



Development Site Servicing Plans Process Change

As of May 1, 2018, Water Resources will be responsible for the file management and:

- All reviews of Development Site Servicing Plan (DSSP)s,
- All inspections for DSSPs
- Grade Slips, and
- Indemnification and inspection of all service connections and public alterations resulted from DSSPs and residential developments (infills).

Any DSSP submitted prior to the May 1, 2018 process change date is subject to the review and direction of the new scope changes if not yet commenced.

The Vision

That applicants, consultants, contractors and The City have a clear understanding of their roles, resulting in higher quality DSSP submissions and installations that are reviewed and inspected within scope by The City in a timely manner.

Our Mission

- To create better awareness – of the processes and procedures.
- Reduce delays and increase efficiency – to provide better customer service.
- Enable more open dialogue – during the approvals processes.
- Clarify roles and responsibilities – for all stakeholders within the processes.
- Ensure consistency in DSSP reviews and inspections by The City.

Roles and Responsibilities Defined

Water Resources

- Water Resources (WR) utilizes the DSSP circulation to ensure private developments comply with City specifications and also to grant permission for these developments to connect to the public water, sanitary and storm sewer system.
- WR reviews DSSP plans submitted by the Engineer of Record and inspects site installations to ensure that any utility (water, wastewater and stormwater) service connections to the municipal system and any public utility alterations meet standards and requirements, and will not adversely impact the municipal utility systems or public health and safety.
- WR reviews and inspects the private side of the DSSP to assist the applicants in jointly supporting the same objectives, with WR putting a focus on the public infrastructure and public safety. The Lot Owner and their representatives remain responsible for all adverse effects resulted from any non-standard design or defective installation, regardless of the level of quality control performed by WR on the private side.

Lot Owner

- Maintains full ownership and responsibility for utility site servicing installations from property line to building connection.
- Ongoing operation and maintenance and compliance with applicable regulations.



- Ensures contractors are constructing as per approved plans and adhering to all relevant codes and regulations.

Engineer of Record

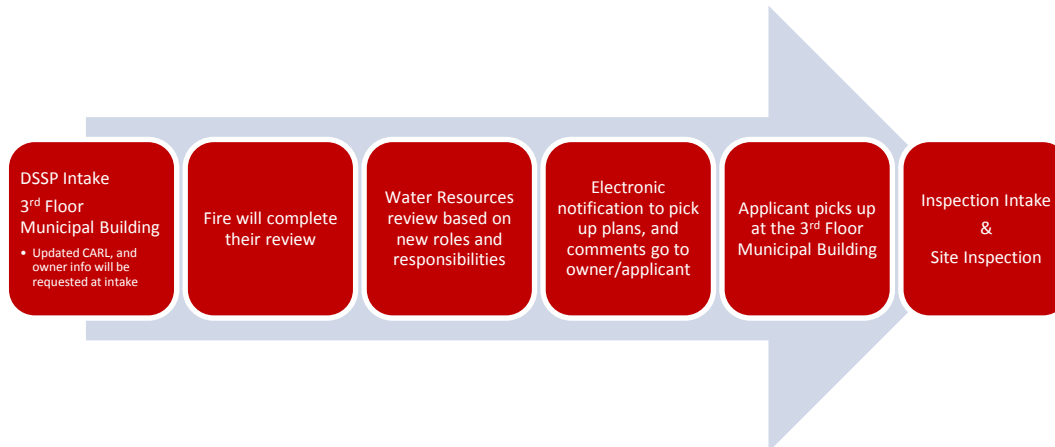
- Maintains full responsibility for the entirety of the design.
- Ensuring contractors are constructing as per approved plans and adhering to all relevant codes and regulations.

Contractor

- Maintains full responsibility for the entirety of the construction.
- Ensuring construction is as per approved plans and adhering to all relevant codes and regulations.

New DSSP Submission Process – Regular Format

Applicants are encouraged to become familiar with the Stormwater Management Report requirements for DP submissions, as the requirements must be met prior to DSSP submission. The information can be found on the Water Development Approvals Calgary.ca site and on POSEIDONOnline (POL is accessed via VISTA) via the following links: <http://www.calgary.ca/UEP/Water/Pages/Specifications/Submission-for-approval-/Development-Approvals-Submissions.aspx> or <https://vista.calgary.ca/?redirect=/vista>.



Grade Slips for DSSPs

Separate grade slips for DSSP applications are being eliminated, including the survey services previously provided by The City. Any available grade information will be provided on the DSSP, however, this information must not be relied upon and actual grades must be surveyed. The Engineer of Record is responsible for confirming grades on site. Survey data must be supplied to WR on request. If actual grades are different than shown on the approved DSSP, the Engineer of Record should submit a small format revision to Water Resources for approval.



Water EPay Services

Water Resources will be using The City's EPay service for the following:

- Small Format DSSPs
- Service Disconnection Fee
- Storm Redevelopment Levy
- DSSP Inspection Packages and Services

Water EPay requires a myID City business account or personal account. To create an account:

<http://www.calgary.ca/cfod/it/Pages/myID-business-account.aspx>.

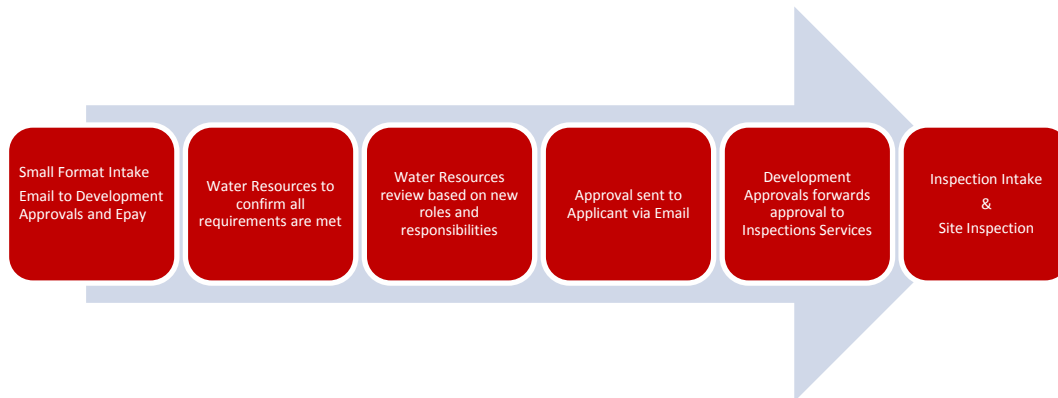
If users currently have a City of Calgary myID business or personal account, it can be used for Water EPay services. In addition, please The User's Guide to Water EPay Services available on

<http://www.calgary.ca/UEP/Water/Pages/Specifications/Submission-for-approval-/Development-Approvals-Submissions.aspx>.

To access Water EPay service offerings, note the following:

- Development Approvals items – select Infrastructure Planning – Development Approvals from the dropdown menu.
- Inspection Services items – select Infrastructure Delivery – Inspection Services from the dropdown menu.

New DSSP Submission Process - Small Format



Only online fee payment will be accepted for Small Format applications on the Water Development Approvals link on Calgary.ca via the following:

<http://www.calgary.ca/UEP/Water/Pages/Specifications/Submission-for-approval-/Development-Approvals-Submissions.aspx>

Once payment has been completed the small format submission is to be emailed to: WA-ResourcesDevelopmentApprovals@calgary.ca, and include the following:

- Payment confirmation attachment.
- Scaled drawing, that shows previously approved design as well as clearly identified proposed changes.
- Be stamped by a Professional Engineer (P.Eng, P.L., P.Tech).
- The DSSP circulation number.



Inspection Intake

- Fees for inspections will be paid for by package as before but will need to be completed online via Water EPay by credit card or debit card.
- Once payment has been completed, inspection requests are to be directed to: WaterUtilityInspections@calgary.ca.
- The subject line of the email must include the DSSP number, address, and [inspection zone](#).
- The body of the email must include a copy of the Water EPay receipt and a completed DSSP inspection request form.
- The DSSP inspection request form will require the appropriate DSSP number, [inspection zone](#), and contact information for the Lot Owner, Engineer of Record, Prime Contractor designation, and Contractor.
- Requests must be submitted at least 48 hours (excluding weekends and statutory holidays) in advance, to allow for appropriate scheduling.
- Cancellation of any request requires 24 hours' notice (excluding weekends and statutory holidays) by the applicant, or a minimum of one inspection will be charged.
- It is the responsibility of the applicant to keep track of the number of inspections used and request for additional inspection services as required.
- As per the Utility Site Servicing Bylaw, re-inspections will be at the cost of an extra regular inspection.
- Once inspection has been initiated, any construction inactivity longer than 48 hours will require a restart notification to be submitted to the email address above and using the subject line outlined above.
- Restart notifications must be submitted at least 48 hours (excluding weekends and statutory holidays) in advance.
- Restart notifications are used only when inspection fees have been paid for and after construction inactivity. Additional inspections can be purchased through the EPay system; the EPay receipt must be attached to a resubmitted DDS Inspection Request form.

Site Inspection Requirements

- Inspection by The City is not to be considered a substitute for supervision, due diligence and inspection by the Engineer of Record, Lot Owner, or Contractor.
- Inspection Reports will be issued to the Contractor and copied to the Engineer and Owner; all applicable requirements will be enforced.
- All service connections to the public system as well as any alterations of the public system, are to be performed only by an indemnified contractor, and meet all requirements of the City Standard Specifications.
- Water service from the property line up to and including the master control valve must meet all requirements of the City Waterworks Standard Specifications and as approved by The City.
- Stormwater inspection:
 - Stormwater flow restriction devices (e.g. inlet control devices) are present at time of construction completion as per approved DSSP.
 - Stormwater quality management devices (e.g. oil-grit separators) are present as per approved DSSP.
 - Stormwater storage devices are present as per approved DSSP.
- Any anticipated adverse impacts on public health and safety, public infrastructure or stormwater management are to result in direction to the Lot Owner and their representatives to correct such impact.



Inspection Forms

The appropriate form must be completed to initiate the request from Inspection Services. All required information must be provided. Failure to do so will result in rejection of the request.

- Development Site Servicing Inspection Request
- Restart Notification – Development Site Servicing Inspection Request

All forms are available on the Water Development Approvals website.

Useful Links

Water Development Approvals website: <http://www.calgary.ca/UEP/Water/Pages/Specifications/Submission-for-approval/Development-Approvals-Submissions.aspx>

Calgary Approvals Coordination: <http://mycity/ourorg/dept/pd/cac/Pages/Default.aspx>

POSEIDONOnline/VISTA: <https://vista.calgary.ca/>

Contact Information

Darlene Stewart
Industry Liaison and POSEIDONOnline
Darlene.stewart@calgary.ca

Development Approvals
WA-ResourcesDevelopmentApprovals@calgary.ca

Inspection Services
WaterUtilityInspections@calgary.ca