

Development Services

PROCEDURE MANUAL

Edmonton

Updated April 2016

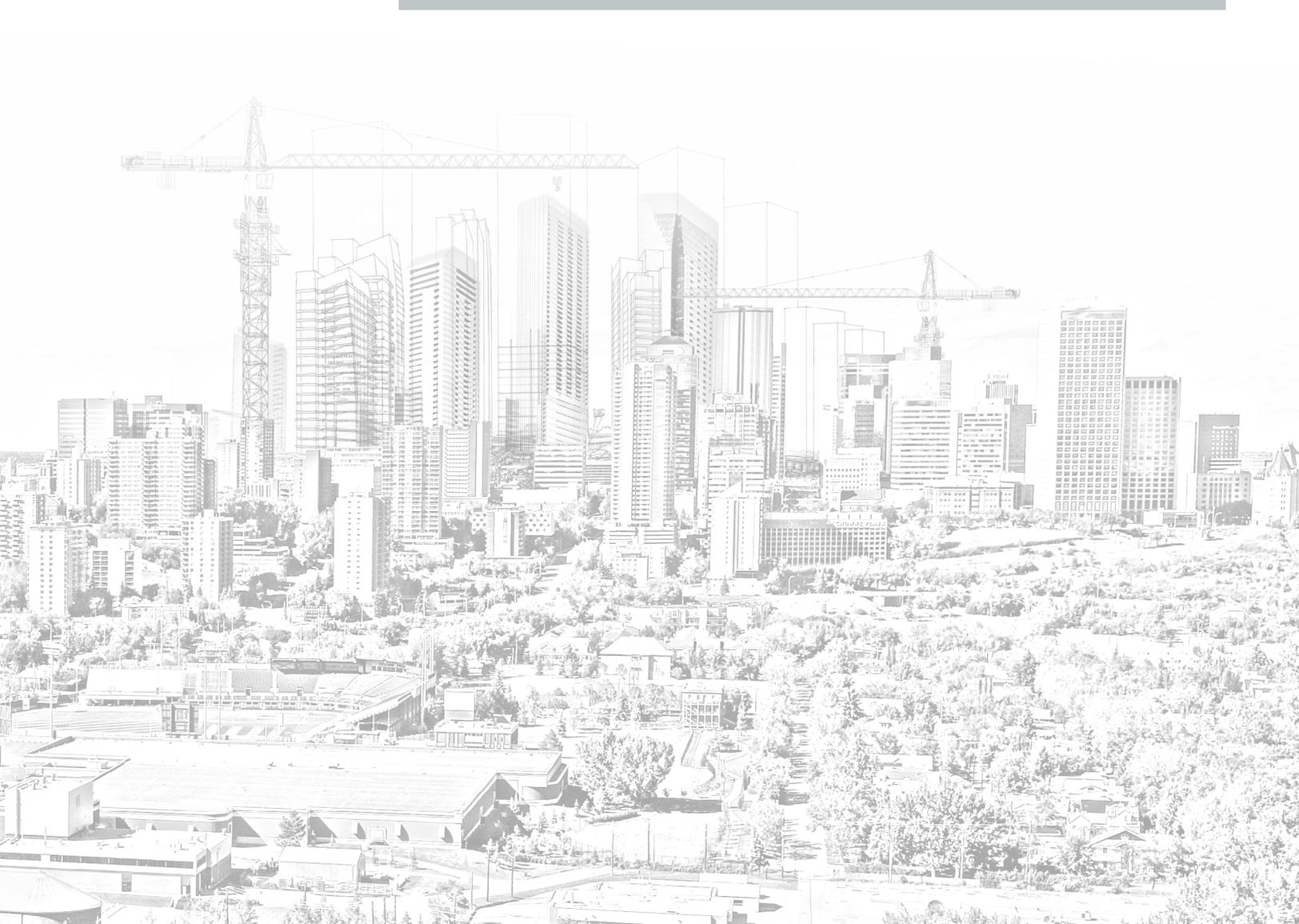


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Introduction

Effective November 1, 2014, the City of Edmonton fully transitioned to using eServices and ePlan for submitting, circulating, reviewing and approving Engineering Drawings.

