

TOWN OF RIVERVIEW



SUBDIVISION DEVELOPMENT

PROCEDURES, STANDARDS AND GUIDELINES

March, 2014

Second Edition

FOREWORD AND DISCLAIMER

This revised edition of the Town of Riverview Subdivision Development – Procedures, Standards and Guidelines replaces the March 2008 edition. This document provides information regarding the procedures, standards and requirements that must be met for Subdivision Development in the Town of Riverview primarily for residential housing projects.

The Town of Riverview would like to acknowledge the cooperation of the City of Moncton for providing the Town with an electronic copy of their document to facilitate the creation of the first edition of this document in 2008.

Throughout the document, reference is made to various Manuals, Acts and By-laws. The latest edition of these publications, in use at the time an application is submitted for subdivision approval, shall be referred to. They include:

- Town of Riverview Storm Water Design Criteria Manual for Municipal Services
- Town of Riverview Standard Municipal Specifications
- Town of Riverview Subdivision by-law (#300-60 and applicable amendments)
- Town of Riverview Zoning by-law (#300-6 and applicable amendments)
- Town of Riverview Municipal Development Plan by-law (#300-32 and applicable amendments)
- New Brunswick Community Planning Act
- Transportation Association of Canada – Geometric Design Guide for Canadian Roads
- Canada Post – Postal Delivery Standards Manual
- Town of Riverview Controlled Access Streets by-law (#R300-65 and applicable amendments)
- Town of Riverview Traffic by-law (#R700-10-3 and applicable amendments)
- Town of Riverview by-law #40C and applicable amendments (A by-law respecting the water and sewerage systems)
- Town of Riverview by-law #R700-30-1 and applicable amendments (A by-law relating to the prevention of excessive noise in the Town of Riverview)
- Town of Riverview by-law #R300-10 and applicable amendments (A by-law relating to buildings)

No warranty, expressed or implied, is made on the accuracy or completeness of the contents of this document or the extraction from reference to publications; nor shall the fact of distribution constitute responsibility by the Town of Riverview for omissions, errors or possible misrepresentations that may result from use or interpretation of the material herein contained.

Note

This document is subject to change without notice. It is the responsibility of the user to insure they have the latest version by calling 387-2030.

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DEFINITIONS

ACT means the Community Planning Act, R.S.N.B. 1973, c.C-12.

APPLICANT means a person or corporation who makes application for Subdivision Plan Approval.

APPROVAL means the approval of the Development Officer and the Town Engineering, Parks & Recreation, and Fire Departments. Their decision will be final and binding in matters of subdivision layout, design and construction of municipal infrastructure and designation of Land for Public Purposes.

CHARGE AREA means the Infrastructure Service Area within which the Town has provided infrastructure (e.g. sewer trunk, watermain trunk, arterial road structure, etc.) and is requiring the Developer to participate / cost share therein.

TOWN means the Town of Riverview

DIRECTOR means the Director of Engineering and Public Works appointed by Riverview Town Council or the designated representative.

COMMISSION means the Planning Advisory Committee (PAC). Its mandate as set out in the Community Planning Act is to advise Council on community planning matters and to exercise quasi-judicial powers as provided in the Community Planning Act with respect to by-laws and regulations effective in the district (e.g. make decisions on variance, terms and conditions, rulings of compatibility, temporary use, and non-conforming use applications, etc.).

CONSULTANT / ENGINEER means a Professional Engineer or firm licenced to practice in the Province of New Brunswick.

COUNCIL means the Council of the Town of Riverview.

DETENTION POND means a natural or constructed area for providing temporary storage of runoff water within a storm drainage network in order to limit the increase in post-development stormwater discharge to an allowable release rate.

DEVELOPER means the Owner of the area of land proposed for development, or the designated representative, seeking to obtain the approval of a Subdivision Plan, or the person who enters into a Subdivision Agreement with the Town.

DEVELOPMENT COMMITTEE means the Committee of representatives from Town Departments and the Urban Planning Department.

DEVELOPMENT OFFICER means the District Planning Director or the District Planning Officer appointed under subsection 7(3) of the Community Planning Act, 1973.

DRAINAGE AGREEMENT means the contract entered into between the Town and the Developer for the construction and ongoing maintenance of drainage swales and ditches throughout the subdivision. This agreement will be binding on all subsequent Owners or successors in title, by virtue of it being registered in the N.B. Registry Office as an encumbrance on the property.

DRAINAGE AREA means:

- The area tributary to a single drainage basin, expressed in units of area. The drainage area may also be referred to as the catchment area, sub-catchment area, watershed, sub-watershed, drainage basin, or drainage sub-basin.
- The area served by a drainage system receiving storm sewer discharge and surface water runoff.
- The area tributary to a watercourse.

DRAINAGE DITCH / SWALE means a shallow sloped channel connected to the storm sewer system used for the conveyance of surface water runoff that is the result of natural precipitation.

EASEMENT means an interest in land owned by another that entitles its holder to a specific limited use or enjoyment.

ENGINEERING DEPARTMENT means the Department of Engineering and Public Works.

FEES mean the various fees outlined in the Riverview Subdivision By-law payable to the Urban Planning Department upon submission of a Tentative Subdivision Plan application.

FRONTAGE means the linear distance of property measured along the street line.

LAND FOR PUBLIC PURPOSES means land other than streets for the recreational or other use for the enjoyment of the general public, as defined in the Community Planning Act.

LOT means a building lot.

LOT GRADING PLAN means a plan depicting swales, ditches, finish grade elevation, flow directions and building and driveway location on a building lot.

MUNICIPAL SERVICE EASEMENTS (MSE) means easements required for municipal purposes (water, sewer lines, drainage), as referred to in Section 4 of Regulation 84-217 of the Community Planning Act, R.S.NB. 1973, c.C-12.

OWNER means the Owner of the area of land proposed for development. - See Developer

PUBLIC UTILITY EASEMENTS (PUE) means easements required for electrical power

and telephone / telecommunications lines.

RECORD DRAWINGS means the stamped Engineering drawings prepared following completion of construction that shows, insofar as possible, the true co-ordinate location and pertinent information regarding all infrastructures constructed or installed.

RECREATION, PARKS, TOURISM & CULTURE DEPARTMENT means the person appointed by Council responsible for the approval and acceptance of Land for Public Purposes and related matters.

ROAD see Street

STORM WATER MANAGEMENT PLAN means the compilation of data and mapping that delineates watersheds, indicates roots of the major and minor drainage systems, defines flood plains, indicates constraints associated with water quality and quantity, indicates erosion and bank stability problems, and indicates specific flood control and environmental objectives in the watershed such as containment ponds.

STREET means the area within a right-of-way constructed for the purpose of providing a riding surface for vehicular and bicycle traffic. It may be bounded by concrete curb and gutter or drainage ditches.

STREET LINE means the line delineating the boundary between the right-of-way and a parcel of land.

SUBDIVISION AGREEMENT means the contract entered into between the Town and the Developer that specifies all details pertaining to the construction of the subdivision including the work, warranties, maintenance, schedule, final approval and acceptance.

SUBDIVISION DRAINAGE PLAN means the plan showing the overall grading and drainage scheme for the proposed subdivision and the individual finish grade elevation and lot grading requirements. This plan will be attached to the registered Drainage Agreement as a Schedule.

SUBDIVISION – TYPE 1 means a subdivision that does not create a new public street and services

SUBDIVISION – TYPE 2 means a subdivision that creates a new public street and services

SUBDIVISION PLAN means a plan that shows the division of any area of land into two or more parcels, including a re-subdivision or a consolidation of two or more parcels.

TENTATIVE SUBDIVISION PLAN means a Plan submitted to the Development Officer in accordance with Section 49(2) of the Community Planning Act, 1973.

WALKWAYS / TRAILS means an allowance of property designated exclusively for pedestrians and cyclists and shall include nature trails and paths.





SUBDIVISION PLAN APPROVAL

Section 1 pertains to the subdivision approval process for the creation of a new subdivision that involves the dedication of public right-of-ways, Land for Public Purposes and/or utility easements.



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1. SUBDIVISION PLAN APPROVAL

1.1. TENTATIVE PLAN SUBMISSION & REQUIREMENTS

1.1.1. Prior to submitting a "Tentative Plan", the Applicant and/or the Consultant / Engineer shall:

- Read and become familiar with all requirements as outlined in these guidelines.
- Meet with Town's **Development Committee** to obtain information and discuss the preliminary concept in order to determine the requirements. The Team's mandate is to assist in the development process. The team will provide information and input on site-specific issues and regulatory requirements for the development related to planning, infrastructure, the New Brunswick Community Planning Act and Town of Riverview Zoning and Subdivision By-Laws and other relevant By-Laws.
- Review the **Environmental Issues Checklist** (Appendix "B") to identify potential implications.

1.1.2. The approval process begins with the submission of a "Tentative Plan" to the Development Officer including a completed Application Form, Appendix "A" and the applicable processing **fees**.

1.1.3. A Tentative Subdivision Plan shall be submitted in accordance with Section 49(2) of the Community Planning Act, 1973 and shall be marked "Tentative Plan". Subject to Paragraph 44(1)(C) of the Act, the Tentative Plan shall show:

1.1.3.1. The proposed name of the proposed subdivision.

1.1.3.2. The boundaries of that part of the plan sought to be approved marked by a black line of greater weight than all other lines on the diagram of the plan.

1.1.3.3. The location, widths and names of existing streets on which the proposed subdivision abuts, and the locations, widths and proposed names of the streets therein.

1.1.3.4. The approximate dimensions and layouts of the proposed lots, blocks, Land for Public Purposes and other parcels of lands, and the purposes for which they are to be used.

1.1.3.5. The nature, location and dimensions of any existing restrictive covenant, easement or right-of-way affecting the land proposed to be subdivided, and of any easements intended to be granted



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within the proposed subdivision.

- 1.1.3.6. Natural and artificial features such as buildings, railways, highways, watercourses, drainage ditches, swamps and wooded areas within or adjacent to the land proposed to be subdivided.
- 1.1.3.7. Such contours and elevations as may be necessary to determine the natural drainage of the land.
- 1.1.3.8. The approximate location of all municipal services including sewers, watermains and roads that are adjacent to the land proposed to be subdivided.
- 1.1.3.9. Where necessary to locate the proposed subdivision in relation to existing streets and prominent natural features, a small key plan acceptable to the Development Officer showing such locations.
- 1.1.3.10. Any further information required by the Development Officer to assure compliance with the Subdivision By-law.

1.2. FEES (As per Section 8 of the Riverview Subdivision By-law #300-60 and applicable amendments)

1.3. TENTATIVE APPROVAL

- 1.3.1. The Development Officer may ask for additional information, but shall, within (6) weeks after receipt of all information requested either;
 - 1.3.1.1. Approve the Tentative Subdivision Plan subject to such terms and conditions as is considered necessary to assure compliance with the Subdivision By-law #300-60 or
 - 1.3.1.2. Reject the Tentative Subdivision Plan by notice in writing to the Applicant stating the features of the plan objected to and/or the reasons for rejection.
- 1.3.2. Approval of the Tentative Subdivision Plan is granted by the Development Officer only after the following steps have been completed.
 - 1.3.2.1. A review has been completed by all affected Municipal, Provincial and Federal Departments as may be required and that any and all issues identified have been, or are being, addressed to the satisfaction of the various parties;



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- 1.3.2.2. The Planning Advisory Committee (PAC) has recommended approval of Tentative Subdivision Plan for the location of the proposed streets and/or Land for Public Purposes; and
- 1.3.2.3. Riverview Town Council has granted approval of the Tentative Subdivision Plan and has approved the location of the proposed streets and/or Land for Public Purposes.
- 1.3.3. Approval of a Tentative Subdivision Plan granted by the Development Officer, is null and void at the expiration of one () year from the day such approval was given and will require revalidation. Refer to Section 1.9 - Final Subdivision Plan Endorsement.

1.4. GENERAL REQUIREMENTS

1.4.1. LOT AND BLOCK SIZE

The following points are copied from the Subdivision By-law #300-60.

- 1.4.1.1. Every lot, block and other parcel of land in a subdivision shall abut;
 - a. a street owned by the Crown or the Town of Riverview; or
 - b. in the case of lands owned or to be acquired by the Town of Riverview, public utilities and existing conditions only, such access other than a street mentioned in subsection (a) as may be approved by the Commission as being advisable for the development of land.
- 1.4.1.2. The provisions for minimum lot sizes shall apply as provided for in the Town of Riverview Zoning By-Law.
- 1.4.1.3. Reserved strips abutting on a street are prohibited except where such strips are vested in the Town of Riverview.
- 1.4.1.4. Unless otherwise stipulated by the Commission, every block shall be a minimum of 150 meters in length and not exceed 365 meters in length. The block shall be designed with a depth to permit two lots between streets.
- 1.4.1.5. Every dwelling, household, and lot in a subdivision shall be individually serviced with separate water and sanitary and storm sewer laterals connected to the mains.

