases where the acquisition of road widening is not possible or where large cuts or fills are encountered, every effort will be made to enter into a backsloping agreement with the affected landowner. A backsloping agreement entitles the County to extend ditch and/or fill slopes into the affected property to the slopes and conditions outlined in the signed agreement. All damage costs, such as crop damage and removal of trees resulting from the construction of backsloping upon private property, will be paid to the landowner by the Developer at the rates and in the amounts indicated in the signed agreements.
3. **Borrow Areas** – Where borrow areas are required for the construction or reconstruction of a County road, borrow pit agreements will be entered into with the landowners. All damage costs such as crop damage and removal of trees due to the removal of the borrow material shall be paid by the Developer to the landowner at the rates and in the amounts indicated in the signed agreements. In some cases the costs will include a payment to the landowner for the volume of material removed.
4. **Easements** – All easements which are attributable to the proposed development shall be registered in the name of the County and the costs incurred in negotiating, preparing and executing the respective easements, shall be borne by the Developer.

**A8. PERMANENT GEODETIC BENCH MARKS**

As required by the County:

1. The bench mark shall be a square drive, one piece, power installed foundation support 2400 mm in length with a 200 mm helix on the buried end.
2. The bench mark shall be installed with a power digging unit capable of drilling the top end of the support shaft down to a point flush with the surrounding ground.
3. The Developer shall supply and install a marker post to protect the permanent bench mark installation.
4. The marker post shall be a 2100 mm in length, 12 gauge galvanized flat section design post or a sign post of the equivalent design and quality.
5. The proposed use of an alternate marker post will require approval of the County.

**A9. EXISTING UTILITY PRECAUTIONS**

The Contractor shall take all precautionary measures necessary when working over or adjacent to utilities, whether above or below ground, and shall control his equipment and method of construction to prevent any damage to the utility and/or appurtenances.

Under no circumstances shall the Contractor carry out any construction operations over or adjacent to any pipeline until the required adjustments and protection required for the proposed construction have been completed. Additionally, the Contractor shall provide a minimum of forty-eight (48) hours' notice to the pipeline company in advance of commencing his construction operations in that area. Upon completion of the pipeline work, the Contractor shall continue to work in close liaison with the pipeline company and, if required, ensure that a representative of the affected utility company is present at all times during active equipment operations. The Contractor shall ensure that no equipment crosses or operates over any pipeline at locations other than where protection has specifically been provided. Extreme caution shall be exercised to ensure that the pipeline is not damaged as a result of the construction activity.

The Developer shall be responsible for the installation and associated coordination and costs of power, natural gas and telephone services in the subdivision. Any other utilities that may be required shall be provided at the sole expense of the Developer.

The Developer shall make arrangements with the utility companies to locate and remove any existing utilities, such as power poles, pipelines, telephone poles, buried cables, etc.

Gas, power and telephone location and/or relocation plans shall be submitted to the County for approval prior to installation. The Developer shall be responsible for the payment of all costs related to these utility installations.

The Developer shall provide registered easements in the name of the County to accommodate the utility services. All easements shall be registered on each individual lot concurrently with the registration of the Subdivision Plan.

## **A10. ENVIRONMENTAL CONCERNS**

Lacombe County focuses on our internal operations in order to conserve, protect and enhance the environment in balance with social and economic needs and as such we require those who work in the County to do the same. In general the Contractor shall not dump, spill or dispose of any overburden, trees, brush, petroleum products, refuse or any other debris into any watercourse or other body of water, or into any area which may ultimately cause pollution to surface or ground water resources. The Contractor shall clean up any deposits of waste arising from his work which may cause subsequent pollution, and should the Contractor fail to do so, the County may, without further notice, arrange the clean-up of such deposits at the sole expense of the Developer.

The Contractor shall conduct his operations in accordance with the current legislation concerning pollution control, including the *Clean Air Act*, the *Environmental Enhancement and Protection Act* and any other related legislation. It shall be the Developer's responsibility to familiarize himself with the applicable legislation and regulations and obtain all necessary permits and approvals for his operations.

