

Appendix C: Inspection Request Forms

Included within are the request forms for improvements inspected and certified by the Transportation Inspectors of Development Inspections. They are split into separate forms for the major types of improvements:

- Roads, including curb and gutter and monolithic walks (when mono walk is included)
- Other Surface Improvements (excluding roads) and hard landscaping features
- Street Lighting
- Noise Attenuation Fencing and included berms

The applicable form must be completed in full and must be current. The completed form, the attached drawing(s) and all associated documentation (inspection reports, street ID applications, attachment permits, etc.) must be uploaded concurrently into the “Inspection Documents” folder in the ePlan. Re-applications require newly completed and updated forms. Incomplete, incorrect or misplaced (not in the “Inspection Documents” folder) will result in the rejection of the PreScreen and a “not approved” inspection request.

TRANSPORTATION INSPECTION REQUEST FORM

Paved Roads, Curb & Gutter, Monolithic Walk

REQUEST DATE:

DEVELOPMENT NAME & STAGE:

DESCRIPTION AS PER SCHEDULE "D" IN SERVICING AGREEMENT:

DEVELOPER:

CONSULTANT:

CCC

FAC

SERVICING AGREEMENT NO.:

SIGNED SERVICING AGREEMENT DATE:

END MAINTENANCE DATE (FOR FAC):

Latest approved project drawings/red-lines attached with Improvement highlighted?

ATTENDANCE BY: DEVELOPER

CONSULTANT

CONTRACTOR

CCC/FAC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Improvement completed as per Approved drawings, compliant with CSCS and without deficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uploaded any pre-inspection deficiency report and the final 'No Deficiency' report to ePlan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirmation that there are no pending surface deficiency repairs that are known for other installed but uncertified improvements (ie underground improvements)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grading or Landscaping completed around improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manholes and valves visible with no pending underground utility deficiencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Temporary improvements installed (prior to CCC request)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street Lighting installed (prior to CCC application)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street ID Application sent to Transportation Operations & uploaded in ePlan (prior to CCC request)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improvement clean of debris and equipment (construction or otherwise including dumpsters)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All safety concerns have been addressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conditions Preventing Inspection (seasonal considerations) will allow inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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:

TRANSPORTATION INSPECTION REQUEST FORM

Surface Improvements (excluding roads)

REQUEST DATE:

DEVELOPMENT NAME & STAGE:

MUNICIPAL IMPROVEMENT:

DESCRIPTION AS PER SCHEDULE "D" IN SERVICING AGREEMENT:

DEVELOPER:

CONSULTANT:

ATTENDANCE BY: DEVELOPER

CONSULTANT

CONTRACTOR

CCC

FAC

SERVICING AGREEMENT NO.:

SIGNED SERVICING AGREEMENT DATE:

END MAINTENANCE DATE (FOR FAC):

Latest approved project drawings/red-lines attached with Improvement highlighted?

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CCC/FAC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Improvement completed as per Approved drawings, compliant with CSCS and without deficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uploaded any pre-inspection deficiency report and the final 'No Deficiency' report to ePlan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grading and/or Landscaping completed around improvement, unless noted on the engineering drawings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improvement clean of debris (construction or otherwise)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All safety concerns have been addressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conditions Preventing Inspection (seasonal considerations) will allow inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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:

TRANSPORTATION INSPECTION REQUEST FORM

Street Lighting

REQUEST DATE:

CCC

FAC

DEVELOPMENT NAME & STAGE:

SERVICING AGREEMENT NO.:

DESCRIPTION AS PER SCHEDULE "D" IN SERVICING AGREEMENT:

SIGNED SERVICING AGREEMENT DATE:

DEVELOPER:

END MAINTENANCE DATE (FOR FAC):

CONSULTANT:

Latest approved project drawings/red-lines attached with Improvement highlighted?

ATTENDANCE BY: DEVELOPER

CONSULTANT

CONTRACTOR

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CCC/FAC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Street Lighting completed as per Approved drawings, compliant with CSCS and without deficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documentation confirming that the Street Lighting circuits are completely operational, energized and fully lit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uploaded pre-inspection deficiency report to ePlan (only FAC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banners and/or attachments have either been removed or authorization permit documents uploaded to ePlan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improvement clean of debris (construction or otherwise)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All safety concerns have been addressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conditions Preventing Inspection (seasonal considerations) will allow inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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:

TRANSPORTATION INSPECTION REQUEST FORM

Noise Attenuation Fencing CCC

REQUEST DATE:

DEVELOPMENT NAME & STAGE:

SERVICING AGREEMENT NO.:

DESCRIPTION AS PER SCHEDULE "D" IN SERVICING AGREEMENT:

SIGNED SERVICING AGREEMENT DATE:

DEVELOPER:

END MAINTENANCE DATE (FOR FAC):

CONSULTANT:

Latest approved project drawings/red-lines attached with Improvement highlighted?

ATTENDANCE BY: DEVELOPER

CONSULTANT

CONTRACTOR

CCC/FAC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Fencing (and berm) completed as per the Approved Engineering Drawings, is compliant with the Complete Streets Design and Construction Standards, and without deficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Top of berm is at finished clay grade with bottom fence stringer flush with grade.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uploaded any pre-inspection deficiency report and the final 'No Deficiency' report to ePlan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are 'NO Gaps' in the fencing (along bottom, between boards, at posts), unless otherwise stated on the engineering drawings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are no banners or attachments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improvement clean of debris (construction or otherwise)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All safety concerns have been addressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conditions Preventing Inspection (seasonal considerations) will allow inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Testing is complete on the berm and conforms to the approved engineering drawings and Complete Streets Design and Construction Standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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: