



Site Plan Inspection Request Form

Date of request: _____

Development and Infrastructure Department
 Development Planning Section
 City of Cambridge
 P. O. Box 669, 50 Dickson Street
 Cambridge, ON
 N1R 5W8

Site Plan File Number: SP _____

Site Address: _____

Project Name: _____

Please accept this letter as my formal request for a site plan inspection.

I have conducted my own review of the site and confirm that the following site works are complete in accordance with the site plan, which was approved by the City of Cambridge on _____ (provide date of approval).

Name	Address		Phone Nos.
Registered Owner of Subject Land			Home
	Postal Code	Business	
	Email Address		Fax
Agent or Consultant			Home
	Postal Code	Business	
	Email Address		Fax

With whom should the Planner/Project Manager be corresponding with regarding the inspection? (Please circle one only)

Owner			Agent/Consultant	Issue
Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Building/Structures constructed (exterior appearance, size and location as per approved elevation drawings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sod and seeding (as specified on my approved landscape plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Planting (plant materials and size consistent with approved landscape plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Landscape features (benches, planters, sitting areas, play areas etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Paving (including any arrows or lines as illustrated on site plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Parking areas (including lining)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Curbing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Walkways (width and locations as specified on site plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Patios
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lot grading
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stormwater management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fencing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Acoustical walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fire Route signs are posted in specified locations as per the City of Cambridge standard including by-law number.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Accessible parking signs are posted as per the City of Cambridge standard.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Engineering compliance letters for storm water management and grading completed by a professional engineer have been submitted to the City of Cambridge and approved by the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Other site plan features – please specify

Please note the following:

I am aware that if any deficiencies are found on this site an additional inspection will be required and is subject to a fee of \$500.00. I am aware that partial releases of letters of credit are subject to a \$500 processing fee.

I am also aware that the City will not undertake landscaping inspections between **November 1st and April 30th** of the following year.

Signature of Owner/Authorized Applicant

Date