In regards to specific actions such as storm water management and erosion and sediment control contractors are asked to address these needs as specified in detail in the Standards Manual.

## **A11. DEVELOPMENT APPROVAL PROCESS**

The Development approval process is a combination of administrative requirements and political procedure. For further details see the *Multi-Lot Development Proposals*:

*Lacombe County's Guide to the Approval Process* and contact the Planning and Development Department.

The developer must submit a minimum of three (3) copies of all documentation, drawings and plans relating to multi-lot subdivisions or re-designations to the Planning Department only.

### **A11.1 Pre-Application Meeting**

The developer is requested to arrange a meeting with County staff to discuss the proposed development of the property. This meeting is designed to ensure the Developer is aware of County policies and requirements relevant to the proposed development.

### **A11.2 Concept Plan**

The County will require the developer to prepare a concept plan that will provide the framework for the subsequent subdivision and development of the property.

As a general requirement, the concept plan must describe the land uses proposed for the property; the staging (or phasing) of the development, if applicable; the size of the lots proposed; and the location of proposed roads and other utility infrastructure (e.g. stormwater retention/detention ponds). A more detailed terms of reference for preparing a concept plan is included in *Lacombe County Multi-lot Development Proposals: A Guide to the Approval Process Appendix D*. These terms of reference may be varied depending on local conditions or other considerations.

In preparing the concept plan, the developer must demonstrate that the site is suitable for the proposed development, how the design relates to the site's features and that the impacts of the development on the surrounding area have been properly considered. This will generally involve more detailed investigations by qualified professionals of:

- groundwater supply availability;
- geotechnical considerations to assess what constraints exist for development;
- site drainage and stormwater management requirements;
- traffic impacts; and
- biophysical impacts.

A historical resource impact assessment may also be required pursuant to the *Alberta Historical Resources Act*. The developer is encouraged to contact the Alberta Culture and Tourism for further advice and direction.

The concept plan must show how the proposed development relates to existing and potential future use of surrounding lands, and any measures that have been taken to reduce potential conflicts (e.g. development adjacent to a railway, major road or a commercial/industrial site or other potentially conflicting land use).

Consultations are to be carried out with other government authorities during the preparation of the plan. County staff will advise which government authorities are to be contacted.

Site Development Guidelines are also an important component of multi-lot commercial and industrial developments within the County. All developers of commercial and industrial parks are required to create guidelines which outline requirements with regard to architectural controls, landscaping design, fencing style and lot layout for both the overall development and each individual lot. These guidelines are subject to County approval ensuring that there is a consistent standard and character of development within each individual park.

The County requires the developer to provide three (3) paper copies and one (1) electronic copy each of the concept plan and associated detailed investigations. These documents must be received by the County before staff will give the developer permission to present to County Council or the Municipal Planning Commission.

The County requires the Developer to prepare a Concept Plan that will provide the framework for the subsequent subdivision and development of the property.

The Developer must demonstrate that the site is suitable for the proposed development, how the design relates to the site's features and that the impact of the development on the surrounding area has been considered.

### **A11.3 Construction of Municipal Improvements**

Before construction can begin, the Developer must sign the Development Agreement, receive Conditional Subdivision Approval, submit all required drawings, plans, specifications and securities and receive written approval to start construction.

The Developer must submit three (3) copies of all the required drawings, plans and specifications, which shall include:

1. **Covering letter** - the subject and purpose of the application, an estimated construction starting date and the proposed schedule for the site meeting.

2. **Estimated construction schedule** outlining the sequence of construction to be followed and applicable critical dates.
3. **Cost estimate for the proposed improvements**
4. **Road Design** - detailed proposals for road design and construction including:
  - a. Overall road layout of all roads and rights-of-way widths, cross-sections, pavement structure designs and estimates of average daily two-way traffic.
  - b. A detail schedule of the length of local roads (including cul-de-sacs) and cost per meter and the length of other roads and cost per meter.
  - c. All proposed streets shall be named on the drawings, with the names approved by the County prior to the submission of drawings.
  - d. Details of any temporary facilities (emergency access, construction access, etc.)
5. **Communal Water System** - detailed proposals for potable water:
  - a. Water supply
  - b. Water Treatment
  - c. System Plan and Design
  - d. System Materials
  - e. Associated buildings and facilities
6. **Waste Water System** - detailed proposals for sanitary system
  - a. Sewage Flows
  - b. System Plan and Design
  - c. System Materials
  - d. Wastewater storage and handling
  - e. Wastewater treatment
  - f. Associated buildings and facilities
7. **Fire Protection** - system design that meets requirements of County, *Alberta Building Code* and NFPA standards.
8. **Stormwater Management** - detailed proposals for management facilities including:



