



URBAN DEVELOPMENT INSTITUTE - CALGARY

TECHNICAL BULLETIN #38

Update to the Parks CCC/FAC Process

May 5, 2005

As a result of 2005 Development Guidelines and Standard Specification negotiations with the City of Calgary Parks, please be advised of the following changes to the procedures to streamline the distribution of the Construction Completion Certificates Process (CCC's) for the 2005 construction season. **Please note that the current practice for processing the Final Acceptance Certificates (FAC's) will remain the same.** This bulletin is to be considered an update from our Technical Bulletin #18, Parks CCC/FAC Process and Procedures.

The following process will streamline the approval timelines and eliminate the step of Calgary Parks signing the document and returning it to Urban Development for further processing:

- Consultants will send four copies of the CCC with a copy of the Construction Inspection Checklist Report to Urban Development.
- The Construction Inspection Checklist will state the projected maintenance expiry date.
- If the consultant does not attach the Construction Inspection Checklist, the CCC will be sent back to the consultant.
- The consultant will include a cover letter with the package stating the date the deficiencies are complete. This date is a critical part to initiate the start of the maintenance period. From that date the consultant may include the maintenance expiry date if there is a time variance from the original date of the Construction Inspection List.
- Urban Development will sign all four copies and forward one copy with the Inspection Checklist to Calgary Parks Planning, together with a copy of the consultant's covering letter.
- Calgary Parks will follow up to ensure that all deficiencies have been completed.
- If deficiencies noted on the Construction Inspection Checklist Report have not been completed, this will either revoke the CCC or extend the maintenance period.

Attached is the revised Construction Inspection List and CCC Report form that will be used in 2005.

If you have any questions please do not hesitate to contact the UDI – Calgary office.

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