The purpose of this manual is to provide guidance through the Engineering Drawing review and approval process, outline expectations for applicants, and share target timelines for application review.

This manual will also include a description of how and when to proceed with a Servicing Agreement application.

2.0 The Engineering Drawing Submission Process

2.1 SUBMISSION PACKAGE

The submission package includes two components listed below:

2.1.1 Engineering Drawings

The Engineering Drawings contain the technical infrastructure design and must be submitted electronically.

2.1.2 Supporting Documents

The supporting documents include those documents that are necessary for the Review Groups to complete their review. An application can only be considered complete if all supporting documents are included in the submission package. [The current submission requirements](#) also include a link to a supplementary document with further details on when certain documents are required.

2.2 ELECTRONIC SUBMISSION

2.2.1 Procedure

2.2.1.1

To initiate an electronic application go to eservices.edmonton.ca using your Google Chrome browser.

Login with your user ID and password. To obtain a user ID and password, please send an email request to Development.Coordination@Edmonton.ca.

2.2.1.2

Complete the information on the project detail tab and click on the "Submit" button at the bottom of the form. This will generate and send a notification to Development Coordination team informing them to review the application.

2.2.1.3

Once the application has been reviewed, an invitation to upload the engineering drawings and supporting documents will be sent from eplan@edmonton.ca*. Login with your user ID and password using your Internet Explorer browser and follow the procedures outlined in the [City of Edmonton ePlan Review Applicant Manual](#) to upload engineering drawings and all supporting documents.

**Please ensure that eplan@edmonton.ca is on your email safe list.*

2.3 Pre-Circulation Assessment



2.3 PRE-CIRCULATION ASSESSMENT

2.3.1 Overview

Once a submission package is considered complete, the Engineering Drawings will be assessed at the Pre-Circulation Meeting for a preliminary review by a group of City and EPCOR staff. The objective of the pre-circulation meeting is to ensure quality and completeness of the Engineering Drawings and that they are suitable for further review. Drawings will not be considered ready for review if:

- there are major unresolved issues that may affect the design of the subdivision; and/or
- information is missing from the drawings that is imperative for the review as outlined in the Design and Construction Standards; and/or
- conditions outlined in the Subdivision Authority approval letter have not been adequately addressed.

2.3.2 Pre-circulation Checklist

The following listing outlines the items looked for by each review group during the Pre-Circulation Meeting.

OVERALL

- All requirements outlined by the Subdivision Authority Approval are included
- The boundary of the development matches that of the Subdivision Authority Approval
- Conflicts between trees and services are minimal
- All relevant cross-sections and details are included

TRANSPORTATION

- Curve data is shown
- All plan / profiles are included
- Intersection grades are shown

DRAINAGE

- Storm and sanitary systems conform to the Neighbourhood Design Report or amendment
- Major and minor conveyance is shown
- All necessary grades are shown



2.3.2 Pre-circulation Checklist Continued

EPCOR WATER SERVICES INC.

- Hydrant Circles are shown
- Joint restraints and thrust blocks are included as appropriate
- Looping is addressed

EPCOR DISTRIBUTION & TRANSMISSION INC.

- Cross-sections match schematic
- Appropriate permanent/temporary looping is included
- Phasing, cubicles and transformers are included
- Correct connection points shown

SIGNALS AND STREET LIGHTING

- The design folder includes all necessary information and matches the drawings

TRAFFIC CONTROL

- Signage on street furniture plan
- Pavement markings drawings for arterial roadways

PARKS

- Landscaping plans are included
- Minimum requirements for collector roadways, arterial roadways, municipal reserves and storm water management facilities are shown
- Environmental Screening Reports were provided for outfalls and Environmental Reserves
- Landscape restoration plans for development proposed adjacent to existing landscaped areas such as natural tree stands, boulevards, parks, outfalls, etc.
- Prior approval has been given for utilities located on Municipal Reserve land
- Prior approval has been given for drainage onto Environment Reserve, Municipal Reserve, school sites, etc.
- All relevant drawing details are included
- Proposed walks within a storm water management facility are above the 1:25 water level
- Programming for a park space is appropriate
- Three phase power has been provided to school and community league sites

