

**PHASE 1 ACCEPTANCE CHECKLIST**

**DESCRIPTION**

**SECTION 1**

In accordance with the City’s Subdivision Development Policy, this Checklist outlines the required information to be submitted for Phase 1 Acceptance of a Development where new streets/municipal servicing is proposed. This Checklist must be submitted for a Development whose application has already been approved by Planning, Engineering & Regulatory Services.

A complete acceptance package must be submitted using the standard naming formats noted below.

**Checklist (To be completed by Applicant)**

**SECTION 2**

Development Name \_\_\_\_\_ Application Number \_\_\_\_\_

As-built drawings.**pdf** and **.dwg** (At least two horizontal ties, to the nearest 0.1m to each valve and manhole must be shown and a table of northings and eastings for each manhole)

As-built drawings – Hardcopy format (2 full size sets)

Subdivision Plan.**pdf** and **.dwg**  
 Water, sanitary and storm sewer layout  
 Street alignment information  
 Lot metes and bounds, area, and lot numbers  
 Easements (including approved NL Power Easements)  
 Right-of-ways  
 Driveway locations  
 Locations of approved Canada Post Mailboxes

TV inspection

Quality Control Report.**pdf** (for Asphalt and Concrete works)

Sanitary Exfiltration Test Results.**pdf**

Sanitary Deflection Test Results.**pdf**

Water Main Pressure Test Results.**pdf**

Water Main Bacteriological Test Results.**pdf**

Water Main Chlorination Test Results.**pdf** (2 separate tests 24 hours apart)

Water Main Swabbing verification

House Service Forms.**pdf** (including water lateral size)

<b>PERS – Phase 1 Acceptance Checklist</b>		<b>Planning, Engineering &amp; Regulatory Services</b>
Checklist (To be completed by Applicant) Continued		<b>SECTION 2</b>
	Bench Mark Information.pdf	
	As-built XPSWMM Model (if required)	
Applicant Signature		<b>SECTION 3</b>
<p>I verify that this checklist is complete and that I have the authority to sign on behalf of the Developer.</p> <p>Company Name _____</p> <p>Name _____ Email _____</p> <p>Signature _____ Date _____</p>		
Privacy Statement		<b>SECTION 4</b>
<p>Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to verify that your Phase 1 Acceptance Submission is complete to the best of your knowledge. Questions about the collection and use of the information may be directed to the Manager of Development - Engineering, by email: <a href="mailto:planning@stjohns.ca">planning@stjohns.ca</a> or by phone 709-576-8220.</p>		
Please send completed form to:		Inspection Services 3 <sup>rd</sup> Floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2 Email: <a href="mailto:permits@stjohns.ca">permits@stjohns.ca</a> Fax: 709-576-8160 Call: 709-576-8565