

APPLICATION FOR WORKS AND SERVICES

FOR OFFICE USE ONLY

Application # \_\_\_\_\_ X-Ref # \_\_\_\_\_

DESCRIPTION: WORKS AND SERVICES APPLICATION

When Works and Services are required by the District Subdivision and Development Servicing Bylaw in conjunction with an application for Building Permit or Subdivision, the Owner’s Engineer must submit a Works and Services application.

APPLICATION

APPLICANT INFORMATION						
OWNER'S ENGINEER	NAME/FIRM:				PH#:	
	ADDRESS:					
	POSTAL CODE:		EMAIL:		CELL:	
REGISTERED OWNER(S)	NAME:				PH#:	
	ADDRESS:					
	POSTAL CODE:		EMAIL:		CELL:	

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
PID:		ROLL:	

APPLICATION TYPE

- ☐ Preliminary Design
- ☐ Detailed Design

APPLICANT CONFIRMATION

As Owner's Engineer, I confirm that I have read all relevant District of Lake Country bylaws, policies and associated professional guidelines and best practices including EGBC Practice Advisory Professional Conduct Between Submitting Professionals And Authorities Having Jurisdiction and that this application is in conformance (unless a bylaw amendment forms part of this application). I have attached to this application the required plans and specifications of the proposed Works and Services in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials.

\* Note: it is the responsibility of the civil engineer of record to be the coordinating consultant, and to ensure that all required engineering drawings are included in the submission.

\* Lot Grading and Stormwater Management Design to be separate drawings for Subdivisions greater than 3 Lots and as Directed by Approving Officer.

OWNER’S ENGINEER (PLEASE PRINT)

SIGNATURE

DATE

# APPLICATION FOR WORKS AND SERVICES

## KEY ACTIONS BY OWNER'S ENGINEER

1. Confirm use of Schedule Q (Q.1.1).
  2. Confirm Road Standard (G.2.1).
  3. Identifying Variances ASAP (B.10.3).
  4. Engage District Engineer regarding Alternative Solutions (9.2).
- Incomplete submissions or missing information will likely increase the processing time of your application.
  - A clear and concise design brief greatly reduces processing times.

## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION

**PRELIMINARY DESIGN:** the following is the minimum information required for a Pre-Design Report Submission per Subdivision and Development Servicing Bylaw B.9.4:

- (a) Quality Assurance Plan.
- (b) Concept engineering drawings.
- (c) Class D construction cost estimate.
- (d) Summary design brief that includes:
  - ☐ (i) safety, functional, operational and environmental aspects of the proposed design,
  - ☐ (ii) servicing requirements,
  - ☐ (iii) design constraints and assumptions,
  - ☐ (iv) list of non-compliance specifications that will require variances to this bylaw,
  - ☐ (v) assumed Ownership of infrastructure upon completion.

**DETAILED DESIGN:** the following is the minimum information required for a Detailed Design Report Submission per Subdivision and Development Servicing Bylaw B.9.6:

- (a) Quality Assurance and Quality Control Plan.
- (b) Detailed Design Drawings (in accordance with Schedule R)
- (c) Detailed design calculations for all works and services covered in this Bylaw.
- (d) Drainage, Sediment and Erosion Control Plan (in accordance with Schedule N).
- (e) Detailed Design Brief (in accordance with Schedule F).
- (f) Letter of Commitment (B1) by Owner and Owner’s Engineer (in accordance with Schedule S).
- (g) Letter of Commitment (B2) to Design and field review (in accordance with Schedule S).
- (h) If required, letters approving design from the Ministry of Transportation and Infrastructure, and other agencies having jurisdiction.

A sealed Class A cost estimate or sealed tendered value of the works (MMCD SOQ format).  
Checklist is included and signed by the engineer of record.

DRAWING SUBMISSION REQUIREMENTS in accordance with Schedule R (digital pdf format drawings and one set full size paper copy) - **all required drawings to include:**

- 01 Title Page.
- 02 Key Plans.
- 03 Removals plan (if required).
- 04 Building envelope plan (if required).
- 05 Composite utility plans.
- 06 Plan and profile drawings.
- 07 Lot Grading plan.
- 08 SWMP (if required).
- 09 ES Control plan.
- 10 Street lighting plan (if required).
- 11 Street sign and pavement marking plan (if required).
- 12 Traffic Control plan (if required).
- 13 Typical sections.
- 14 Construction details (if required).
- 15 Road cross sections (if required).
- 16 Electrical, gas and communications utilities (if required) .
- 17 Other drawings as applicable (if required).
- 18 Drawings are acceptable scales.
- 19 Drawings are clear and legible (ie plan and profile not cluttered).
- 20 Drawings clearly show existing, proposed, and to be abandoned locations of all utilities using offsets form pl or srw.
- 21 Elevations are relative to a geodetic datum.
- 22 Horizontal coordinates are referenced to the UTM NAD 83 coordinate system.
- 23 Three dimensional renderings of the proposed sub or dev are included (if required).
- 24 Specialized drawing sets from other consultants for lift stations, reservoirs, ETC must be complete sets and include any structural, electrical, instrumentation etc. (if required).

# APPLICATION FOR WORKS AND SERVICES

## REVIEW

1. A detailed review of the submittal and a site visit may be conducted by staff, any resulting comments will be identified and communicated to the owner's engineer as soon as possible.
2. Once the Preliminary Design Report has been reviewed and accepted by the District Engineer, the Owner will be invited to submit the Detailed Design to the District for review.
3. When the detailed design submittal and associated information is deemed to be complete and meet the requirements of the District Subdivision and Development Servicing Bylaw to the satisfaction of the District Engineer, a Certificate to Commence Construction will be issued by the District Engineer.



Personal information provided to the District of Lake Country is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information such as your name, phone number, street or email address is only obtained if you supply it voluntarily through completing documents and forms. Any personal information we ask you to provide will only be used for the purpose of District of Lake Country services.