



MEMO

July 2019

## As-Built Approval Process

To streamline the as-built approvals processes; the Application Services department has worked with colleagues at Water Resources, Corporate Analytics & Innovation (Utility Records), and with Industry to look for a solution to address some of the backlog issues. The as-built review process will still include a comprehensive review by Water Resources. **Once a review is done and accepted by Water Resources**, Utility Records will then conduct a full review of the first submission of the As-Built Block Profile (BP) set and send any applicable comments back to the consultant.

For subsequent submissions to Utility Records, it will be the responsibility of the consultant to make all changes/corrections to the BP set prior to re-submission. Once those changes are complete, the below memo must be inserted on your company letterhead, signed and stamped by the consultants "engineer of record" and inserted into the cover sheet on the CAD drawings of the re-submission. By signing and attaching this memo to the cover sheet (of the re-submission to Utility Records), the engineer of record acknowledges they have reviewed and completed any noted changes to the BP set and that all outstanding items have been completed. Upon receipt of your re-submission and this memo, The City will deem the BP drawings complete and accept them. This will allow for any remaining securities related to the BP drawings, to be released. In applicable cases, the approval of the BP drawings will enable the Development Agreement to be closed.

Any BP sets currently with you for re-submission (have already been reviewed one or more times by Utility Records) should also follow this revised process for re-submission.

Any drawings that are being prepared for re-submission, once complete, can have this memo attached and sent into The City for acceptance. Please note we will be doing spot checks on the second submission sets to ensure they are being completed to standards.

Before July 22, 2019, any BP sets in the Utility Records re-review queue will be returned to the consultant with this communication and memo in digital form. The intent of returning the BP sets in our queue is to have the consultants review and confirm all items noted for update and any others listed on the checklist are addressed. As noted, this memo is to be completed, signed and inserted onto the cover sheet for the second submission.

Any questions related to this change in process should be directed to Applications Services.



Memo:

To whom it may concern,

We have reviewed the markups, comments, and all items on the checklist received on \_\_\_\_\_date\_\_\_\_\_, related to the as-built drawing submission for:

CD Number:  
DA Number:  
Subdivision Name and Phase  
Developer:

As the engineer of record, I have reviewed this drawing re-submission based on the revisions and the City of Calgary as-built requirements. By stamping and signing below, I confirm the attached re-submitted As Built Block Profile drawings have been completed as per the markups, comments, and all items on the checklist provided.

If you have any questions or concerns on this submission, please feel free to reach me at the below contact info.

(Add engineering stamp)

Signature