1.4.2. STREET NAMES

- 1.4.2.1. Proposed street names shall be shown on the Tentative Subdivision Plan.
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1.4.2.2. Street names shall not duplicate or be similar in pronunciation to any existing or valid tentative street name within the Greater Moncton Emergency Response Area.

1.4.3. TEMPORARY TURN AROUNDS

Temporary turn arounds shall be constructed to public street standards, gravel only, at the end of all dead end streets including stub streets and shall be designated on the subdivision plan as a Future Street as defined within the Community Planning Act. Temporary turn arounds are for Town of Riverview use for safely manoeuvring large vehicles and as such, turn arounds shall not be impeded in any way. Parking vehicles or trailers or storing construction materials or debris is strictly prohibited. Driveways and other accesses will not be permitted on to Future Streets.

In the case of a street connection to an adjoining property, the developer can consider one of the following two options:

- Provide the Town with a written agreement from the adjacent landowner that a temporary turn-around can be constructed on the adjacent land and that the land to accommodate the turn-around will be dedicated or conveyed to the Town on the filing of the subdivision plan.
- Construct the stub street to public street standard to the back lot line and designate it a Future Street until such time as it can be extended to the public street network on the adjacent lands. Driveway access will be prohibited off this Future Street, and restrictive covenants running with the land, satisfactory to the Engineering Department, may be required.

1.4.4. CHARGE AREA

In accordance with the implementation of policy as pursuant to the authority of Section 45 of the Community Planning Act and subsection 5(2) of the Town of Riverview's Subdivision By-law, the Developer will reimburse the Town for municipal funding allocated in connection with major municipal infrastructure / services that are required for orderly development of lands within the designated Town Charge Areas and for which the Developer derives a benefit. Developer infrastructure cost repayment within the Charge Area will be calculated on a "per area basis" or similar method appropriate to the type of infrastructure for which the Town is being reimbursed. Charge areas are outlined in appendix "J".



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1.5. SUBDIVISION AGREEMENT

1.5.1. Pursuant to Section 5 of the Town of Riverview Subdivision By-law #300-60, an Applicant proposing a subdivision that involves the construction of public streets, installation of municipal infrastructure and/or development of Land for Public Purposes, is required to enter into a Subdivision Agreement with the Town.

1.5.2. The Subdivision Agreement shall include but not necessarily be limited to the following items:

- Responsibilities of the Developer
- Obligations during the construction period
- Estimates for cost sharing on LFPP frontages, if applicable
- Contribution for "Charge Area" funding if applicable
- Construction schedule
- Maintenance period
- Certificates of Acceptance
- Securities
- Schedules
- Other items that may be negotiated between the Town and the Developer.

1.5.3. The Developer shall provide the Consultant with a copy of the signed Subdivision Agreement in order to insure that the Consultant is fully aware of items, details and schedules for the installation of all infrastructures.

1.5.4. A sample Subdivision Agreement is provided as Appendix "C" of this document.

1.5.5. If the Subdivision Agreement is in default in any way, it may affect future phasing approvals until such time as the default has been satisfactorily rectified.

1.6. DRAINAGE AGREEMENT

1.6.1. Pursuant to Section 5 of the Town of Riverview Subdivision By-law #300-60, an Applicant proposing a subdivision that involves the construction of public streets and installation of municipal infrastructure is required to enter into a Drainage Agreement.

1.6.2. The Drainage Agreement shall include but not necessarily be limited to the following items:

- Responsibilities of the Developer, heirs and assigns.
 - Construction requirements
 - Consequences of non-compliance
-



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- Registration of Agreement
 - Other items that may be negotiated between the Town and the Developer.
- 1.6.3. A sample Drainage Agreement is provided as Appendix “D” of this document.
- 1.6.4. At the expense of the Owner, an amending Drainage Agreement will have to be entered into if there is any change to a property line that affects the location of a drainage swale or ditch. This determination will be made following review by the Town Engineering Departments. The amending Drainage Agreement and Plan may be limited to only those lots affected by the change. Should preparation of an amending Drainage Agreement be necessary, an administrative fee of \$250 per PID will be charged. The party requesting the change will be exclusively responsible for all fees applicable in the preparation and execution of the amending agreement(s), including third party legal fees where applicable.

1.7. LAND FOR PUBLIC PURPOSES

The following points are copied from the Subdivision By-law #300-60.

- 1.7.1. As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area in the subdivision exclusive of public streets, at such location as assented to by Council pursuant to the Community Planning Act, is to be set aside as “Land for Public Purposes” and so indicated on the Subdivision Plan.
- 1.7.2. Council may require, in lieu of land set aside under subsection (1), a sum of money to be paid to the municipality in the amount of eight percent (8%) of the market value of the land in the proposed subdivision at the time of submission for approval exclusive of streets intended to be publicly owned.
- 1.7.3. Nothing in this section shall affect the ability of the applicant and the Town of Riverview to enter into an agreement providing for the setting aside of part land and part cash-in-lieu, provided that the aggregate value to the Town shall not be less than that provided in subsection (1) or (2).
- 1.7.4. Where Lands for Public Purposes is substandard, the Developer shall, where required to accommodate the designated use of the said lands, grade and level the said land and install all necessary drainage systems, and other municipal infrastructure including connections to mains, all of which shall be in accordance with the Town of Riverview’s Standard Municipal Specifications and shall form part of the Subdivision
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agreement.

1.8. SUBDIVISION PLAN APPROVAL

- 1.8.1. An application for final approval of a subdivision plan shall be submitted to the Development Officer within one (1) year from the date of the approval of the Tentative Subdivision Plan. Failure to do so will render the original Tentative Subdivision Plan null and void and will therefore require revalidation. This is pursuant to Section 50 of the Community Planning Act, 1973.
- 1.8.2. The Applicant may submit to the Development Officer a request for approval of a subdivision plan of all or any part of the land comprised in the approved tentative subdivision plan.
- 1.8.3. The Applicant shall submit to the Development Officer four (4) paper copies marked Final Subdivision Plan for review and approval.
- 1.8.4. The Subdivision Plan shall be in accordance with the approved Tentative Subdivision Plan and comply with requirements set out in Section 52(3) of the Community Planning Act, 1973.
- 1.8.5. The Subdivision Plan submitted for approval and subsequent registration shall not contain any substantial changes from the previously approved Tentative Plan such as increasing or decreasing the area outlined by the heavy black line, the area of streets, future streets or Land for Public Purposes, the size or number of lots or parcels being created or any significant feature, element or intent of the Tentative Plan.

1.9. FINAL SUBDIVISION PLAN ENDORSEMENT

The final endorsement of the Subdivision Plan by the Development Officer shall not be given until the following steps have been completed.

- The Development Officer has approved the Subdivision Plan.
 - The Developer has signed the Subdivision Plan.
 - The Director of Engineering has signed the Subdivision Plan and the Certificate of Provisional Acceptance has been issued and the Town is in receipt of all required securities for the remaining works in the subdivision.
 - The Subdivision Agreement and Drainage Agreements have been executed between the Applicants and the Town and the Drainage Agreement has been registered in the Registry Office.
 - The Town Clerk has assented to the Subdivision Plan.
 - The Town Engineering Department is in receipt of satisfactory proof of insurance.
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SUBDIVISION CONSTRUCTION STANDARDS & GUIDELINES

Section 2 pertains to the construction process from design to final approval of all municipal infrastructure.



2. SUBDIVISION CONSTRUCTION – STANDARDS & GUIDELINES

2.1. SUBMISSION OF ENGINEERING DRAWINGS, CALCULATIONS AND ENVIRONMENTAL ISSUES CHECKLIST

- 2.1.1. The Applicant shall engage the services of a Consultant / Engineer acceptable to the Town, whenever the proposed subdivision requires the construction of municipal infrastructure such as sewers, watermains, roads, etc.
- 2.1.2. The Consultant / Engineer shall carry out all designs, calculations, construction supervision and inspection in accordance with accepted engineering practice and in compliance with regulations, procedures, by-laws, specifications and requirements of the various regulating authorities and agencies, etc.
- 2.1.3. The Developer and/or the Consultant / Engineer shall negotiate with NB Power to arrange for electrical servicing of the subdivision. A complete plan showing the location of all utility poles, u/g wiring, and required appurtenances shall be submitted to the Town Engineering Department for approval.
- 2.1.4. The Consultant / Engineer shall submit two (2) sets of “Issued for Review” engineering detail drawings and Subdivision Grading and Drainage Plans and one (1) Design Brief showing all calculations for storm and sanitary sewer systems, water distribution system, street grades, underground electrical, utility poles, community mailboxes and all other pertinent information including construction drawings as required for infrastructure of any nature within the R.O.W.

Once the “Issued for Review“ plans and design brief have been accepted by the Town Engineer, the Consultant / Engineer shall submit three (3) sets of “Issued for Construction” engineering detail drawings and Subdivision Grading and Drainage Plans.

The “Issued for Construction” plan submittal shall also include digital copies of the Subdivision Drainage Plan, Construction Drawings and Final Design Brief in PDF.

- 2.1.5. The Consultant / Engineer shall submit one signed copy of the “Environmental Issues Checklist” – Appendix “B”.
 - 2.1.6. The Consultant / Engineer will be advised by the Engineering Department of any additional information or changes that may be required and/or of any engineering problems anticipated with the proposed subdivision. All required changes shall be made and resubmitted for final review.
-



2.2. COMMENCEMENT OF CONSTRUCTION

The Developer may commence construction of streets and infrastructure in a proposed subdivision only after the following steps have been completed.

- 2.2.1. The Consultant / Engineer confirms in writing that an agreement is in place, with the Developer, whereby the Consultant / Engineer will provide full- time on-site layout and construction supervision including testing where required and final record drawings of all infrastructure constructed and/or installed. Notification of any changes to this agreement must be sent to the Department of Engineering.
 - 2.2.2. The Tentative Subdivision Plan has been approved by the Development Officer.
 - 2.2.3. Engineering Construction drawings, details, construction cost estimates and design briefs have been approved by the Town Engineering Department.
 - 2.2.4. Details concerning Land for Public Purposes, linear trails, parks, Public open spaces or cash-in-lieu, etc., have been approved by the Town's Parks & Recreation Department
 - 2.2.5. The Subdivision Agreement has been executed between the Developer and the Town.
 - 2.2.6. Applicable insurances has been submitted and approved by the Town Engineering Departments.
 - 2.2.7. Security calculations and amounts have been approved by the Town Engineering Department.
 - 2.2.8. Required permits, licenses, Certificates of Approval, etc. have been issued by the various Municipal, Provincial and Federal Departments or Agencies, for all work to be undertaken in the construction of the proposed subdivision.
 - 2.2.9. Environmental concerns and issues have been addressed to the satisfaction of all Provincial and Federal Regulatory Agencies as well as the Engineering Departments.
 - 2.2.10. A pre-construction meeting has been held involving staff from the Town Engineering Department, the developer, the consultant and the contractor to discuss all pertinent details of construction, scheduling and overall work plan. The Consultant must submit a written work schedule at the pre-construction meeting.
-



2.3. STREETS

2.3.1. DESIGN CRITERIA

- 2.3.1.1. Streets are to be designed with due regard to topography, existing natural drainage, wetlands, environmentally sensitive areas, public safety, convenience, traffic requirements, public transit, active transportation systems, proposed land use, existing streets in or adjoining the proposed subdivision, the development of adjacent properties, and in conformance with the requirements of the Town of Riverview Municipal Development Plan – latest edition.
- 2.3.1.2. Streets are to be designed to meet the requirements of the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads – latest edition, unless otherwise specified.
- 2.3.1.3. The street system must be integrated with the existing street network such that there are at least two access points to each street, with the exception of a cul-de-sac.

2.3.2. STREET CLASSIFICATIONS

Streets in a proposed subdivision will be evaluated and assessed a classification based on the street network within the subdivision and the adjacent and local street network. This classification will be done as part of the Tentative Subdivision Plan approval process and will be used in determining through streets, stop sign locations, road right-of-way width allowance, street widths, sidewalk requirements and locations.

2.3.3. CUL-DE-SAC

- 2.3.3.1. Cul-de-sacs will be permitted to a limited extent in any subdivision or when topography and land dimensions provide no other option of design.
 - 2.3.3.2. The minimum right-of-way radius of a temporary turn-around or permanent cul-de-sac shall be 18 meters with a minimum curb radius of 12.9 meters measured to the gutter.
 - 2.3.3.3. The maximum allowable length for any cul-de-sac shall be 183 meters measured from the street line of the abutting street to the back street line of the Cul-de-Sac.
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2.3.3.4. Islands within cul-de-sacs, if permitted, will be constructed and landscaped in accordance with Town Engineering and Parks & Recreation Department requirements. The minimum right-of-way radius shall be 21 meters with a minimum outside curb radius of 17.0 and a maximum inside island radius of 6.0 meters.

2.3.3.5. Water mains servicing cul-de-sacs shall be looped back to the abutting street and must be sized to meet domestic use water turnover and fire flow coverage requirements.

2.3.4. STUB STREETS

In the case of phased development all stub streets for future developments are to be constructed in their entirety including underground infrastructure, curb and gutter, asphalt and sidewalks (if required). This construction shall extend the roadway to the rear lot line of corner lots.

2.3.5. RESERVED STRIPS

Reserved strips abutting on a street are prohibited except where such strips are vested in the Town.

2.3.6. STREET DESIGN ELEMENTS

2.3.6.1. HORIZONTAL AND VERTICAL ALIGNMENTS

Horizontal and vertical alignments of all streets shall conform to the standards as set out in the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, unless otherwise specified (in this document) or agreed to by the Town Engineering Department.

The minimum desirable grade on any street centerline or gutter profile shall be **0.8%**. This minimum desirable grade exceeds that identified in the TAC Geometric Design Guide.

The maximum allowable horizontal grade shall be 6% for arterial and collector streets and 8% for local streets.

Vertical alignment of all streets shall provide for positive drainage. Street shall be designed to prevent creating "sags".



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2.3.6.2. SIGHT DISTANCE

Roadway and driveway access locations must meet the minimum requirements of the TAC Geometric Design Guide, unless otherwise specified.

2.3.6.3. DESIGN CALCULATIONS

Design calculations for all roadways shall include horizontal and vertical alignments and profiles including cross sections. Sub-soil investigation reports are to be included where conditions warrant.

2.3.6.4. CONSTRUCTION

The construction of all roadway elements shall conform to the details and requirements contained in the Town of Riverview Standard Municipal Specifications. **Winter construction from December 1 to March 31 is prohibited unless written approval has been obtained from the Director.**

2.3.7. STREET INTERSECTIONS

2.3.7.1. Street intersections must be constructed in compliance with TAC Geometric Design Guide requirements and the New Brunswick Department of Transportation guidelines, unless otherwise specified.

2.3.7.2. Streets shall be designed to intersect other streets at 90 degrees. Where proposed streets intersect at angles other than 90 degrees, a 40-meter straight section of the intersecting street shall be constructed perpendicular (90 degrees) to establish the differing intersecting angle away from the intersection. The 40-meter minimum straight section shall be measured along the centerline of the intersecting street beginning at the edge of the intersecting right-of-way.

2.3.7.3. Intersections of more than two streets shall not be permitted.

2.3.7.4. Intersections, whether on the same side or on opposite sides, shall not be closer than 60 meters measured from the nearest edges of the rights-of-way.

Where streets intersect with collector or arterial streets, additional right-of-way width of the intersecting street may be required for turning lanes. This requirement will be determined at the Tentative Subdivision Plan approval stage,



in accordance with TAC Standards and Town Engineering design review.

2.3.8. DRIVEWAY ACCESS LOCATIONS

Driveway access locations and widths shall be in compliance with Town standards. The construction of driveway access openings in barrier type curb and the location of driveways where mountable curb has been installed are subject to the approval of the Town Engineering Department.

Application for driveway openings must be made in writing to the Town Engineering Department. Cost for the creation of a driveway opening in barrier curb, the removal of existing curb and sidewalk or the installation of curb and sidewalk where necessary shall be paid by the Developer or Applicant.

2.3.9. STREET NAME AND TRAFFIC SIGNS

The Town of Riverview is responsible for the cost, installation and maintenance of all street name and traffic signs.

2.3.10. TEMPORARY TURN AROUNDS

Temporary turn arounds shall be constructed to public street standards, gravel only, at the end of all dead end streets including stub streets and shall be designated on the subdivision plan as a Future Street as defined within the Community Planning Act. Temporary turn arounds are for Town of Riverview use for safely manoeuvring large vehicles and as such, turn arounds shall not be impeded in any way. Parking vehicles or trailers or storing construction materials or debris is strictly prohibited. Driveways and other accesses will not be permitted on to Future Streets.

In the case of a street connection to an adjoining property, the developer can consider one of the following two options:

- Provide the Town with a written agreement from the adjacent landowner that a temporary turn-around can be constructed on the adjacent land and that the land to accommodate the turn-around will be dedicated or conveyed to the Town on the filing of the subdivision plan.
 - Construct the stub street to public street standard to the back lot line and designate it a Future Street until such time as it can be extended to the public street network on the adjacent lands. Driveway access will be prohibited off this Future Street, and restrictive covenants running with the land, satisfactory to the Engineering Department, may be required.
-



2.4. MUNICIPAL INFRASTRUCTURE

2.4.1. GENERAL

The developer shall provide such facilities as streets, curb & gutter, asphalt pavement, sidewalks, walkways, and street lights; underground services shall include sanitary sewer, storm sewers, including culverts, drainage ditches and water mains, etc.

Where municipal water and sewers are required, each proposed dwelling, household, and lot shall be individually serviced with a separate water and sewer laterals connected to the mains.

Construction methods and materials shall be in strict conformance with the Town of Riverview Standard Municipal Specifications and must receive prior approval by the Town Engineering Department before any construction takes place.

2.4.2. DESIGN

Designs shall be in accordance with the Town of Riverview Storm Water Design Criteria Manual for Municipal Services and also respecting all Provincial and Federal requirements. All design notes and calculations must be submitted to the Engineering Department along with Engineering plans or other detailed drawings required for the approval process.

2.4.3. COST SHARING – RESIDENTIAL SUBDIVISION DEVELOPMENT

Calculations of construction cost for the purpose of sharing shall be derived from the actual unit prices contained in the contract between the Developer and Contractor. Where actual contract prices are unavailable for work covered under a Subdivision Agreement and where such work may be eligible for cost sharing, the Town of Riverview will accept the average unit bid prices for similar items submitted for recent contracts tendered under the Town's Capital Works Program. Submission of calculations for cost sharing purposes shall be done by the Consultant / Engineer.

2.4.3.1. OVERSIZED PIPING

The developer is required to pay 100% of the cost of all infrastructure with the following exceptions:

Cost sharing for oversized piping shall only apply when



approved by Council and where it can be shown that the need for the size increase is to provide service to adjoining lands not owned by the Development / Developer under consideration and,

- Water mains larger than 200 mm in diameter.
- Sanitary sewers larger than 300 mm in diameter.
- Storm sewers larger than 600 mm in diameter.

Cost sharing for oversized piping will be for material costs only, including granular bedding material attributable to the requirement due to oversized piping. Supporting evidence must be submitted by the Consultant / Engineer indicating clearly the differential cost increase for the pipe oversizing. The claim must be supported by the consulting engineer on behalf of the Developer. Engineering costs are not to be included in the claim for oversized piping.

If at some time in the future, the Developer who has received cost-shared funding from the Town of Riverview purchases all or part of the adjoining lands for which the cost sharing applied, they will be required to reimburse the Town their funding contribution in proportion to the amount of land acquired.

2.4.3.2. **OVERSIZED ROADWAYS**

Developers are required to pay 100% of the cost of all roadway construction or necessary improvements with the following exceptions:

Cost sharing for oversized roadways shall apply when approved by Council and where it can be shown that the need for the size increase is to satisfy the traffic needs of adjoining lands not owned by the Development / Developer under consideration and approved by the Town.

Cost sharing for roadways wider than the standard asphalt pavement width of 9.35 m, may be considered by the Town for material costs only, including extra excavation, granular sub-base and asphalt pavement. Supporting evidence must be submitted with each claim, indicating clearly the differential cost for the construction of the increased road width. The claim must be supported by the Consultant / Engineer on



behalf of the Developer. Engineering costs are not to be included in the claim for oversized roadways.

The introduction of a turning lane where streets intersect with collector or arterial streets does not qualify for cost-sharing funding.

2.4.3.3. **FUTURE COST RECOVERY**

Cost recovery applies when lands being subdivided have the benefit of facilities previously installed by a previous Developer (example streets and services) and such facilities have been paid for by previous Developer / Owner or Municipality.

The following is a copy of Section 45 of the Community Planning Act, 1973.

Section 45(1) subject to Subsection (4), where a Subdivision By-law contains a provision under Paragraph 42(3)(i) and land affected thereby is proposed for a subdivision, if such land has the benefit of facilities mentioned in that paragraph which were installed after the coming into force of this Act and paid for by, or are the financial responsibility of, the municipality or a person other than a present or previous Owner or Tenant of such land, the Development Officer shall not approve the plan unless the person proposing the subdivision pays or agrees to pay to the municipality an amount equal to the share of such cost required to be paid by him under such provision.

Section 45(2) *Money received by a municipality in respect of a cost required to be paid under Subsection (1) shall be paid:*

- a) *Where the municipality bears the cost,*
 - (i) *Into a special account to be applied against the cost, or*
 - (ii) *Into the general revenue account, if cost has been completely met; or*
- b) *Where a person other than the municipality bears the cost, to that person or anyone lawfully claiming under him.*

Section 45(3) *Money owing to a municipality under an agreement pursuant to Subsection (1) constitutes a debt due to the municipality and may be recovered in an action in any court of competent jurisdiction.*



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Section 45(4) *Subsection (1) does not apply where the cost of facilities mentioned therein has been met under a Local Improvement By-law.*

Section 45(5) *With respect to facilities mentioned in Subsection (1), the initial cost is deemed to include the actual cost of providing such facilities and of any engineering and surveying costs in connection therewith. 1972, c.7, s.45.*

2.4.4. MUNICIPAL SERVICES EASEMENTS

The use of Municipal Services Easements to service new development may be permitted when topography and land location provide no other option of design. MSE shall be provided by the Developer and shall be indicated on the Final Subdivision plan. Minimum width of water easements are six (6) meters. Minimum width of sewer easements will be determined by the Town Engineering Department.

2.4.5. CURB AND GUTTER

Curb and gutter shall be constructed as per the Town of Riverview Standard Municipal Specifications. The curb type shall be in accordance with the requirement of the street classification.

2.4.6. SIDEWALKS

The requirement for sidewalks is generally dependent on the Street Classification but will be determined during the detail Engineering Drawing Approval process.

2.4.6.1. Cost of installation of sidewalks shall be borne by the Developer.

2.4.6.2. Sidewalks shall be installed concurrent with the curb and gutters.

2.4.6.3. Sidewalks shall be constructed in compliance with the Town of Riverview Standard Municipal Specifications.

2.4.6.4. All proposed sidewalks shall be shown on the Subdivision Drainage Plan.

2.4.6.5. Sidewalks are preferred to be located on the north and east side of the streets. This location takes advantage of the sun



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exposure and improves effect of snow removal and de-icing.

2.4.7. GRADING

The area behind the curb or sidewalk shall be graded as per the street cross section identified in the Town of Riverview Standard Municipal Specifications and as per the Subdivision Drainage Plan.

2.4.8. PEDESTRIAN WALKWAYS

2.4.8.1. The right-of-way width for pedestrian walkways, where required, shall be a minimum of ten (10) meters.

2.4.8.2. The walking surface shall have a clear travel width of 3.0 meters minimum and shall be landscaped in accordance with the requirements of the Parks & Recreation Department. Provisions are to be determined prior to submission of engineering detailed drawings.

Walkways may be considered part of the Land for Public Purposes dedication. Pedestrian walkways and trails shall provide connectivity with the Town's linear trails system where required and shall be determined during the tentative subdivision plan approval stage.

2.4.8.3. Lighting for pedestrian walkways may be required. This will be determined during the Tentative Subdivision Plan review stage.

2.4.8.4. Pedestrian walkways may be required at the end of cul-de-sacs to allow for shorter walking distances to schools, shopping areas, parks, existing or future bus stops and/or other focal points in or near the proposed subdivision, or connection to the Town's linear trail system.

2.4.9. STREET LIGHTING

2.4.9.1. Subdivisions shall be serviced with streetlights, the determination of which will be done at the Tentative Subdivision Plan review stage. Pole locations are shown on the Typical Road Cross Section Drawings. Street lighting may be provided through one of the following means:

2.4.9.1.1. If the subdivision is to be serviced with electrical power from



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the rear of the lots, **street lighting will be mounted on concrete poles** . The Developer will be responsible for the installation of underground wiring, ducts, incidentals, etc. in accordance with the Canadian Electrical Code (latest revision) and NB Electric Power Commission specifications and subject to their approval.

Electrical infrastructure must be designed by an Electrical Engineer licensed to practice in the Province of New Brunswick. The installation of the underground electrical infrastructure shall be carried out by an electrician licensed to practice in the Province of New Brunswick.

2.4.9.1.2. If the Developer wishes to install **decorative type street lighting** and poles, all designs, materials, work, equipment, methods, locations, etc., must be approved by both the Town of Riverview and the New Brunswick Electric Power Commission prior to installation.

- The design of decorative street lighting must be carried out by an Electrical Engineer licensed to practice in the Province of New Brunswick.
- Poles are to be located as per Town Standard Municipal Specifications.
- Electrical work associated with the decorative street lighting system including the installation of the underground conduit shall be carried out by an electrician licensed to practice in the Province of New Brunswick.
- Costs associated with decorative lighting are the responsibility of the Developer.
- The Town will only accept decorative lighting that meets the requirements and approval of the Town Standard Municipal Specifications.
- A contribution equal to the cost of one spare decorative fixture and pole for every 10 of the same type and make installed on the street must be provided to the Town at Certificate of Provisional Acceptance.

2.4.9.1.3. Where electrical services to a subdivision are provided utilizing front lot wiring installed on **wooden poles**, these poles **will also be used for street lighting** purposes. The Town Engineering Department in conjunction with the New Brunswick Electric Power Commission will approve the location and wattage of the street lighting prior to installation. It will be the responsibility of the Developer to forward a



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request to the Town Engineering Department for the installation of streetlights on the wooden poles.

- 2.4.9.1.4. It is the responsibility of the Developer to ensure the provision and installation of the electrical connection between the underground street light wiring and the back lot service line. This may require a Public Utility Easement to accommodate.
- 2.4.9.2 Following issuance of the Certificate of Provisional Acceptance that includes the electrical infrastructure work, the Town Engineering Department shall request and authorize the installation of concrete poles with street lights or street lights on wooden poles.
- 2.4.9.3 Street lighting designs and layouts shall be approved by the Engineering Department in conjunction with N.B.E.P.C. Refer to the typical road cross-section drawings for the placement of street light poles within the road right-of-way.
- 2.4.9.4 **Electrical infrastructure including underground wiring and poles (concrete or decorative) shall be shown on the final as-built drawings and two (2) complete as-built drawings shall be submitted to the Town of Riverview.**

2.5. PUBLIC UTILITY SERVICES

- 2.5.1. The primary lines servicing a subdivision may be on the front or back of lots as determined by the Developer in consultation with the various utilities involved. This shall be done during the Tentative Subdivision Plan review stage.
 - 2.5.2. Each lot in a subdivision is to be separately serviced with electrical power, phone and cable.
 - 2.5.3. Encroachment across adjacent lots is only permitted if no other option is available and will require adjacent owner's consent.
 - 2.5.4. Widths of public utility easements where required are to be determined by the utility organizations and shown on the final subdivision plan. Final authority will rest with the Development Officer.
 - 2.5.5. All utility poles are to be installed along the property line or the street line of a public right-of-way.
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2.6. NATURAL GAS

2.6.1. The installation of natural gas is now possible in many areas of Riverview. Planning for installations may be initiated by contacting the following Enbridge Gas New Brunswick (EGNB) representative.

**Account Manager
Enbridge Gas New Brunswick
84 Driscoll Crescent
Moncton, NB
E1E 3R8**

Phone: (506) 388-5200 ext 3850

2.6.2. The location of natural gas service lines and meter sets are determined after consultation between the developer and an Enbridge Gas New Brunswick representative.

2.6.3. Natural gas mains are typically installed behind the curb (existing or proposed) and on the side of the street opposite the water main and utility or street light poles (existing or proposed) at a depth of 0.9 m. The precise location of the gas mains will be determined during the review process for underground infrastructure and is subject to the approval of the Department of Engineering.

2.6.4. Depending on size and location, some subdivisions may require the installation of an above ground District Regulating Station. Such stations are typically located in the road right-of-way. The stations are protected by a green steel box approximately 1.5 meters long by 1.5 meters wide by 1.2 meters high. The location of the station is determined by EGNB's Planning Department subject to the approval of the Department of Engineering.

2.6.5. The ongoing upkeep and maintenance of all gas related infrastructure including District Regulating Stations is the responsibility of Enbridge Gas New Brunswick.

2.7. POSTAL DELIVERY – COMMUNITY MAILBOXES

2.7.1. Central mail delivery is now part of all new residential and commercial developments in Canada. Planning for postal service must be done during the Tentative Subdivision Plan review process.

2.7.2. The Postal Delivery Standards Manual developed by Canada Post provides information and guidelines on the various service options. The Atlantic Region Mail Delivery Planner will assist in selecting the appropriate option and provide complete plans and specifications for



construction. All costs associated with the installation of community mailboxes is the responsibility of the Developer.

- 2.7.3. The Postal Delivery Standards Manual is available free of charge by contacting:

**Delivery Planning
Canada Post Corporation
30 Mark Avenue
Moncton, NB.
E1C 7G0**

Phone No. (506) 857-7286 ext. 2005

- 2.7.4. Community Mailboxes will be installed in the Public road right-of-way. The standard Community Mailbox installations are done by Canada Post. If a custom installation is required, Canada Post will assist in finalizing a suitable set of construction and installation specifications. All work must comply with Canada Post specifications.
- 2.7.5. Community Mailboxes are intended to serve customers in new developments where:
- Lot and street layout of a subdivision is well established.
 - Homes, on average, are less than 50 meters apart.
 - Municipal cooperation is obtained in sighting and installation of Community Mailboxes.
- 2.7.6. Each Community Mailbox location is chosen by the Mail Delivery Planner after consultation with the Developer and Town Engineering Department staff.
- 2.7.7. Community Mailboxes should be located at a minimum twenty (20) meters from intersection corners, or ten (10) meters for a driveway so as not to interfere with the traffic movement at the intersection or line of sight. Boxes are not to be installed at major intersections. The preferred location is adjacent to the LFPP frontage.
- 2.7.8. The location of community mailboxes is to be shown on the Subdivision Drainage Plan.
- 2.7.9. Where community mailboxes are installed facing the street roadway, a depression in the curb must be created to allow for wheelchair access.

2.8. SUBDIVISION DRAINAGE PLAN

A Subdivision Drainage Plan shall be a requirement for subdivision approval. The Subdivision Drainage Plan will be attached to the

Drainage Agreement and shall also be registered with each individual lot. The purpose of the Subdivision Drainage Plan is to:

- Facilitate engineering review of the subdivision application to ensure that all drainage requirements have been adhered to.
- Facilitate a mechanism to control home building and landscaping activities to ensure that all individual lots conform to the overall subdivision grading and drainage scheme of the subdivision.

2.8.1. SUBDIVISION DRAINAGE PLAN REQUIREMENTS

The Subdivision Drainage Plan must include the following:

- Site layout including proposed streets, lots and location of proposed buildings.
- Pre-development contours at intervals of one (1) meter.
- State in the notes which [Canadian Geodetic Vertical Datum system used \(CGVD28\) or \(CGVD2013\)](#)
- Existing and proposed landscaping features on each lot including driveways, parking lots, street trees and grassed areas.
- Proposed finished grade elevations at the following locations:
 - Center line of street @ 20m intervals
 - Corner of all lots, easements and walkways;
 - Proposed top of foundation wall elevations;
 - Proposed minimum basement floor elevations;
 - Proposed minimum garage floor elevation;
 - Existing top of foundation wall and critical elevations of buildings on adjoining properties;
 - Existing drainage features, up to foundation walls on adjoining lots;
- Pattern and direction of post-development surface drainage including lots, swales and major storm drainage system.
- Location and layout of minor storm drainage system including manholes, catch basins and storm sewers.

2.8.1.1. In instances where the limits of a proposed Subdivision Drainage Plan is adjacent to existing development, **particular attention must be taken to ensure that the proposed lot grading recognizes the established drainage condition of**



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the surrounding area. The proposed lot grading and drainage must be achieved by blending to the existing development without altering the existing lot drainage and without encroaching upon existing properties.

- 2.8.1.2. Show, by means of flow arrows, the location and direction of surface drainage along lot line swales and ditches.
- 2.8.1.3. At least one flow arrow must be shown along each lot line swale. Additional flow arrows must be shown at all grade breaks indicating the direction of surface drainage.
- 2.8.1.4. Show all proposed private catch basins, leads and connections to the municipal storm drainage system. **All private catch basins and leads must be contained within a 3.0m wide (minimum) drainage encumbrance.** The drainage encumbrance will be in favor of all lots tributary to the catch basin and lead contained within the drainage encumbrance. All lots draining into a private catch basin shall be identified on the Drainage Plan in the Notes section or in a schedule.
- 2.8.1.5. The Subdivision Drainage Plan must recognize the anticipated phasing of each street. Each phase of construction must function on its own and must not rely on future phasing or future construction.
- 2.8.1.6. Show required street trees as per Street Tree Development Guidelines at Appendix K and as per part 5 of Zoning By-Law 300-6.

2.8.2. MINIMUM GRADES AND DIMENSIONS

- 2.8.2.1. Minor lot line swales, providing drainage for up to four (4) lots, shall have a minimum grade of two percent (2%).
 - 2.8.2.2. Major lot line swales, providing drainage for more than four (4) lots, shall have a minimum grade of one percent (1%).
 - 2.8.2.3. The tributary flow in rear yard lot line swales shall be limited to ten (10) rear yards depending on lot size and grade.
 - 2.8.2.4. The maximum length of a rear yard lot line swale without interception shall be one hundred (100) meters. The maximum area contributing to the rear yard swale without interception shall be four thousand (4,000) square meters.
 - 2.8.2.5. The maximum flow in rear yard lot line swales which may be discharged to the street right-of-way without interception shall
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be limited to a total of two (2) lots. In instances where more than two (2) lots are tributary to the rear yard lot line swale discharging to a street right-of-way, the overland flow must be intercepted by a private behind-the-curb catch basin located behind the street right-of-way.

- 2.8.2.6 Yard surfaces shall have a minimum slope of two (2%).
- 2.8.2.7 Drainage flows shall be directed away from buildings.
- 2.8.2.8 Drainage flows that are carried around buildings are to be confined in defined swales located as far from the building as possible.
- 2.8.2.9 Minimum swale depth to be 100 mm with a 150mm wide bottom.
- 2.8.2.10 Minimum major swale depth to be 150 mm. Maximum major swale depth to be 600mm.
- 2.8.2.11 Swales are not to be designed above existing ground. **There shall be no infilling of the property without designing for drainage or for the need of catch basins based on the existing topography.**

2.8.3. EROSION AND SEDIMENT CONTROL

The erosion and sediment control shall be shown on the drainage plan and shall be to the satisfaction of the Town of Riverview.

2.8.4. STORMWATER DETENTION AREAS

New developments shall comply with the Town's latest edition of the "Storm Water Design Criteria Manual for Municipal Services". The need for quantity control is required; the peak post-development flows should not exceed the pre-development flows for all storms up to the major drainage system design. Meeting the "zero net increase", pre-development = post-development flows shall be applied to new developments, when creating a new outfall.

2.9. TREE PLANTING PLAN

A Tree Planting Plan (LPP) shall be a requirement for subdivision approval. The purpose of the Tree Planting Plan is to:

- Facilitate engineering review of the subdivision application to ensure that required street tree as per the Zoning By-Law 300-6 and Street Tree Development Guidelines (Appendix K) have been adhered to.
 - Facilitate a mechanism to control and properly plan the location of
-



street trees in order to ensure that all individual lots conform to the Street Tree Development Guidelines.

2.9.1. TREE PLANTING PLAN REQUIREMENTS

The Tree Planting Plan must include the following:

- Drawn at a scale of 1:500, using the standardized Town of Riverview legend,
 - Show the minimum tree planting requirements as per Part 5 of Zoning By-Law 300-6.
 - Show the street, lot, driveway, sanitary, water and storm services, hydro and gas layout information,
 - Show all known proposed aboveground infrastructure including but not limited to all street facilities such as: sidewalks, driveways, community mailboxes, telecommunication pedestals, utility structures and buildings, utility poles, conduits, ductwork, hydro vaults, gas valves and all utility crossings.
 - Signed and sealed by the Engineering Consultant.
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SUBDIVISION ACCEPTANCE

Section 3 pertains to the acceptance process from the commencement of construction to issuance of the Certificate of Final Acceptance including warranties, maintenance requirements and securities.



3. SUBDIVISION ACCEPTANCE

3.1 FULL-TIME CONSTRUCTION INSPECTION – RESIDENT SERVICES

The Consultant / Engineer must provide a qualified full-time construction inspector when construction of any municipal infrastructure is taking place. A Contractual Agreement between the Developer and the Consultant / Engineer must be in place. Written confirmation of this requirement is to be submitted to the Town Engineering Department by the Consultant / Engineer.