2.3 Pre-Circulation Assessment

2.3.3 Schedule

The Pre-Circulation Meeting occurs every Wednesday afternoon. All complete submission packages received during a calendar week will be assessed at the following Wednesday's meeting. The deadline for submissions will be **noon on the Friday** prior to the Pre-Circulation Meeting. Submissions received after that point may not be reviewed at the following Pre-Circulation Meeting.

2.3.4 Results

Development Coordination, in consultation with the other Review Groups, will make a decision on whether or not the drawings are ready for circulation:

- In the event the Engineering Drawings are deemed not ready for circulation, the applicant will receive a task indicating that corrections are needed to the drawings. The revisions needed will be listed with in the task on ePlan. Development Coordination may need to facilitate an additional meeting with the Review Groups to discuss major concerns.
- In the event the Engineering Drawings are deemed ready, they will be circulated to the Review Groups for a formal review.

3.0 The Circulation & Review Process

3.1 REVIEW GROUPS

The Engineering Drawings may be circulated to any or all of the following Review Groups:

- Development Engineering, Transportation Services
- Drainage Services, Financial Services and Utilities
- Parkland Developer Services, Sustainable Development
- Signals, Street Lighting & Mapping, Transportation Services
- Traffic Operations, Transportation Services
- EPCOR Distribution & Transmission Inc.
- EPCOR Water Services Inc.

Development Coordination may choose to eliminate one or more of the Review Groups from circulation depending on the nature and scope of the work included on the Engineering Drawings.

3.2 ELECTRONIC CIRCULATION

Engineering Drawings circulated electronically will also be reviewed and marked-up electronically. The applicant will be able to look at the comments as Review Groups complete their reviews. Development Coordination will complete a quality check on all comments before the drawings will be officially released back to the consultant for revisions. At this point the applicant will receive an email indicating that there are revisions required and by [logging into ePlan](#), the applicant will be able to view all mark-ups made by each review group.

4.0 Revisions & Resubmission

4.1 ELECTRONIC RESUBMISSION

4.1.1 Requirements

For all resubmissions, you will be required to:

- Upload revised drawings (Please refer to the [City of Edmonton ePlan Review Applicant Manual](#) for instructions on how to upload revised Engineering Drawings)
- Respond to each change mark with an explanation of how the comment was addressed or justification as to why the comment was not addressed.

4.2 PRE-CIRCULATION ASSESSMENT

4.2.1 Purpose

Before the revised Engineering Drawings will be circulated, Development Coordination will perform another pre-circulation assessment to ensure that all review group comments were addressed.

4.2.2 Results

- In the event that Engineering Drawing comments have not been addressed, an email notification will be sent and the Engineering Drawings will be returned.
- In the event that Engineering Drawing comments have been addressed, the Engineering Drawings will be circulated for formal review to the various Review Groups.

4.3 REVIEW CYCLES

The Engineering Drawings are targeted to go through a maximum of two or three review cycles, depending on drawing complexity, to obtain all necessary approvals from the Review Groups. See Section 6.0 for more details.

5.0 Approval

5.1 REQUIREMENTS

All Review Groups to which the drawings have been circulated must have issued their support for approval or conditional approval before the Engineering Drawings will be considered ready for final approval by Development Coordination.

5.2 ELECTRONIC APPROVAL

5.2.1 Final Drawings

Please refer to the [City of Edmonton ePlan Review Applicant Manual](#) for instructions on how to upload the final version of the Engineering Drawings for final acceptance.

5.2.2 Signatures

- Portions of the Engineering Drawings required to be signed by a Professional Engineer or P.Tech., including electrical, structural and mechanical drawings, must be done using a digital signature issued by Notarius, through APEGA. For further information, [visit APEGA's website](#).
Drawings with scanned signatures cannot be accepted.
- At this time, there is no digital signature program for Landscape Architects. The City will accept a scanned version of the signed final landscape drawings until such time as a digital signature program exists.

