

Developer Responsibilities for a Successful Inspection

(date of last update: November 2018)

Please be prepared for a site inspection with City staff to ensure an effective inspection.

If the site is not prepared as per the requirements outlined below, the inspection may not proceed and will be re-scheduled.

Please note inspections will be conducted in a smoke free environment.

Who is required at the inspection:

Development Team – Owner, Consulting Engineering, Contractor

- Owner – to witness and confirm discussion, repairs required, schedule, etc.
- Engineer of Record – to record minutes of inspection, document deficiencies to be repaired, advise on options for rectifying deficiencies, provide follow up minutes and recommendations to the City.
- Contractor/ Construction Inspector – to access water valve boxes & curbstops, manholes, catchbasins, etc.

City of Kawartha Lakes – to review, identify deficiencies, confirm if items are addressed and satisfactory.

Equipment to bring during inspection

- Pick for opening manhole, catchbasin lids
- Sledgehammer
- Shovel
- Spray paint
- Water service key for curb stops, various lengths as required as per design (to confirm access to curb stop, no operation of valves)
- Mainline water valve key (to confirm access to valves, no operation of valves)
- Engineering as-built drawings
- Flashlight

Storm and Sanitary Sewer systems

- Catchbasins, stormwater, and sanitary manholes must be cleaned of dirt and debris and sewers flushed.
- Parging around inlet and outlet of manholes.
- Catchbasin subdrains/outlets to be cut flush and parged
- Benching completed as per OPSD

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- Required ladder steps in manholes (ensure OPSD max spacing is not exceeded).
- Ensure moduloc risers do not exceed 300mm
- Sediment and erosion controls are in place

Curb and sidewalk

- Curb and sidewalk must be cleaned, swept.
- Areas of known deficient or damaged curb or sidewalk must be identified by development team, with orange paint, in advance of the inspection
- Tactile plates installed as per OPSD

Examples of deficiencies

- Concrete damaged by freezing during installation
- Concrete damaged by rain during installation
- Concrete containing undesirable impressions
- Concrete that has severe spalling
- Curbs and sidewalks that are cracked, gouged
- Sidewalks that have shifted and are creating a tripping hazard

Water valves, curb stops and hydrants

- Water curb stops shall be located and issues addressed in advance of the inspection.
- All water valves and curb stops must be accessed
- A water service key must be used to demonstrate curb stops are in good working condition
- Elevation of curb stop must be at finished grade.
- Location of curb stop must be correct as per design. Curb stops cannot be located within a driveway
- Hydrant locations are as per design
- Elevation of hydrant must be correct, as per OPSD (top of flange 100mm - 150mm /4"-6" above finished grade)

Asphalt

- **Base Course**
 - Cleaned/swept and visible for inspection

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- Deficiencies to be identified in advance of inspection and if required, geotechnical recommendation provided at inspection

Examples of deficiencies

- Longitudinal Cracking
- Rutting
- Frost heave
- Potholes
- Thermal cracks
- Grading/elevation issues

➤ **Top Course**

- Cleaned/swept and visible for inspection
- Ensure that match joints have been properly constructed
- Line painting completed

Examples of deficiencies

- Longitudinal Cracking
- Fatigue Cracking
- Edge Cracking
- Material segregation
- Rutting
- Frost heave
- Potholes
- Grading/elevation issues

Signage

- All stop signs must be in place
- Street name signs and no exit signs (where needed) must be in place
- “unassumed subdivision” signage in place
- Dead end barricades, checkerboard signage
- No conflicts with streetscaping

Streetlights

- Installed as per design locations,

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- Vertically plumb
- Operational
- No conflicts with streetscaping

Fencing

- Installed as per design type, location
- In good condition.

Landscaping (inspection when trees are in leaf)

- Installed as per design type, location, staked, etc.
- No conflicts with streetlights, signage, utilities
- In good health

Ditching

- All ditches must be cleaned and unrestricted of flow
- Ditches must be at the designed grade for proper drainage
- Culverts must be at designed elevation
- Culverts must be cleaned and unrestricted
- Sediment and erosion controls are in place.

Stormwater Management Facility

- ensure the pond is accessible (access road, gate unlocked)
- All structures are installed as per design and accessible
- Plantings & signage as per the engineering design
- Fencing installed as per the engineering design
- Inspection of features as outlined in Operations & Maintenance Manual