The Agreement, as a minimum, will provide for the following “Resident Services”:

- 3.1.1 Conduct detailed inspection of all construction sufficient to ensure that the work carried out by the Contractor is in conformance with the approved plans and specifications.
 - 3.1.2 Provide **qualified** resident personnel, acceptable to and approved by the Town at the project site(s), to carry out Resident Services as specified below.
 - Inspect all pipes prior to installation, and be present on a full-time basis to observe contractor operations at the time of bedding placement, pipe laying, and backfilling of all underground infrastructure. In addition, full-time inspection is required during roadway sub-base preparation including granular base and sub-base placement and during installation of sidewalks, curb and gutter and street pavement.
 - Inspect installation of all connections to water mains, sewers, manholes, valves, hydrants or house services including excavation and/or exposing of all underground services, structures, or facilities.
 - Provide the Town with Daily Inspection Reports on the project status.
 - Obtain the property owner sign-off for restoration on all portions of adjacent property affected by the construction works by the Contractor. Property owner sign-offs must be obtained prior to issuance of the Certificate of Provisional Acceptance. Where the property owner sign-off is not available, the Consultant shall detail the reasons and provide a recommendation to the Town.
 - Witness and certify the testing of all water mains and sewers.
 - Inspect, adequately test, and monitor each course in the installation of granular layers prior to placement of sidewalks, curb and gutter, roadway granular base and sub-base, and street
-



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pavements

- 3.1.3 Provide advance notice, in consultation with the Town, to adjacent residents and businesses (if applicable), of those states of construction of the project that will interrupt public services or access thereto, sufficiently in advance of same to permit preparation for the disruption.
 - 3.1.4 Enforce the Contractor's conformance with the Town of Riverview Standard Municipal Specifications latest edition and with reasonable standards of safety for motorists and pedestrians, without relieving the Contractor of his contractual and other legal obligations in respect thereof.
 - 3.1.5 Co-ordinate and stage all other works which fall outside of the Contractors responsibility, on the project site including electrical work, telephone, gas and other utility work, and Town or Developer work.
 - 3.1.6 Gather and compile manufacturer's technical data for all electric / mechanical equipment and prepare an operation and maintenance manual, which details instructions for individual components, as well as for overall system operation (if applicable). Arrange training for Town staff as required.
 - 3.1.7 React promptly, responsibly, sensitively to the reasonable requests and complaints of citizens regarding the conduct of the project, acting in the best interest for the Town.
 - 3.1.8 Arrange for and carry out the testing of materials utilized by the Contractor to ensure conformance with the drawings and specifications.
 - 3.1.9 Report promptly to the Town upon any significant and unusual circumstances.
 - 3.1.10 Arrange promptly for and take part in a detailed final inspection of the project with the Contractor and the Town prior to commencement of the period for Contractor maintenance guarantee specified in the Agreement.
 - 3.1.11 Prepare and submit to the Town **two sets of provisional record drawings** (as-built) and one set of final record drawings for the project in accordance with the Subdivision Agreement and the Record Drawing requirements of Appendix E.
 - 3.1.12 Provide promptly to the Town a duly executed Certificate of Provisional and/or Final Acceptance of the constructed or partially constructed project to permit the release of security in accordance with the terms of the Agreement.
-



- 3.1.13 Provide inspection services at the beginning and end of the maintenance guarantee period of the contract, and follow-up services to see that deficiencies are corrected.

3.2 TESTING AND MATERIALS

Standard testing of materials including aggregates, compaction, concrete and asphalt shall be carried out during all phases of construction in accordance with the Town of Riverview Standard Municipal Specifications accepted standards and procedures. Copies of all test results must be submitted to the Town Engineering Department.

The Town reserves the right to request additional testing be carried out, the cost of which will be paid for by the Town if the results indicate the item being tested meets Town standards. If the test results indicate failure to meet minimum standards, the cost of testing will be paid for by the Consultant / Engineer or Developer.

The "Minimum Testing Frequency" will be as specified in the Town Standard Municipal Specifications.

3.3 WARRANTY AND MAINTENANCE PERIOD

The Warranty and Maintenance Period shall commence on the date stated in the "Certificate of Provisional Acceptance" and remains in effect for a minimum of twenty four (24) months and until issuance of the "Certificate of Final Acceptance". The Developer, at his own cost, shall be responsible to inspect, audit and maintain the works and remedy any defects or deficiencies discovered or appearing in the works from the first day of construction until issuance of the "Certificate of Final Acceptance".

The Town of Riverview will not undertake snow clearing operations until issuance of the Certificate of Provisional Acceptance for the initial phase of construction. Following issuance of the Certificate and until concrete curb and gutter and asphalt pavement have been installed, the Town will not be responsible for any damage to manholes, valve boxes or other infrastructure including the crushed stone roadbed as a result of snow plowing operations.

Deficiencies of a non-emergency nature must be repaired within two (2) weeks of observation or after receipt of instructions in writing to do so.

Deficiencies of an urgent or emergency nature must be repaired immediately upon observation or upon receipt of notification from an Official of the Town of Riverview Engineering Department. Every effort possible must be made by the Developer to repair such deficiencies immediately. Failure to make the necessary repairs or corrections due to unavailability of contractor, lack of



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equipment, material, labor or any reasons whatsoever will result in the Town causing the works to be done at the expense of the Developer.

Costs and expenses incurred in correcting any defects which appear during the Warranty and Maintenance Period are the responsibility of the Developer. The Developer shall, in addition, be liable to the Town for all expenses, losses, or damage incurred as a result of any faulty materials and defective workmanship, or as a result of failure to correct any defects as observed or as noted, including all extra engineering costs, inspection and testing of the work.

The Town will retain 15% of the security amount as a warranty holdback for one year after completing the work (concrete curb & gutter, sidewalk (if applicable) and asphalt base and seal), or until the issuance of the Certificate of Final Acceptance, whichever is later.

3.4 CERTIFICATE OF PROVISIONAL ACCEPTANCE

3.4.1 CERTIFICATE OF PROVISIONAL ACCEPTANCE BELOW-GROUND

Following completion of all construction and deficiencies, the Developer or Consultant / Engineer shall advise the Town Engineering Department in writing that the work has been completed. Within ten (10) working days following receipt of this letter, a complete on-site inspection involving all required Town staff together with the Developer and/or Consultant / Engineer will be conducted. A list of any noted deficiencies will be prepared and the Developer shall then promptly have the deficiencies remedied. When all deficiencies identified by inspection have been satisfactorily corrected, the Department of Engineering shall declare the work acceptable for public use and shall issue the Certificate of Provisional Acceptance that has been prepared by the Consultant / Engineer.

The commencement of the twenty-four (24) months Warranty and Maintenance Period shall be indicated on the Certificate of Provisional Acceptance for the underground work.

A Subdivision Drainage Agreement between the Town and the Developer shall be completed and registered.

A Statutory Declarations in a form acceptable to the Town must be signed and furnished by both the Developer and Contractor pertaining to payment for materials and services relating to this agreement and must be forwarded to the Department of Engineering prior to the issuance of the Certificate of Provisional Acceptance.



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3.4.2 CERTIFICATE OF PROVISIONAL ACCEPTANCE ABOVE-GROUND

Following completion of all construction and deficiencies, the Developer or Consultant / Engineer shall advise the Town Engineering Department in writing that the work has been completed. Within ten (10) working days following receipt of this letter, a complete on-site inspection involving all required Town staff together with the Developer and/or Consultant / Engineer will be conducted. A list of any noted deficiencies will be prepared and the Developer shall then promptly have the deficiencies remedied. When all deficiencies identified by inspection have been satisfactorily corrected, the Department of Engineering shall declare the work acceptable for public use and shall issue the Certificate of Provisional Acceptance that has been prepared by the Consultant / Engineer.

The commencement of the twelve (12) months Warranty and Maintenance Period shall be indicated on the Certificate of Provisional Acceptance for the above-ground.

A Statutory Declarations in a form acceptable to the Town must be signed and furnished by both the Developer and Contractor pertaining to payment for materials and services relating to this agreement and must be forwarded to the Department of Engineering prior to the issuance of the Certificate of Provisional Acceptance.

3.5 CERTIFICATE OF FINAL ACCEPTANCE

Twenty-three (23) months after the date stated in the Certificate of Provisional Acceptance below-ground and eleven (11) months after the date stated in the Certificate of Provisional Acceptance above-ground, the Developer shall advise in writing that the works are fully completed and are ready for final inspection. Within ten (10) working days following receipt of this, Engineering Department staff shall make arrangements for the final inspection of the works with appropriate Town staff, the Developer and the Consultant / Engineer.

Following final inspection, the Developer shall have any defects or deficiencies, etc. addressed. When this work has been completed, Engineering Department staff shall endorse the "Certificate of Final Acceptance" that has been prepared by the Consultant / Engineer. The Developer shall sign this certificate declaring that the Contractor and Consultant / Engineer have been paid in full and that there are no grounds for claims against the Town of Riverview whatsoever with respect to the Subdivision Agreement.

Any monies or securities held by the Town shall be released at the time of issuance of the Certificate of Final Acceptance.

The Warranty and Maintenance Period will be ended and the Town of Riverview



will accept full responsibility for the ongoing operation and maintenance.

Receipt and approval of all final record drawings and digital data is required before issuance of the Certificate of Final Acceptance.

3.6 INSPECTIONS

Throughout all construction activities, the Consultant / Engineer will conduct continuous daily inspections including all required testing in accordance with accepted municipal construction practice and as per paragraph 3.1 "Full-Time Construction Inspection".

Prior to the request for Provisional or Final Acceptance inspections, the Consultant / Engineer shall carry out a thorough inspection of all works, prepare a deficiency list and ensure that this list has been addressed. If it is evident that this preliminary inspection has not been carried out, nor have deficiencies been adequately addressed prior to the on-site inspection involving various Town personnel, the cost for any and all subsequent inspections involving Town staff will be paid for by the Consultant / Engineer or the Developer.

It is anticipated that due to the issuance of Provisional Acceptances for both the initial phase of construction including underground work and road construction and one Final Acceptance 24 months after acceptance of the underground and 12 months after acceptance of road construction including curb and gutter, asphalt paving, street lighting (if applicable) and sidewalks (if applicable), there may be up to three (3) on-site inspections requiring participation of various Town staff.

3.7 RECORD DRAWINGS

Two (2) complete sets of Provisional Record Drawings, prepared to Town of Riverview standards by the consultant / Engineer must be submitted prior to the issuance of the Certificate of Provisional Acceptance. The drawings must be based on "as-constructed" information and shall not be made-over or amended construction drawings showing the locations of all underground infrastructure pertinent to the project, whether existing or new construction. Corrections, additions and amendments shall be incorporated into the drawings.

A complete set of Final Record Drawings shall be submitted on sheet size 600mm x 900mm (24"x36") paper, PDF format and in electronic form, in NAD83, CSRS coordinate system, compatible with AutoCad software currently in use by the Town of Riverview Engineering Department. The Final Record Drawings shall be submitted to the Town Engineering Department within ninety (90) days following issuance of the Certificate of Provisional Acceptance for the above ground work and road construction.



APPENDICES

- A) Application for Subdivision Approval
- B) Environmental Issues Checklist
- C) Subdivision Agreement
- D) Drainage Agreement
- E) Record Drawing Requirements
- F) Certificate of Provisional Acceptance
- G) Certificate of Final Acceptance
- H) Section 52(3) Community Planning Act, 1973
- I) Statutory Declaration
- J) Detail Drawings
- K) Street Tree Development Guidelines

NOTE: The forms provided are examples in effect as of March 2014. It is the responsibility of the Developer and/or the Consultant / Engineer to ensure the latest edition is used at the time of submission.



APPENDIX "A"

APPLICATION FOR SUBDIVISION APPROVAL

March 2014

URBAN PLANNING
APPLICATION FOR SUBDIVISION APPROVAL
Riverview

File No: (FOR OFFICE USE ONLY)

TENTATIVE PLAN

Date Submitted: _____

Surveyor: _____

FINAL PLAN

Name of Subdivision: _____

APPLICANT INFORMATION

FULL MAILING ADDRESS

Owner's First Name: _____

Owner's Last Name: _____

If company name provide names of signing officers

Second Owner's First Name: _____

Second Owner's Last Name: _____

CONTACT NAME & NUMBER:
(must be completed)

LAND INFORMATION

Location:

Street:

Please forward all correspondence to:

Urban Planning
655 Main Street, Moncton,
N.B., E1C 1EB
PH - (506) 853-3533
FAX - (506) 856-4357

Applicant's Signature: X _____



APPENDIX "C"

SUBDIVISION AGREEMENT

March 2014

Subdivision Agreement No. _____

PID(s): _____

THIS AGREEMENT made this ____ day of _____, 20_.