5.2.3 Electronic Final Acceptance

Once approved, a Professional Engineer within Development Coordination will apply a digital batch stamp to the Engineering Drawings indicating their final acceptance. These approved drawings will become the originals stored electronically. The applicant will be able to download the approved Engineering Drawings for the purpose of making copies for distribution and will receive an approval email indicating the hard copy drawing requirements for each review group.

6.0 Review & Approval Timelines

6.1 PROJECT COMPLEXITY

Depending on the complexity of the project, the target review timelines may vary.

The following projects may be considered high complexity:

- Arterial roadways
- Offsite storm sewers, sanitary sewers or watermains
- Large diameter water mains (greater than or equal to 450mm)
- Sanitary pump stations, real time control facilities, stormwater management facilities and outfalls
- Enhanced amenities such as bridges that may require the review of outside parties
- First phase of a new neighbourhood or area
- Innovative or non-standard designs such as Low Impact Development, non-standard cross sections or designs that deviate from the Design and Construction Standards
- Large area redevelopment or infill development where there are utility replacements that are required
- The use of non-typical materials or non-typical designs
- Creek crossings, wildlife overpasses and rail / LRT crossings
- Playgrounds, fitness equipment, complex landscape designs for large MR parcels or wetlands where specialized review is needed outside of the immediate group
- More than 200 lots proposed (case by case basis)

All other projects will be considered low complexity.

6.2 TARGETED SCHEDULE

DESCRIPTION OF PROCESS	LOW COMPLEXITY (2 Submissions)		HIGH COMPLEXITY (3 Submissions)	
	CITY	CONSULTANT	CITY	CONSULTANT
▶ Pre-Circulation	9 Days	-	9 Days	-
▶ First Circulation	28 Days	-	28 Days	-
▶ Revisions	-	28 Days	-	28 Days
▶ Second Circulation	14 Days	-	14 Days	-
▶ Revisions	-	14 Days	-	14 Days
▶ Third Circulation	N/A	N/A	14 Days	-
▶ Revisions	N/A	N/A	-	14 Days
▶ Approval	7 Days	-	7 Days	-
Total Maximum Time	100 Days		128 Days	

7.0 Roles & Responsibilities

7.1 DEVELOPMENT COORDINATION

- Pre-screening of all drawing submissions to ensure all submission requirements are met or addressed
- Overall facilitation of meetings between Review Groups and applicants to resolve issues or discuss engineering drawings.
- **For pre-circulation meetings:**
 - Chairing weekly pre-circulation meetings on Wednesday afternoons
 - Providing an agenda for pre-circulation meetings no later than noon on the Friday preceding the meeting
 - Ensuring that feedback received on drawings falls within the following criteria of the pre-circulation meeting:
 - Missing information imperative for the successful review of the drawings
 - Major unresolved issues from a high level or big picture perspective
 - Considering all relevant feedback received and making the decision on whether or not to circulate a project
 - Determine, with input from the reviewing groups, whether a project is considered high complexity or low-complexity
 - Communicating the decision to all affected Reviewing Agencies
 - Communicating the decision as well as timelines for review to the applicant
- **For circulation of Engineering Drawings:**
 - Circulating complete and quality engineering drawing submissions including all supporting documents required by the Review Groups
 - Ensuring that comments made by the Review Groups are addressed prior to circulating second and subsequent submissions
 - Prioritizing drawing reviews, updating the Master Priority List, and communicating changes in priority as needed
- **For review of Engineering Drawings:**
 - Reasonable availability of staff within Development Coordination to assist with resolving application related issues or conflicts
 - Establishing clear timelines for the review process
 - Ensuring comments provided by Review Groups are reasonable and within their scope of expertise. Review Groups may flag something for another group to look at, but not impose comments or conditions on that item on behalf of another group.
 - Identifying and discussing unreasonable comments with the Review Groups
 - Identifying and assisting in resolving conflicts between Review Groups and facilitating meetings when needed
 - Managing priorities of the development industry and providing status updates on behalf of the Review Groups
- **For approval of Engineering Drawings:**
 - Ensuring all approval conditions outlined by the Review Groups are met
 - Stamping the final version of the Engineering Drawings
 - Communicating the approval to the applicant and Review Groups