- a. Stormwater management plan and analysis.
- b. An overall plan depicting any storage facility location, the drainage basin and the downstream receiving stream; supporting detailed hydrology and hydraulic calculations for all facilities including an analysis of the capacity of the downstream receiving channel; preliminary facility cross-sections and details of inlets and the outfall control structure; description of storm-water quality improvement methods to be incorporated and erosion and sedimentation control works proposed. If the implementation of the scheme is to be staged, the staging method should be presented.
- c. The details of any interim storm-water management.
- d. All designs must comply with the County's *Standards for Stormwater Management Facilities* and the County's *Municipal Development Plan*.

**9. Suitability of Lots for Development**

The lands which have a water table less than two meters below the ground surface will not be considered as developable, unless the Developer can satisfactorily fill the area and achieve the water table clearance necessary to make the site developable. Such work will require the prior approval of the County.

The ground water table if less than two meters below the ground surface, shall be located by hydrogeological survey.

Each lot shall have tests performed for water table levels and percolation rates. When the tests are completed, the Developer shall show on a separate plan the following:

- a. The area of land within a proposed lot which is classified as developable.
- b. In percentages the relationship of developable land to the rest of the lot area.
- c. The relationship in elevation difference between the proposed building site and sewage disposal site.
- d. The permeability or percolation of the soils and the types of soil at the proposed sewage disposal areas.
- e. On a separate plan a suitable building site and sewage disposal area on each proposed lot.

**10. Easements and Right of Way**

Where easement or rights-of-way documents and plans are deemed necessary, they shall be prepared by a licensed Alberta Land Surveyor and registered with Land Titles, at the Developer’s expense.

The Engineer shall bring to the attention of the Developer the need for any rights-of-way outside the area to be serviced.

**11. Additional Technical Detail** required to satisfy the conditions of subdivision approval.

**12. Approvals, Permits, Licenses or Agreements**

- a. Copies of all letters of application for all applicable approvals, permits, licenses, or agreements from Provincial, Federal or private agencies.
- b. Copies of the federal and/or provincial approvals, permits, licenses or agreements must be received before construction commencement.

**13. The minimum following plans:**

<b>Plan Name</b>	<b>Reference</b>
Construction Management Plan	B3.1
Environmental Construction Plan	B3.2
Traffic Impact Assessment	B3.3
Legal Plans	B3.4
Overall Plans	B3.5
Road Plan	B3.6
Franchise Utility Plan	B3.7
Overland Drainage Plan	B3.8
Lot Grading Plan	B3.9
Plan Profiles	B3.10
Trail Design Drawings	J2.1
Erosion and Sediment Control Plan	D6
Landscape Plan	E/F4.4/F5.1

Plan Name	Reference
Gas, Power, Telephone Location/Relocation Plan	A9
Floodplain Plan A11.2(e)	A11.2(e)
Community Mailbox Plan	A12.2
Stormwater Management Plan	L3
Plan for HDD (if required)	C20.4

The construction drawings, specifications and relevant data will be checked by the County and all necessary revisions shall be incorporated in the final design drawings.

Upon completion of all revisions, the Engineer shall submit three (3) sets of drawings to the County for approval. Following approval, the County will return one (1) approved set to the Engineer.

A copy of all approved drawings and specifications shall be maintained at the construction site during the installation of the Municipal Improvements.