BETWEEN:

The Town of Riverview, a municipal corporation, duly incorporated under and by virtue of a Special Act of the Legislative Assembly of the Province of New Brunswick, and located at 30 Honour House Court in the Town of Riverview, County of Albert and Province of New Brunswick, hereinafter referred to as the "Town",

Of the First Part;

AND:

_____ a company duly and regularly incorporated, with head office and chief place of business at _____, in the _____, County of _____, and Province of _____, hereinafter referred to as the "Developer".

Of the Second Part.

WHEREAS by virtue of the Community Planning Act of New Brunswick, being Chapter C-12, a person proposing to subdivide land may be required to enter into an agreement with the Town for the provision of streets, water and sewer lines or other services required by the Subdivision By-law; and

WHEREAS by Resolution of the Town Council of the Town of Riverview, meeting of _____, the said Council did authorize that the services mentioned and set out in Schedule "A", hereunto annexed, be performed and provided by the Developer and the Town (the said services being hereinafter referred to as "the work"), the location of services shown on Schedule "B", under the terms and conditions set forth herein, and that this agreement be executed by and on behalf of the Town by its proper signing officers, duly authorized in that behalf.

WHEREAS the Town and the Developer agree that the lands subject to this Agreement are subject to the lands for public purposes requirements of the Community Planning Act (Section 42(3)(f) and 42(3)(g)) and Town of Riverview Subdivision By-Law # 300-60 and amendments thereto.

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto mutually covenant and agree as follows:

1. **Security**

1.1 As a condition to the execution of this agreement, the Developer shall:



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March 2014

(i) withhold registration of any subdivision plan creating building lots for construction or sale until issuance of the "Certificate of Provisional Acceptance" for the work and approval of the subdivision plan by the Town;

(ii) provide as security an irrevocable letter of Credit from a Canadian Chartered Bank, in form acceptable to the Town, in the amount of \$_____ (including the Town's anticipated engineering fees and applicable taxes), representing the total estimated cost, as supplied by the developer, of concrete curb and gutter, asphalt concrete pavement and concrete sidewalks (if applicable), being the work as outlined in items 6, 7 and 8, as listed in Schedule "A". This security shall remain in effect and be held by the Town until all work has been completed and the final construction costs have been determined and paid in full by the Owner. If all work is not completed by two weeks prior to the expiration date of the security, the owner agrees that the Town shall call the security and use the funds to complete the outstanding works. The owner further agrees that if the actual costs to complete the works are greater than the funds provided under the security, the Owner will reimburse the Town for the additional cost including all construction costs, HST, engineering and administration costs. The asphalt road surface (including base and seal), concrete curb and gutter and concrete sidewalks must be installed no later than **September 30th** of the year following execution of this agreement. Security must remain in effect until completion, payment and acceptance by the Town of curb and gutter, sidewalk and asphalt work.

(iii) have the option of having this work carried out by the Consultant, as defined below, and a Contractor acceptable to the Town, referred to as the "Contractor", or upon written request to the Town, the work may be included in the Town's Capital Works Program. In this event, the Developer will pay actual construction cost including HST, and a ten percent (10%) engineering and administration fee.

2. Insurance

2.1 The Developer must ensure that prior to commencement of any work, the contractor furnishes a comprehensive general liability insurance policy satisfactory to the Town to indemnify and save harmless the Town, its officers or agents, from all suits, or actions arising out of or in connection with the work, required by this Agreement, whether such actions are brought by members of the public, or persons employed on the works. The Developer and contractor shall assume all liability for and give to the Town complete indemnity against all such suits or actions. The comprehensive general liability insurance required shall be for an inclusive limit of not less than two million dollars (\$2,000,000.⁰⁰) for each occurrence.

2.2 Certificates of such insurance shall be filed with the Chief Administrative Officer for the Town and shall be subject to his approval but such approval shall in no way relieve the Developer and "contractor" from any larger responsibility they may have in conjunction with the work. Such insurance shall name the contractor, the subcontractors, the Town and consultant as additional insured where applicable.

2.3 Written notification of any cancellation or changes in the insurance policy, insurance company, etc., must be given to the Town's Chief Administrative Officer with copy to the Department of Engineering thirty (30) days prior to the date the change will take effect.

2.4 All insurances shall remain in effect until issuance of the "Certificate of Final Acceptance".



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2.5 A separate policy endorsement shall be provided if any blasting is to be carried out.

3. Performance of Work

3.1 The Developer will perform, provide and install upon the lands mentioned and shown on Schedule "B" the work as listed in Schedule "A", attached hereto, and as designed by _____, referred to as the "consultant", in accordance with the Town of Riverview "Standard Municipal Specifications", in effect at the time of signing this agreement and approved by the Department of Engineering and the Provincial Department of Environment if applicable.

3.2 The Developer agrees to provide and pay for, all labour, equipment and materials necessary for all services and works, as well as any and all design and supervision required by the Town. The Developer agrees and understands that the work, (construction and installation of any municipal infrastructures) shall be carried out under the direct supervision of the consultant. The Town reserves the right to appoint the consultant at the cost of the owner.

3.3 The Developer will ensure constant supervision by the consultant at all times when construction is in progress. The Developer will furnish the consultant one copy of this Subdivision Agreement so that the individual or firm is fully aware of the provisions contained herein as they relate to the consultant and their responsibilities.

3.4 The Town will from time to time inspect the work being performed and in the event the work is deficient or unacceptable, or is not being performed or constructed satisfactorily, the Town will advise the Developer as to the particulars thereof in writing and the Town will have the authority to stop the work and the Developer shall cause prompt corrective action to be taken. Inspections by the Town do not relieve the Developer from any responsibility it may have in conjunction with the work. The Town, however, shall not stop the work unless: i) the Developer has failed to promptly take corrective action after receiving a written request from the Town to do so; or (ii) the Town believes there are public safety concerns requiring cessation of the work.

3.5 Prior to provisional and Final Acceptance, the Town will require statutory declarations (see section 4.4) as evidence of payment of all people involved with the work: the consultant, the contractor, and all persons who have been employed upon the work or who have furnished equipment or materials.

3.6 The Developer covenants and agrees that should there be a deficiency in or failure to carry out any work or matter required by any provision of this Agreement, whether or not such work or matter is specifically secured by way of Letter of Credit or other security, and the Developer fails to commence diligent efforts to comply within 48 hours of being given written notice with a direction to carry out such work or matter, the Town may draw on the security and enter onto the lands and complete all outstanding work and pay all costs and expenses incurred thereby from the proceeds so drawn;

3.7 In the event that the Developer fails to keep any of the works in a proper state of repair up to the date declared in the Certificate of Final Acceptance, the Town may upon 48 hours notice, enter upon the lands and make such repairs as are necessary and the Developer shall forthwith upon demand pay to the Town the cost thereof. If the Developer



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fails to make the payment as demanded by the Town, the Town shall be entitled to draw upon any security filed pursuant to this Agreement;

3.8 The Town reserves the right to draw on and use the proceeds from the security to complete any work required to be done by the Developer pursuant to this Agreement. The Developer further acknowledges and agrees that, notwithstanding any provision to the contrary in this Agreement specifying the reduction or release of security, in the event that the Town determines that any reduction in the security would create a shortfall with respect to securing the completion of any work remaining to be carried out by the Developer pursuant to this Agreement, the Town will not be obligated to reduce or release the security as by the particular provision until such time as such work is satisfactorily completed or the Town has sufficient security to ensure that such work will be completed.

3.9 In the event of any inability, delay or failure by the Developer to perform work of provide services hereunder by reason of any fire, explosion, war, riot, strike, walkout, labour controversy, flood, act of God or public enemy, any law, act or order of any court, board, government or other authority of competent jurisdiction, or any other direct cause (whether or not the same character as the foregoing) beyond the reasonable control of the Developer, then the Developer shall not be liable to the Town during the period and to the extent of such inability, delay or failure. Any time period to perform work or provide services shall be extended accordingly.

4. Certificate of Provisional Acceptance

4.1 When all of the underground work, identified as (1), (2), (3), (4) and (5) on Schedule 'A' has been completed, the Developer shall advise the Department of Engineering in writing that the work is ready for testing and "initial inspection" to be carried out with the appropriate Town staff, consultant, contractor and Developer, to determine the acceptability of the work. The cost for such inspections (including CCTV video sewer inspections) and any material and workmanship testing required by the Town in order to determine the acceptability of the work shall be borne by the Developer. In the event that the work is found to be deficient or unacceptable, the Developer shall cause the necessary work to be undertaken immediately to render the work acceptable to the Department of Engineering.

4.2 Two complete sets of preliminary "Record Drawings", completed to Town of Riverview standards by the Consultant named herein, must be submitted for approval at the time of "provisional inspection". The drawings must be based on "as constructed" information and shall not be made-over or amended construction drawings. Corrections, additions and amendments shall be incorporated into the drawings.

A complete set of final "Record Drawings", on paper and in electronic form, compatible with software currently in use by the Town of Riverview Engineering Department, shall be submitted to the Town Engineering Department within ninety (90) days of issuance of the Certificates of Provisional Acceptance.

4.3 When all deficiencies identified by inspection have been satisfactorily corrected, the Department of Engineering shall declare the work acceptable for public use and shall issue the "Certificate of Provisional Acceptance".



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4.4 "Statutory Declarations", in a form acceptable to the Town must be signed and furnished by both the "Developer" and "contractor" pertaining to payment for materials and services relating to this agreement and must be forwarded to the Department of Engineering prior to the issuance of the Certificate of Provisional Acceptance.

5. Warranty and Maintenance Period

5.1 The "Warranty and Maintenance Period" shall commence on the date stated in the "Certificate of Provisional Acceptance" and remains in effect for a minimum of two (2) years and until issuance of the "Certificate of Final Acceptance". During the Warranty and Maintenance Period, the Developer, at his own cost, shall maintain and uphold the work in a condition satisfactory to the Department of Engineering and shall remedy any omissions or defects discovered or appearing in the work during such time.

5.2 Remedial work of a non-emergency nature must be completed within two (2) weeks after receipt of instructions in writing to do so unless otherwise agreed to by the Town..

5.3 Remedial work of an urgent or emergency nature must be completed promptly upon receipt of either verbal or written notification from the Department of Engineering. Failure to do so will result in the Town causing the work to be done at the expense of the Developer.

5.4 Following completion of the work identified as (6), (7), (8) and (9) on Schedule 'A' the Town will retain 15% of the security amount described in 1.1 (ii) as a warranty holdback until issuance of the Certificate of Final Acceptance.

6. Certificate of Final Acceptance

6.1 At the latest date of; twenty three (23) months after the date of issuance of the "Certificate of Provisional Acceptance below-ground" or eleven (11) months after the date of issuance of the Certificate of Provisional Acceptance above-ground, the Developer shall advise the Department of Engineering that the work is ready for final inspection. The Developer shall make arrangements for the final inspection to be carried out with appropriate Town staff, consultant, contractor and Developer.

6.2 The Developer shall immediately correct all deficiencies, defects, omissions, etc., which are identified during the final inspection. When this work has been satisfactorily completed, updated "Statutory Declarations", in a form acceptable to the Town, must be signed and furnished by both the Developer and contractor(s) pertaining to payment of materials and services relating to this agreement, and must then be forwarded to the Department of Engineering.

6.3 Upon satisfactory completion of all requirements of this agreement, including submission of a complete set of final record drawings as described in paragraph 4.2 and receipt of all necessary declarations, forms, correspondence, etc., the Department of Engineering shall issue the "Certificate of Final Acceptance" and shall declare the work acceptable for public use and maintenance by the Town. The Town shall take over and maintain all works constructed under this Agreement on the date of Final Acceptance as stated on the Certificate of Final Acceptance.

6.4 Upon issuance of the "Certificate of Final Acceptance", the Town will release the warranty holdback amount.



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7. The Developer Covenants and Agrees:

7.1 That no assignment of this agreement or any of the rights and duties of the Developer shall be made or will be valid unless the written consent of the Town is first obtained.

7.2 To pay the Town the sum or sums of money specified in this agreement within thirty (30) days of invoicing.

7.3 To provide street lighting through one of the following means:

(a) If the subdivision is serviced with electrical power from the rear of the lots, then the developer will install underground wiring, ducts, incidentals, etc., in accordance with New Brunswick Electric Power Commission specifications, and subject to their approval.

(b) If the subdivision is serviced with electrical power from the front of the lots, then the developer will make application to the Town for lighting to be installed by the New Brunswick Electric Power Commission.