7.2 REVIEWING GROUPS

■ For submissions requirements:

- Providing Development Coordination with up to date drawing submission requirements
- Providing Development Coordination with an up to date list of items that are typically looked at during pre-circulation meeting

■ For pre-circulation meetings:

- Reviewing Engineering Drawings in advance of the pre-circulation meeting to prepare for discussion
- If possible, weekly representation at the pre-circulation meeting
- Assisting Development Coordination in determining if a project is high-complexity or low-complexity
- Ensuring feedback given on drawings falls within the following criteria of the pre-circulation meeting:
 - Missing information imperative for the successful review of the drawings
 - Major unresolved issues from a high level or big picture perspective

■ For review of Engineering Drawings:

- Meeting deadlines within this manual for the review of the Engineering Drawings as long as the first submission meets the requirements of the Review Groups and subsequent circulations adequately address all comments made by the Review Groups
- Providing reasonable and complete comments to engineering drawings within the scope of expertise

- On second and subsequent submissions, focusing on determining whether comments were adequately addressed from first submission and only identify new comments when:

- Public safety is a concern
- Revisions from the first submission resulted in a major design change or a large amount of revisions that trigger a more detailed review
- Design changes were made by the applicant that are not related to previous comments

- Notifying Development Coordination of any issues with Engineering Drawings as soon as they are identified
- Reasonable availability of staff to assist with resolving application related issues or conflicts
- Notifying Development Coordination in advance of the timelines if timelines will not be met or if issues arise during the review of the Engineering Drawings
- Advising Development Coordination if meetings need to be facilitated for issues that affect multiple Review Groups
- Endeavoring to update the Master Priority List as projects are being reviewed/approved
- Reviewing, following and setting priorities for reviewing staff weekly

■ For approval of Engineering Drawings:

- Providing drawing approval within the timelines that have been established
- Where possible, utilizing conditions of approval that Development Coordination can verify on behalf of the Review Groups prior to approval

8.0 Redline Revisions

8.1 PROCEDURE

8.1.1 Submission Requirements

To initiate the redline review process, go to eservices.edmonton.ca using your Google Chrome browser. Login with your user ID and password.

To obtain a user ID and password, please send an email request to Development.Coordination@Edmonton.ca

8.1.2

Select the project for which you would like to submit a Redline Revision and click on the Redline tab. Select "Add Redline Request", fill out the required information and click on the "Save" button at the bottom of the form. This will generate a notification to Development Coordination that a Redline Revision is being requested.

8.1.3

Once the application has been reviewed, an invitation to upload the Redline Revisions and supporting documents will be sent from eplan@edmonton.ca*. Login with your user ID and password using your Internet Explorer browser and follow the procedures outlined in the [City of Edmonton ePlan Review Applicant Manual](#) to upload Redline drawings and all supporting documents. If the Engineering drawings for the project were not approved through ePlan, we will ask that you upload the approved Engineering drawings to the Drawing folder as well (following our naming standards from the manual). Changes to the approved Engineering Drawings must be marked in red.

***Please ensure that eplan@edmonton.ca is on your email safe list.**

8.1.4 Signature

If the Redline Revisions are being done by an engineer that differs from the original signed and stamped drawing, a new signature and stamp, issued through Notarius, are required for the drawing. Further, if the Redline Revisions are being done by a consulting firm that differs from the original consulting firm, a letter confirming that the original consulting firm has agreed to allow revisions to the design.

8.1.5 Circulation

The Redline Revisions will be circulated to any or all of the following Review Groups:

- Development Engineering, Transportation Services
- Drainage Services, Financial Services and Utilities
- Parkland Developer Services, Sustainable Development
- Signals, Street Lighting & Mapping, Transportation Services
- EPCOR Distribution & Transmission Inc.
- EPCOR Water Services Inc.