**A11.4 Construction Completion Certificate (CCC)**

Following the completion of all of the Municipal Improvements, Collective Water and Wastewater Systems where required to be installed, the Engineer shall immediately deliver three (3) sets of Mylar “as-built” drawings, three (3) sets of bound prints and three (3) sets of digitized drawing files to the County in AutoCAD format. All of the County’s infrastructure shall be incorporated on the reproducible copies of the County’s overall drawings for each utility. As-built drawings are to be submitted and approved prior to the issuance of the Construction Completion Certificate (CCC).

**1. Construction Completion Certificate (CCC)**

Upon the satisfactory completion of the project, and after all of the deficiencies have been corrected, the Developer’s Engineer shall submit a Construction Completion Certificate (CCC) to the County, requesting the acceptance of the work. The County will inspect the works and if acceptable will sign the CCC and state the duration of the maintenance period. The Developer shall be responsible for and, at his own expense, remedy any defect, fault or deficiency in the completed work during the maintenance period, in accordance with the terms and conditions of the Development Agreement.

**2. CCC with Deficiencies Remaining**

If the Developer's Engineer requests a CCC noting deficiencies remaining, the County may sign the CCC provided securities in the amount of 100% of the estimated remaining work is provided by the Developer to the County. Adequate security will also be required as warranty for the improvements that have been completed. The Developer will remain responsible for all maintenance until the deficiencies are completed and the Maintenance Warranty Period will start once all deficiencies are completed.

**3. Final Subdivision Approval**

After the final inspection and correction of all deficiencies thereof, a Final Acceptance Certificate (FAC) will be issued by the County. The Developer has one year from the date of final approval with which to have the subdivision plan registered in the Northern Alberta Land Titles Office.

**A11.5 Maintenance and Warranty Period**

The Developer shall, for a period of two (2) years after the acceptance of a Construction Completion Certificate without deficiencies for a development by the County, be responsible for regular maintenance and all repairs and replacements to any municipal improvements which in the opinion of the County become necessary for any cause whatsoever.

Repair work for which the Developer shall be responsible may include, but is not limited to the following:

- a. Failure of or damage to any of the municipal improvements resulting from defective materials or improper installation.
- b. Repairs and/or replacement of road surfaces and approaches; and
- c. Re-grading of drainage courses, swales or ditches
- d. Replacement of trees and plants if required

The Developer shall provide for the duration of the Maintenance and Warranty Period an Irrevocable Letter of Credit as required by the County for the amount stated within the Development Permit.

**A11.6 Development Permit Application**

A development permit will be required from the County to build a home and other buildings on any of the lots within the subdivision. There shall be no Development Permit issued for any construction on a particular lot within the development until all improvements and utilities are in place and accepted by the County.

**A12. COMMUNITY MAILBOXES****A12.1 General**

The Developer's Engineer shall submit a copy of the Concept Area and a copy of the current subdivision plan along with a request for mailbox locations to the Manager of Delivery Planning of Canada Post, Prairie Region.

**A12.2 Location Criteria**

Canada Post has prepared a document entitled *Delivery Planning Standards Manual for Builders and Developers* which is available through the Canada Post website.

Canada Post will determine the final location of community mailboxes based on various criteria, including the effect upon the ratepayer who is immediately adjacent to the scheduled community mailbox location.

Upon receipt of the mailbox location plan from Canada Post, the Developer's Engineer shall ensure that the community mailbox locations conform to the requirements noted in the *Delivery Planning Standards Manual for Builders and Developers* and the following County criteria – refer to section C17 for mailbox County design standards.

1. The location of the boxes shall not impede the pedestrian and vehicular sight distances.
2. Not too close to streetlight standards, street name poles or any raised utility boxes such as transformers.
3. Not on a utility easement or over a utility trench (deep or shallow)
4. No closer than ten (10) meters from a fire hydrant
5. Not along County major thoroughfares, since no parking is permitted on these roads

The Developer's Engineer, with prior approval from the County, shall advise Canada Post of the acceptability of the locations or suggest a revised location for consideration by Canada Post.

Following approval of the sites by Canada Post, the Developer shall prepare a dimensional drawing, similar to the Building Grade Certificate Drawing, and forward it to the Delivery Planning Manager at the above noted address.

The community mailbox locations must also be shown on all applicable drawings.