(c) In the event the Developer wishes to install decorative type street lighting and poles, all designs, materials, work, equipment, methods, etc., must be approved by both the Town of Riverview and the New Brunswick Electric Power Commission prior to use or installation. All costs associated with decorative lighting are the responsibility of the Developer. **The Town will only accept decorative lighting of the same make and model to what presently exists in several subdivisions throughout the Town plus a contribution of \$_____ equal to the cost of one spare decorative fixture and pole for every 10 of the same type and make installed on the street must be provided to the Town at Certificate of Provisional Acceptance.**

7.4 That no work shall be commenced until the Department of Engineering has approved in writing the designs and specifications for the work as well as the contractor, consulting engineer, and Inspector proposed to be engaged by the Developer to design, perform, and inspect the work.

7.5 That the work to be performed and provided by the Developer and covered by this agreement will be commenced on or before _____, and that all work excluding asphalt road surface, concrete curb and gutter and concrete sidewalk (if applicable) will be completed before _____. The asphalt road surface (including base and seal), concrete curb and gutter and concrete sidewalk must be completed before _____.

7.6 That if work is not commenced and completed in compliance with the dates stated in paragraph 7.5, this agreement shall be deemed to be in default and the Town may exercise its rights hereunder, and that no work can then be started or continued after this date until written approval is forwarded by the Department of Engineering.

7.7 That no substantial change will be made to the Tentative Plan shown as Schedule "B", such as increasing or decreasing the area outlined by the heavy black line, the area of streets, future streets or lands for public purposes, the size or number of lots or parcels being created or any significant feature, element or intent of the Tentative Plan. Failure to



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comply with this requirement shall cause this agreement to be in default and all work under progress shall immediately cease until a new agreement is executed, or written approval of the change is granted by the Department of Engineering in conjunction with the Town Planning Department.

7.8 The Developer shall take reasonable steps to prevent that any construction activities carried out on lands covered under this agreement will not create a "mosquito breeding site" through the formation of a "low-lying area", including ground depressions, holes, ruts, ponds, swales, and ditches, other than those intended by virtue of the approved subdivision "drainage plan" and that the natural drainage will not be altered, so as to cause water accumulation on vacant lots or adjacent lands.

7.9 In some cases, the lands are subject to cost recovery charges in accordance with Section 5(2) of the Town's Subdivision By-Law.

These charges have been calculated as;

- i. \$5,247 per hectare for lands that are serviced by the "Mill Creek" sanitary trunk sewer and total \$_____ for the _____ hectares of land to be subdivided as highlighted in Schedule 'B'.
- ii. \$1,233 per hectare for lands that are serviced by the "Boosted pressure water system" and total \$_____ for the _____ hectares of land to be subdivided as highlighted in Schedule 'B'.

The Developer agrees that this amount will be paid to the Town prior to the registration of any subdivision plan creating lots for building purposes or resale.

8. The schedules hereto annexed, and all plans, sketches or other annexure initialed and attached hereto, shall be incorporated into and made part of this agreement to the same extent, effect and as fully as if each of them was set out and specifically repeated herein.

The schedules forming part of this agreement are as follows:

- Schedule "A" - Description of Work
- Schedule "B" - (i) Tentative Plan - _____ Subdivision Unit No.
_____, Phase _____
- (ii) Engineering Plan/Profile Drawings

9. The Developer shall provide the necessary letter(s) of credit, insurance and securities as stipulated in this agreement. These instruments must be automatically renewed as required and remain in effect until completion and final acceptance of all works as stipulated in Schedule "A".

10. The Developer covenants and agrees to convey or transfer to the Town, without cost, and free of all encumbrances, the Title to all lands over, across or upon which the work will be performed under and by virtue of this agreement. The Town may rely on a Certificate provided by the Developer's solicitor.

11. Nothing in this agreement is intended to affect any statutory lien which the Town may have against the land of the Developer by virtue of any law giving to the Town the right of a lien



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against any property of the Developer arising out of the installation and performance of the work.

12. This agreement shall enure to the benefit of and be binding upon the parties, their heirs, executors, successors and assigns respectively.

In witness whereof the parties have hereunto affixed their respective seals attested to by the hands of their respective proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED

) **Town of Riverview**
)
) _____
) Mayor
)
) _____
) Town Clerk
)
) _____
)
) _____
) President
)
) _____
) Secretary



APPENDIX "C"

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SCHEDULE "A"

Description of Work

**This is Schedule "A" forming part of Subdivision Agreement # ____ - _____, and
Town of Riverview and _____**

The following services shall constitute "the work" to be performed and provided
(a) at the expense of the Developer as hereinbefore described under this
Subdivision Agreement:

Location: As shown on Schedule "B" -

- (i) Tentative Plan (portion outlined by heavy line)
_____ Subdivision, Unit No. ____, Phase ____
(Creating ____ residential building lots)
- (ii) Engineering Plan/Profile Drawings "Issued for Construction", Sheets 1
through _____. Dated: _____ Revision No. _____.

Services: At expense of Developer:

- (1) Sanitary sewers and lot services
- (2) Water mains and lot services
- (3) Storm sewers, lot services and major drainage swales and ditches
- (4) Roadway construction - granular base (11m width, 500mm depth)
- (5) Street lighting and all underground cable utilities
- (6) Concrete curb and gutter and curb drain
- (7) Road surface construction - Asphalt Concrete pavement
(Base 60 mm - Seal 40 mm)
- (8) Concrete Sidewalk (may or may not be constructed. Final
decision will be made by the Engineering Department.)
- (9) Mailboxes as approved by Canada Post

All designs, materials, work, equipment methods, etc., must be in strict compliance with
the Town's Standard Municipal Specifications and receive prior approval in writing from
the Department of Engineering and all other authorities, agencies, departments, etc.,
that are in any way affected by or have jurisdiction over the work.

Estimated costs (including 15% Engineering, and applicable taxes)

Asphalt concrete paving \$ _____
 Concrete curb and gutter \$ _____
 Concrete sidewalk \$ _____
 TOTAL: \$ _____



APPENDIX "C"

SUBDIVISION AGREEMENT

March 2014

A satisfactory letter of credit covering the total estimated cost of \$_____ for these services must be deposited with the Town prior to receiving provisional acceptance, and remain in effect until this work has been completed, accepted and paid in full. This amount will be increased or decreased upon completion of the work based on the actual construction cost, including engineering and administration fee, and invoiced to the Developer for payment within thirty (30) days, if this work is carried out by the Town.



APPENDIX "D"

DRAINAGE AGREEMENT

March 2014

DRAINAGE AGREEMENT

Drainage Agreement:

PID(s): _____

THIS AGREEMENT made this ____ day of _____, 2006

BETWEEN:

The Town of Riverview, a municipal corporation, duly incorporated under and by virtue of a Special Act of the Legislative Assembly of the Province of New Brunswick, and located at 30 Honour House Court in the Town of Riverview, County of Albert and Province of New Brunswick, hereinafter referred to as the "Town",

Of the First Part;

AND:

_____ a company duly and regularly incorporated, with head office and chief place of business at the Town of Riverview, County of Albert and Province of New Brunswick, hereinafter referred to as the "Developer".

Of the Second Part.

WHEREAS by virtue of the Community Planning Act of New Brunswick, being Chapter C-12, a person proposing to subdivide land may be required to enter into an agreement with the Town for the provision of drainage ditches and swales or other services required by the Subdivision By-law; and

WHEREAS by Resolution of the Town Council of the Town of Riverview, meeting of _____, the said Council did authorize that the subdivision of the lands of the owner, which lands are further described in Subdivision Agreement: _____, be approved, subject to terms, and that this agreement be executed by and on behalf of the Town by its proper signing officers, duly authorized in that behalf.

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto mutually covenant and agree as follows:



APPENDIX "D"

DRAINAGE AGREEMENT

March 2014

1. The Developer will construct and maintain any and all surface drainage features as shown on the Subdivision Drainage Plan, attached hereto as Schedule "A" and forming part of this agreement. The obligation to construct and maintain such surface drainage features is a continuing obligation, forms an encumbrance against the lands being subdivided and each of the individual lots created thereby, and is binding upon the successors in title to the Developer.

2. In the event that the Developer, or a successor in title, either fails to construct or to maintain any drainage features required herein and shown on the Drainage Plan, attached hereto as Schedule "A", the Town shall give the Developer, or successor in title, ten (10) days to correct the breach. Failure by the Developer, or successor in title to adequately correct the breach, to the satisfaction of the Town, will give the Town the right to proceed upon the property and rectify the breach at the cost of the Developer or successor in title. Said costs will then become a lien against the property.

3. The Developer further agrees to construct all back lot drainage swales as indicated on the approved Drainage Plan, and any other major side lot drainage swales required to adequately drain the subdivision, at the time of street construction. The remaining side lot swales as indicated on the approved Drainage Plan shall be constructed by the Developer or subsequent Developer at the time of landscaping.

4. The Developer further agrees that if adequate natural drainage cannot be achieved, catch basins must be installed as required. These catch basins will remain private, and any property owner, where a catch basin has been installed onto his property or a portion thereof, will assume responsibility for maintenance; i.e. cleaning the top grill to insure maximum intake of surface water. Furthermore, any property owner whose property benefits or drains into said basins, as indicated on the approved Drainage Plan, shall be equally responsible for the cost of maintenance and repair of the basins and infrastructure related thereto.

5. The Developer is responsible for the cost of registration of this agreement in the Westmorland County Registry Office or Land Titles Office, whichever the case may be. The Town will not issue any permits until such time as the Town has received confirmation of registration of this agreement.

In witness whereof the parties have hereunto affixed their respective seals attested to by the hands of their respective proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED

)
)
)
)
)

Town of Riverview

Mayor



APPENDIX "D"

DRAINAGE AGREEMENT

March 2014

)
)
) _____
) Town Clerk
)
)
) _____
)
)
)
) _____
) President
)
)
)
) _____
) Secretary



APPENDIX "E"

RECORD DRAWING REQUIREMENTS

March 2014

RECORD DRAWING REQUIREMENTS

1.0 PROVISIONAL RECORD DRAWINGS

The following details shall be shown on the drawings:

- As constructed locations of all new infrastructure
- Locations of all existing infrastructure within the bounds of the project as accurately as possible.
- Location ties and/or NB Grid Coordinates (NAD83 CSRS) for ends of all pipes, services, etc.
- Location ties and/or NB Grid Coordinates (NAD83 CSRS) for all manholes, valves, etc.
- Existing and proposed lot lines, lot numbers, street lines, street names, easements.
- Full details of all services, eg. Sizes, grades, materials, bedding, inverts, etc.
- Any item that is relevant to the project infrastructure not listed above.
- Any major differences in pipe grades or depth from the proposed grade or depth, shall also be shown in profile.

State in the notes which [Canadian Geodetic Vertical Datum system used \(CGVD28\)](#) or [\(CGVD2013\)](#)

The drawings shall have a cover sheet showing the following:

- Project name and location.
- Location sketch showing the project location relevant to the adjacent streets, etc.
- The Company name, contact person, address, and contact number of: the Consultant, the Contractor, and the Developer.
- The following information: start and finish dates, inspection date and people present, including contractor's foreman, consultant's inspector, and Town representative.

All line work and symbols shall meet the Town of Riverview specifications for Record Drawings.

The drawings will be accompanied by shop drawings and operations manuals for any equipment installation and all initial pipe video inspection reports and media.



APPENDIX "E"

RECORD DRAWING REQUIREMENTS

March 2014

2.0 FINAL RECORD DRAWINGS

Final Record Drawings shall be submitted on sheet size 600mm x 900mm (24"x36") paper, PDF format and in electronic form, in NAD83, CSRS coordinate system, compatible with AutoCad software currently in use by the Town of Riverview Engineering Department. The drawings shall include the following information:

2.1 Cover Sheet

- Reference to Street Names and/or Subdivision Name
- Title Block to include scope of work
- Reference "Record Drawing" in Title Block
- Contractor's Name & Contractor's Job Foreman/Superintendent
- Consultant & Consultant's Job Inspector
- Construction period
- Date of Provisional Inspection & Attendees
- Key Plan with north arrow (pointing towards top of sheet)
- List of Drawings

2.2 Detail Sheets

- Detail sheets should be laid out showing the plan view on the upper half of the sheet, insets, details, tables and profile on the lower half and title block, general notes and legend along the right hand edge of the sheet.
- Plan view to be drawn at scale of 1:500
- Profile view to be drawn at scale of 1:500 Horizontal and 1:50 Vertical
- Reference to "Record Drawing" in Title Block
- Legend (Contact Engineering Department for standard legend)
- General Notes - general references to pipe size/type/colour, hydrant specifications, culvert removal, etc.
- Title Block to include scope of work and stationing of street section covered on sheet, horizontal scale, (vertical scale), date of final field pickup, contract no. and drawing/sheet no.