Development Coordination may choose to eliminate one or more of the Review Groups from circulation depending on the nature and scope of the changes included on the Redline Revisions.

8.1.6 Review

The Review Groups will be given two (2) weeks to complete their review of the Redline Revisions. Comments on the Redline Revisions will be provided by the Review Groups through ePlan.

8.1.7 Approval

Once approval has been received from all relevant Review Groups, Development Coordination will digitally sign the Redline Revision on behalf of the Review Groups and return the signed drawing to the consultant along with an approval letter indicating where to distribute hard copies of the drawing.

9.0 The Servicing Agreement

9.1 SUBMISSION PACKAGE

9.1.1 Servicing Agreement Request Form

To initiate the Servicing Agreement application, go to eservices.edmonton.ca. Login with your user ID and password.

To obtain a user ID and password, please send an email request to Development.Coordination@Edmonton.ca

9.1.2 Supporting Documents

The supporting documents required include those that are necessary for Development Coordination to draft a Servicing Agreement. An application will only be considered complete if all supporting documents are included in the submission package as listed in the [Current Submission Requirements](#). Please do not send in the request without the supporting documents.

9.1.3 Timing of Request

The request for a draft of the Servicing Agreement can be made at any point after the second submission of Engineering Drawings has been made, Development Coordination has confirmed that all comments have been addressed, **AND** a complete Servicing Agreement Request has been made.

9.1.4 Request for Assessments

Once the Servicing Agreement Request has been made and the second submission of the Engineering Drawings (if applicable) has been circulated by Development Coordination, Development Coordination will initiate a request for drainage assessments from Drainage Services and will proceed with calculating the Arterial Roadway Assessments.

9.2 SERVICING AGREEMENT PROCESS

9.2.1 Procedure

9.2.1.1

Once assessments are calculated the Servicing Agreement will be drafted by Development Coordination. The draft Servicing Agreement will be sent for review to:

- The Law Branch, City of Edmonton; and
- The land owner or developer.

9.2.1.2

Once the draft is approved, the Servicing Agreement may be finalized by Development Coordination and the final version will be sent to the land owner or developer. The land owner or developer will be required to sign and seal a certain number of copies of the Servicing Agreement. In the event that the land owner or developer does not have a corporate seal, an affidavit of signing authority will be included in the Servicing Agreement following the signature page.

9.2.1.3

The developer must return the signed and sealed Servicing Agreements to Development Coordination prior to the Conditions Precedent Date for processing. The Servicing Agreements are subsequently:

- Signed by a representative of the Law Branch as to form;
- Signed by a representative of Development Coordination as to contents;
- Signed by the Director of Development Coordination;
- Sealed by the Office of the City Clerk.

9.0 The Servicing Agreement

9.2.1 Procedure (Continued...)

9.2.1.4

Once fully executed, the developer will receive a copy of the fully signed Servicing Agreement.

9.2.2 Payments

9.2.2.1

All items listed in the Servicing Agreement must be submitted or paid by the Conditions Precedent Date outlined in the Servicing Agreement. If the items are not received, the Servicing Agreement will become void, and a new Servicing Agreement Request will need to be made, which may result in revised assessment amounts.

9.2.2.2

For Security requirements please refer to the [Guidelines for Establishing Security in Servicing Agreements](#).

9.2.2.3

For Certificate of Insurance requirements please refer to the insurance article in the Servicing Agreement.

9.2.2.4

Please direct all payments made in accordance with the Servicing Agreement to:

Attention: Mail, Application and Payments (MAAP)

2nd Floor, Edmonton Tower
10111 – 104 Avenue NW
Edmonton, AB T5J 0J4

Payments made in person can be done at the following location:

Mail Desk

2nd Floor, Edmonton Tower
10111 – 104 Avenue NW
Edmonton, AB T5J 0J4

10.0 Contact Information

[Visit our website to download the latest boundary map.](#)

