

Landscaping Inspection Checklist

Revision	Date
1	May 13, 2021

Foreword

This checklist was created by the City of Grande Prairie to aid developers and their agents in preparing for landscaping inspections that are conducted as part of a Servicing Agreement.

Historically, based on consultations with our customers, it was felt that the City process could use a clearer guideline, and so this list was generated from our existing standards and put into a shorter format for ease of review.

This list is not intended to replace the City of Grande Prairie Design Manual (DM) or City of Grande Prairie Construction Manual (CM) and the latest editions of these documents will continue to govern.

Please use this list to ensure your municipal improvement is ready for an inspection prior to scheduling an inspection with City of Grande Prairie representatives.

Table of Contents

- 1 Definitions..... 2
- 2 Landscape Checklist for CCC Inspections..... 4
 - 2.1 Trees..... 4
 - 2.2 Shrubs & Perennials..... 4
 - 2.3 Turf 5
 - 2.4 General 6
- 3 Landscape Checklist for FAC Inspections 7
 - 3.1 Trees..... 7
 - 3.2 Shrubs & Perennials..... 7
 - 3.3 Turf..... 7
 - 3.4 General 8

1 Definitions

1. **“Agreement”**: The signed Servicing Agreement, made between the Developer and the City of Grande Prairie, that specifies the financial obligations, and the terms and conditions for the construction and warranty of municipal improvements necessary to service lands approved for development.
2. **“Record Drawing”**: A scaled drawing that documents the post construction locations and items of the landscaping components. These are prepared by the landscape architect or Developer’s consultant to record design changes for which they have accepted responsibility.
3. **“Asset”**: The municipal improvement as defined in the Servicing Agreement.
4. **“Balled & Burlap”**: Trees established in the ground that have been harvested by digging with a soil ball so that the soil within the ball remains undisturbed.
5. **“City”**: The City of Grande Prairie as a corporate body or a City-owned corporation.
6. **“City Inspector”**: The City of Grande Prairie employee(s) responsible for site visits and conducting formal CCC and FAC inspections.
7. **“Construction Completion Certificate” or “CCC”**: The purpose of a Construction Completion Certificate (CCC) is to ensure that a Municipal Improvement defined in the Agreement, has been constructed in accordance with the City of Grande Prairie Design and Construction Specifications, the Servicing Agreement, and the landscape drawings, and is operational, functional, and safe.
8. **“Consultant”**: The professional landscape architect or engineer responsible for the preparation of designs, reports, studies, engineering drawings and associated documents, and for the execution and implementation of such designs, normally on behalf of a Developer.
9. **“Contractor”**: The construction company (including its sub-trades) that is hired by the Developer to complete the work.
10. **“Deficiency”**: Any fault or defect that impedes functionality, poses a safety hazard, does not meet City Specifications, or deviates from the approved drawing.
11. **“Deficiency Plan”**: A site plan that clearly labels the locations of all identified deficiencies from a CCC or FAC inspection. This deficiency plan will be used by the Consultant to direct the Contractor how to correct the deficiencies to obtain an approved CCC or FAC.
12. **“Design and Construction Standards” or “Standards”**: All specifications contained in the City of Grande Prairie Design and Construction Manuals.

13. **“Developer”**: The proponent of a land development, or the Owner as defined in a Servicing Agreement. Requirements of the Developer stated in the Design and Construction Standards may, where appropriate, be deferred to a Consultant, Contractor, or other agent acting on the Developer’s behalf.
14. **“Final Acceptance Certificate” or “FAC”**: The purpose of a Final Acceptance Certificate (FAC) is to formally accept and include a Municipal Improvement defined in the Agreement, into the capital inventory of the City of Grande Prairie, after a predetermined warranty period. It will finally confirm that the improvement has been constructed and maintained in accordance with the City of Grande Prairie Design and Construction Specifications, the Servicing Agreement, and the engineering drawings, and is operational, functional, and safe; and that it does not contain any deficiencies, except for normal wear and tear.
15. **“Formal Inspection”**: A visual inspection, intended to initiate the certification process once an improvement is complete and without deficiencies. It must be requested through email using the City of Grande Prairie Request for Inspection form and conducted by or with the City Inspector.
16. **“Record Drawing”**: A scaled drawing that documents the post construction locations and items of the landscaping components. These are prepared by the landscape architect or Developer’s consultant to record design changes for which they have accepted responsibility.
17. **“Redlines”**: Previously approved landscape drawings that are re-submitted to the City for approval because there are significant changes to the design that cannot be approved in the field.
18. **“Warranty Period” or “Maintenance Period”**: The period that the owners shall maintain the Municipal Improvement in accordance with the Servicing Agreement.

