

SITE INSPECTION & SECURITIES RELEASE REQUEST FORM

COMMUNITY DEVELOPMENT, PLANNING SERVICES

EMAIL THIS COMPLETE SIGNED REQUEST FORM TO PLANNING@CAMBRIDGE.CA

Date: _____

PROPERTY & APPLICANT INFORMATION:

Municipal Address(es) of Property to be Inspected: _____

City of Cambridge Site Plan File #: SP____ /____

Date of Site Plan Approval: _____

Applicant Name: _____

Applicant Email: _____

Applicant Phone Number: _____

**Complete the following only where the applicant is not the owner.*

Owner Name: _____

Owner Email: _____

Owner Phone Number: _____

Preferred Contact Person: Applicant Owner (can only select one)

REQUEST & CERTIFICATION DETAILS:

Required Attachments:

Site Plan Agreement (Complete, including Schedules)

Certification of Site Works Form (Complete and Signed)

Inspection Type Requested:

First Inspection (No Fee)

Second and Subsequent Inspection (\$620 Fee)

Post-Maintenance Period Landscape Works Inspections (\$620 Fee)

Date Maintenance Period Commenced: _____

Date maintenance Period Ended: _____

Reminders:

- *Upon the substantial completion of the landscape works and submission of a Certificate of Completion from a Professional Landscape Architect and completion of an inspection by City staff, a one (1) year maintenance period for the landscape works will be initiated.*
- *Upon completion of the maintenance period, an additional Certificate of Completion from a Professional Landscape Architect is to be submitted confirming all plant material is in a vigorous, healthy growing condition.*
- *The City reserves the right to extend the maintenance period should major repairs be required.*

Security Release Requested:

- A. SECURITIES IN THE AMOUNT OF \$_____
- B. EROSION CONTROL DEPOSIT \$5,000
(Can only be released once all works are certified, inspected and passed, including works in the City's right of way)

APPLICANT/OWNER ACKNOWLEDGEMENT

I/WE UNDERSTAND AND AGREE TO THE FOLLOWING:

I have reviewed the specific terms related in the site plan agreement related to certification, inspection, maintenance period and release of securities.

City Staff will ONLY inspect works for which a certificate of completion has been provided for a whole category of works, and where in the opinion of the City the overall site works are deemed to be substantially completed.

Underground on-site servicing works are not inspected by City Staff.

The Erosion Control Deposit can only be released once **all works** are certified, and have passed inspection, including works in the City's right of way.

Securities will only be released once City Staff is satisfied that the certified works have been completed in accordance with the approved plans, any securities provided to the City meet the City's requirements, and the release is in accordance with the terms of the site plan agreement.

City Staff will schedule inspections at their earliest availability, and conditional upon weather and safe conditions on the subject property. Inspections are not generally conducted between December 1 and April 31. City Staff will provide advanced notice of the date and time the inspection is scheduled. The Applicant/Owner will be notified of cancelled or rescheduled inspections.

The Owner of the property grants City Staff access to the subject property for the purposes of the site inspection. Although not necessary, Applicants/Owners can attend the inspection.

The Owner of the property is required to ensure there are no hazards or unsafe conditions on the site at all times during the inspection. In addition, the Applicant/Owner agrees not to interfere

with Staff conducting the inspection. The City has a zero-tolerance policy for harassing behaviour. An in-progress inspection may be cancelled immediately if the conditions of the property become unsafe, and/or City staff feel unable to carry out the inspection due to interference or being subject to harassing behaviour and no refund of fees will be issued if an inspection is cancelled for this reason.

A \$620 fee is payable prior to any inspection after the first inspection.

Upon completing an inspection, City Staff will provide an inspection report documenting any deficiencies to be addressed and will advise on the need for a re-inspection, the need for re-certification, the value of any securities being released and being held, and the commencement date of the maintenance period.

SIGNATURE OF APPLICANT: _____

Date:

SIGNATURE OF OWNER: _____

Date:

IN OFFICE ONLY

STAFF ASSIGNED: _____

INSPECTION DATE:.