	NAME & POSITION	PHONE	EMAIL
ADMINISTRATION	▶ Neal Upshall <i>Acting Director</i>	780-496-3927	Neal.Upshall@Edmonton.ca
	▶ Danielle St. Amand <i>Administrative Support</i>	780-944-7979	Danielle.St.Amand@Edmonton.ca
	▶ Jocelyn Kiflemariam <i>Administrative Support</i>	780-944-0948	Jocelyn.Kiflemariam@Edmonton.ca
SOUTH-RESIDENTIAL	▶ Neal Upshall <i>Lead Development Engineer</i>	780-496-3927	Neal.Upshall@Edmonton.ca
	▶ Omar Butt <i>Engineering Technologist</i>	780-944-7674	Omar.Butt@Edmonton.ca
	▶ Adil Virani <i>Senior Development Engineer</i>	780-496-6037	Adil.Virani@Edmonton.ca
	▶ Andrea Virag <i>Development Engineer</i>	780-423-7463	Andrea.Virag@Edmonton.ca
	▶ Susana Maki <i>Senior Development Engineer</i>	780-423-6889	Susana.Maki@Edmonton.ca
	▶ Ho Li <i>Development Engineer</i>	780-944-9851	Ho.Li@Edmonton.ca
NORTH-RESIDENTIAL	▶ Jim Wood <i>Lead Development Engineer</i>	780-496-6042	Jim.Wood@Edmonton.ca
	▶ Michael Watson <i>Engineering Technologist</i>	780-496-4109	Michael.Watson@Edmonton.ca
	▶ Alannah Webb <i>Development Engineer</i>	780-442-2503	Alannah.Webb@Edmonton.ca
	▶ Vacant		
	▶ Michael Schroder <i>Senior Development Engineer</i>	780-442-4309	Michael.Schroder@Edmonton.ca
INDUSTRIAL	▶ Mustapha Makhdoom <i>Development Engineer</i>	780-442-7041	Mustapha.Makhdoom@Edmonton.ca
	▶ Steve Jensen <i>Lead Development Engineer</i>	780-944-7673	Steve.Jensen@Edmonton.ca
	▶ Dan-Christian Yeung <i>Senior Development Engineer</i>	780-496-4195	Dan-Christian.Yeung@Edmonton.ca
	▶ Raghda Abdelmonem <i>Development Engineer</i>	780-442-7042	Raghda.Abdelmonem@Edmonton.ca

11.0 Links

11.1 LINKS IN THIS DOCUMENT

A comprehensive list of all the links that are used or linked to from this document.

The Current Submission Requirements

 http://www.edmonton.ca/city_government/documents/Development_Coordination_Submission_Requirements.pdf

Guidelines for Establishing Security in Servicing Agreements

 http://www.edmonton.ca/city_government/documents/Guidelines_Establishing_Security_Servicing_Agreements.pdf

eServices Web Address

 <http://eservices.edmonton.ca>

Development Coordination Email Address:

 Development.Coordination@Edmonton.ca

**Please ensure this email is on your email safe list:*

 eplan@edmonton.ca

City of Edmonton ePlan Review Application Manual

 http://www.edmonton.ca/city_government/documents/PDF/City_of_Edmonton_ePlan_Applicant_User_Manual.pdf

Logging into ePlan

 <https://eplan.edmonton.ca/ProjectDox/index.aspx?>

APEGA's website

 <http://www.apega.ca/Members/DigitalSignatures/toc.html>

Redline Revision Application Form

 http://www.edmonton.ca/city_government/documents/PDF/Redline_Revision_Application.pdf

Download the latest Boundary Map & Contact Information

 http://www.edmonton.ca/city_government/documents/development_coordination_boundary_map.pdf

11.0 Links

11.2 RELATED LINKS

For further information on Servicing Agreements and Engineering Drawings visit:

 http://www.edmonton.ca/city_government/urban_planning_and_design/servicing-agreements.aspx

For further information on Permanent Area Contributions visit:

 http://www.edmonton.ca/city_government/utilities/permanent-area-contributions.aspx

For further information on Arterial Roadway Assessments visit:

 http://www.edmonton.ca/transportation/road_projects/arterial-roadway-assessments.aspx