2 Landscape Checklist for CCC Inspections

2.1 Trees

- Trees are planted according to plan (total number, location, and species)
- Species choices are within moratorium and limitation parameters
- Trees have acceptable vitality and form (proper pruning cuts, no crossing branches, no co-dominant leaders, etc.)
- Correct size/caliper of specified plant material is installed
- Trees planted as per City specification - size of tree well, flare, soil bump, amount of mulch, stakes, wires, etc.
- Mulch is pulled 30-40mm away from base of tree
- Wire baskets are cut or folded 1/3 down
- Trees are planted and staked straight and aligned as necessary
- Insects and diseases are not present, or are controlled appropriately, if applicable
- No wounds or damage present to main stem or major branches
- Proper root form (no J root or girdling, no major root cuts)
- Root flare is at grade
- Suckers are pruned properly
- All tree ties and flagging are removed
- If trees are located within 5m of active construction, tree protection has been discussed with the City Inspector (Note: hoarding may be requested by the City Inspector.)
- Tree irrigation, if installed, is properly installed and working; City Inspector will need to see it working at time of inspection, this applies to all MR sites.
- Enough distance (3.0 m) is available for mowers to pass between individual, or groups of trees and fences, or other obstacles or with clearances as defined in the approved plans.

2.2 Shrubs & Perennials

- Shrubs and perennials are planted according to approved plan (total number, size, location and species)
- Topsoil and mulch is installed to proper depth
- Bed edges are cut in

- Shrub spacing within beds is optimal for mature growth and is 0.5 m offset from the edge of mature branch spread (not of the new plant) to the edge of the bed, hardscape, fencing, gates, etc.
- Plant material is healthy, has acceptable vitality, and is insect and disease free.
- Bollards or light standards located near shrub beds are incorporated within the bed.
- There is enough distance (3.0 m) for mowers to pass through areas between shrub beds and fences, or other obstacles. If not enough distance, bed size is increased to remove narrow turf areas.
- Beds that taper along hard surfaces or fences allow mowers ease of maintenance.
- No mulch is installed on beds straddling, or below the 1:50 flood line of Stormwater Management Facilities.
- Soil/mulch is pulled away from base of plant material.
- Small shrubs and trees are visible/flagged for ease of inspection in all naturalized settings.
- Spray records are submitted to the City prior to FAC or at any time at the request of the City.

2.3 Turf

- Sod/seed is installed
- Correct sod/seed mix is used
- All ruts are repaired
- Sod is even and flush with adjacent surfaces (manholes, vaults, mailboxes, walks, curbs, etc.)
- Noxious and prohibited noxious weeds are being controlled - weeds show signs of die-back and no new weeds or seed-heads are present. (Ensure the Contractor/Consultant is using all appropriate and required signage when spraying for weeds.)
- Mow strip along trail or fence line is present as required

2.4 General

Everything is installed in its correct quantity and location as per the approved design and details.

Proper offsets are maintained from utilities, property lines, street furniture, etc.

No safety concerns exist.

No encroachments on City property exists.

Contact Bylaw for encroachment issues (have Consultant contact Citizen Contact Centre – Call 3-1-1).

Soil requirements achieved as per City of Grande Prairie Design & Construction Manuals.

Home builder debris is removed.

Damaged landscaping has been remediated/repaired. (This applies to sites within the same construction/development boundary and adjacent sites disturbed from the active construction of the improvement being inspected. This includes third party damage).

Aeration in place for areas of soil compaction.

Erosion Control Measures have been installed and are functioning as designed.

Debris, rocks, garbage, hazards are removed.

Any erosion cracking/washout is repaired.

Gates on chain link fences are free of any plant material and are able to fully open.

Grading has positive drainage and does not pool (if there is ponding or indication of too much moisture in locations – lack of plant health or indication of aquatic type plant material).

Swales are not running through, or directed towards, mulch beds.

Side slopes that must be maintained by a mower have no more than a 3:1 slope.

3 Landscape Checklist for FAC Inspections

3.1 Trees

- Trees that were installed after issuance of CCC and prior to FAC inspection must be identified (These trees will be inspected using CCC criteria.)
- Trees from CCC are established and showing signs of vigorous growth.
- Trees have had proper structural pruning, if necessary.

Note: The City Inspector may request tree stakes to be removed if the tree is adequately established.

3.2 Shrubs & Perennials

- Mulch is topped up to the required depth and pulled away from base of plants.
- Plant material is established, disease/pest free, and healthy.
- Quantities are correct from CCC inspection
- Flagging on small shrubs/trees is removed prior to approval, unless otherwise specified.

3.3 Turf

- Sod is knit, and seed established to 90% catch.
- Sod has not been utilized where naturalized seed has been specified.
- Ruts and damage are repaired and reseeded/sodded.
- Weeds are controlled/eradicated per the Alberta Weed Control Act.
- Surface grading/tie-ins have not been changed or damaged from CCC.
- Naturalized seed is not mowed below 150 mm height and is of the correct variety.

Note: If sod/seed won't grow, the Consultant can suggest alternative solutions with the approval of the City Inspector.

3.4 General

- Comments from CCC have been addressed ex. redline was submitted and approved (if required), etc.
- Everything on the most recently approved design plan is still present, alive, undamaged, and vigorous/healthy.
- Erosion control added as required to protect the improvement from an adjacent site or removed if no longer needed. Contact City of Grande Prairie Development Engineering if clarification or support is needed.
- Minor deficiencies have been corrected from CCC.