2.3 Detail Sheet Information

- 2.3.1 Distances between manholes, manholes to catch basins/slucice boxes, catch basins to slucice boxes to be shown next to pipe in drawing. Distances between valves, tees, connecting sleeves, etc. to be similarly shown.
-



APPENDIX "E"

RECORD DRAWING REQUIREMENTS

March 2014

- 2.3.2 If mains have been extended from existing stub mains, the total distance from the last existing manhole/valve to the new manhole/valve will also be shown.
- 2.3.3 Type and size of main pipe lines are to be shown adjacent to the pipe, however, secondary pipe (catch basin/ditch leads, etc.) type and size may be listed in the General Notes.
- 2.3.4 Every manhole, catch basin, valve and hydrant should have an identification number (eg. SANMH1, STMH1, VC1, etc). Properties should also be identified by their registered lot number (eg. 03-24 or Lot 5) or civic address.
- 2.3.5 Distances between hydrant, hydrant valve and tee to be shown in a table format or in a listed format offset from the hydrant with a leader. The type of hydrant, valve information and pipe material/size may be listed in the General Notes.
- 2.3.6 Show direction of flow and percentage of grade for all storm and sanitary mains adjacent to pipe or on profile.
- 2.3.7 Show all service laterals. Size and type may be shown in General Notes.
- 2.3.8 Show inverts for storm and sanitary service laterals at main and at property line. This information will be shown in table form either on the individual lot or collectively.
- 2.3.9 All new or existing structures or features within the project boundaries are to be shown (ie. utility poles, driveways, underground cables, retaining walls, etc.)
- 2.3.10 Show actual location of all building walls/corners facing project street (ie. front of house, etc.).
- 2.3.11 Show civic numbers for all buildings shown. Civic number must face street that it references.
- 2.3.12 Cover elevations and all inverts of existing and new manholes included in the project should be tabulated. A note should be added to reflect the status of the cover elevation (eg. top of base asphalt, finished asphalt grade, etc.).
- 2.3.13 Show location of all underground electrical conduits (for decorative street lights, etc.).

2.4 Tie-In Requirements

2.4.1 Features to tie-in include, but not limited to:

- Tees
 - Bends
 - Sleeves
 - Curb Stands
-



APPENDIX "E"

RECORD DRAWING REQUIREMENTS

March 2014

- Dead ends/caps/plugs
- Hydrant valve boxes
- All structures located behind the curb line (MH, CB, SB, VC, ...)
- Electrical boxes for underground electrical supply
- Location of all kinks/bends/concrete duct banks for underground electrical supply

2.4.2 Tie-ins are required to existing houses, poles or other permanent structures. If not possible, then manholes, hydrants, property pins, etc. Tie-ins may be shown on separate sheets for Water, Sanitary and Storm. All ties should be as short as possible and no longer than 30m. Swing ties are preferred with near right angle legs.

2.4.3 Tie distances may be drawn in a straight line between points or referenced as an arc between points with the straight line distance shown.

2.4.4 For clarity, ensure that distances are not overwritten with other text, lines or symbols. Distances may be shown away from line or arc by means of a leader arrow.

2.4.5 Any existing structure or features in the area of work.

2.5 Deliverables

2.5.1 Preliminary submittal - 2 complete sets of plans on bond paper, marked "PRELIMINARY"

2.5.2 Upon acceptance: 1 complete set of plans on bond paper, marked "FINAL", 1 digital compact disc, marked as to content, containing a complete set of plans in NAD83, CSRS coordinate system, compatible with AutoCad software currently in use by the Town, PDF files of the same, and a digital co-ordinate point file of all tie-in points in ASCII text, comma delimited, PNEZD format.



APPENDIX "F"

CERTIFICATE OF PROVISIONAL ACCEPTANCE

March 2014

CERTIFICATE OF PROVISIONAL ACCEPTANCE
(on yellow paper)

Check Phase: BELOW-GROUND PHASE ABOVE-GROUND PHASE

SUBDIVISION NAME / UNIT NO.
& PHASE NO.:

SUBDIVISION AGREEMENT NO.:

DEVELOPER:

CONSULTANT / ENGINEER

Detailed description of work completed under this certificate.

I, _____, P. Eng., do hereby certify that all works required under this Subdivision Agreement are "Provisionally Accepted" and that full time construction inspection was carried out in compliance with Paragraph 3.1 of the Subdivision Development Procedures, Standards and Guidelines. It is understood that all contract requirements including those listed below, have been fully met;

Date: _____

Signed: _____
Consultant / Engineer

Attachments:

Below-Ground Phase

- Deficiency List
- Sanitary Main & Manhole Leakage Tests
- Sanitary & Storm Videos and Reports
- W/M Pressure Test Results
- WHSCC Letter(s) of Good Standing
- Geotechnical Test Results
- DOE Certificate of Approval to Construct
- Statutory Declaration from Developer

Above-Ground Phase

- Updated Deficiency List
- Geotechnical Test Results
- Statutory Declaration from Developer
- WHSCC Letter(s) of Good Standing



APPENDIX "F"

CERTIFICATE OF PROVISIONAL ACCEPTANCE

March 2014

1. The Statutory Declaration covers all work completed to date under this contract. Declaration must state that each and every person having completed work under this contract, has been paid in full, or, that a letter of agreement is attached from each and every person not paid in full, stating that arrangements have been made to their satisfaction, to be remunerated, at a later date. It is hereby understood and agreed that an updated Statutory Declaration must be submitted when all work covered under this contract is complete and is a requirement prior to the issuance of the Certificate of Final Acceptance.
2. A complete inspection of the works was carried out on _____, and those present at the Inspection are listed on the attached Deficiency List.

We have confirmed that all deficiencies have been corrected and all work completed under this Subdivision Agreement to date, meets or exceeds standards as required in the latest edition of the Town of Riverview Standard Municipal Specifications.

Date: _____

Signed: _____
Developer

Provide explanation if any items on the attached deficiency list have not been addressed by the contractor. These outstanding deficiencies will be completed by _____.

3. The Consultant / Engineer agrees to provide to the Town of Riverview Engineering Department, within 90 days (three months) from the date of issuance of the Certificate of Provisional Acceptance, a complete set of "Final Record Drawings" in accordance with Appendix "E" Record Drawing submission.
4. Is any part of this Phase of the Subdivision Agreement in dispute?
Yes ____ No ____
5. Is this Phase of the Subdivision Agreement entirely complete?
Yes ____ No ____

If any portion of the work covered by this Certificate is in dispute or not completed, a separate written report must accompany this certificate, outlining in detail the particulars.

I hereby certify that all matters relating to this Subdivision Agreement has been completed and that the "warranty and maintenance period" can commence as of the ___ day of _____, 20__ and the Certificate of "Provisional Acceptance" can be issued.

Date: _____

Signed: _____
Director of Engineering

Cc: Director of Engineering
Consultant / Engineer
Developer
Town Clerk



APPENDIX "G"

CERTIFICATE OF FINAL ACCEPTANCE

March 2014

CERTIFICATE OF FINAL ACCEPTANCE
(on green paper)

**SUBDIVISION NAME / UNIT NO.
& PHASE NO.:** _____

SUBDIVISION AGREEMENT NO.: _____

DEVELOPER: _____

CONSULTANT / ENGINEER: _____

Detailed description of work completed under this certificate.

I, _____, P. Eng., do hereby certify that all works required under this phase of the Subdivision Agreement have been carried out in compliance with the Subdivision Development Procedures, Standards and Guidelines. It is understood that all contract requirements including those listed below, have been fully met;

Date: _____

Signed: _____
Consultant / Engineer

1. A "Certificate of Provisional Acceptance" for the below-ground work was issued on _____.
2. A "Certificate of Provisional Acceptance" for the above-ground work was issued on _____.
3. A final inspection of the works was carried out on _____ and those present were:



APPENDIX "G"

CERTIFICATE OF FINAL ACCEPTANCE

March 2014

-
4. A final deficiency list was prepared (if Yes, attach). Yes No
5. If "Yes" to above, the attached deficiency list has been addressed by the Developer and an additional inspection conducted on _____ by _____ confirmed that all items now meet Town requirements.
6. If any portion of the work covered by this certificate is in dispute or not entirely completed, a separate written report must accompany this certificate, explaining the particulars.
- Is any part of this Subdivision Agreement in dispute? Yes No
7. "Record Drawings" are completed Yes No (If yes, are filed as # _____, if no, give explanation)
- _____
- _____
8. **An updated Statutory Declaration from the Developer must be attached.**

Date: _____

Signed: _____
Developer

9. I hereby certify that all matters relating to this Phase of the Subdivision Agreement have been completed and that the certificate of "Final Acceptance" can be issued.

Date: _____

Signed: _____
Director of Engineering

Cc: Director of Engineering
Consultant / Engineer
Developer
Town Clerk



APPENDIX "H"

Section 52(3) Community Planning Act, 1973

March 2014

Section 52(3) Community Planning Act, 1973.

A subdivision plan shall set out:

- a) In the title block,
 - (i) The name of the subdivision
 - (ii) Where required by the Development Officer, the name of a street to which the subdivision has access
 - (iii) The municipality or parish, county, and province in which the land is located, and,
 - (iv) The scale and date of the survey;
 - b) The name of the Owner of the land and the details of registration of the deed or deeds of the land;
 - c) The north point of the plan, indicated by an arrow oriented other than toward the lower edge of the plan or extension thereof;
 - d) The distances from and the relation to existing survey monuments and markers;
 - e) The boundaries of that part of the plan sought to be approved marked by a black line of greater weight than all other lines on the diagram of the plan;
 - f) The area of land to be vested in the municipality as streets, indicated by the names of the streets and, in smaller print immediately below each name, the word "public" and, if a portion only of the street shown on the plan is to be so indicated, the portion shall be denoted by a line drawn across and at right angles to the street at each terminus thereof identified by an arrow;
 - g) The area of land to be bested in the municipality as future streets, indicated by the words "future street";
 - h) The area of land to be conveyed as land for public purposes indicated by the words "Land for Public Purposes";
 - i) The area of land with respect to which easements are to be granted indicated by words describing the purpose thereof;
 - j) Subject to Subsection (4), the boundaries of streets and other parcels of land by means of solid black lines;
 - k) The location, dimensions and names of streets abutting the subdivision;
 - l) The nature, location and dimensions of any existing restrictive covenant, easement or right-of-way;
 - m) Such numbers and letters as are necessary to accurately identify each lot or other parcel of land and, where available, the civic number thereof;
 - n) The location and description of legal survey monuments;
 - o) Any applicable proposed street boundary or building line established by a deferred widening by-law;
 - p) Any building line or set-back affecting the subdivision pursuant to a provision under Paragraph 42(3)(h) or to an agreement under Section 101; and
 - q) Except in the case of a subdivision plan of land in a municipality that indicates, to the satisfaction of the Development Officer, the location of the subdivision on the diagram of the plan, the location of the proposed subdivision in relation to existing streets or prominent natural features on a
-



APPENDIX "H"

Section 52(3) Community Planning Act, 1973

March 2014

small key plan drawn to a scale having a ratio of not less than one to twenty thousand. Am. (g), 1977, c.10,s19; Am. (q), 1977, c.M-11.1, s.4.

The Development Officer shall not approve a subdivision plan until the following has been completed:

- a) All required works in the subdivision have been completed and the Subdivision Agreement has been executed and registered.
- b) The Department of Engineering has approved the Works and has consented to the subdivision plan.
- c) The Recreation, Parks, Tourism & Culture Department has approved the Works with regard to Land for Public Purposes.



APPENDIX "I"

STATUTORY DECLARATION

March 2014

STATUTORY DECLARATION
(Subdivision Development)

**SUBDIVISION NAME / UNIT NO.
& PHASE NO.:**

SUBDIVISION AGREEMENT NO.:

DEVELOPER:

I, _____, of the _____ in the
County of _____ and Province of New Brunswick, DO SOLEMNLY
DECLARE

That I am the _____ of _____ and
have full knowledge of its accounts.

That all workers and servants employed by, _____
in connection with the work performed by it in Town of Riverview on the job known as
Project _____ have been paid in
full and deductions for Workers Compensation, Unemployment Insurance and Income
Tax have been received by it and forwarded or will be forwarded to the proper person or
persons.

THAT: all expenses incurred by _____
_____ In carrying out this Contract have also been paid in full.

AND I make this Solemn Declaration conscientiously believing it to be true and knowing
that it is of the same force and effect as if made under oath, and by virtue of the Canada
Evidence Act.

(Company Seal)

[Signature]

DECLARED BEFORE ME this _____ Day of]
_____, A.D., 20____ At the]
_____, In the County of]
_____ and Province of New Brunswick]

[A Commissioner of Oaths, Notary Public, or Justice of the Peace]



APPENDIX "J"

DETAIL DRAWINGS

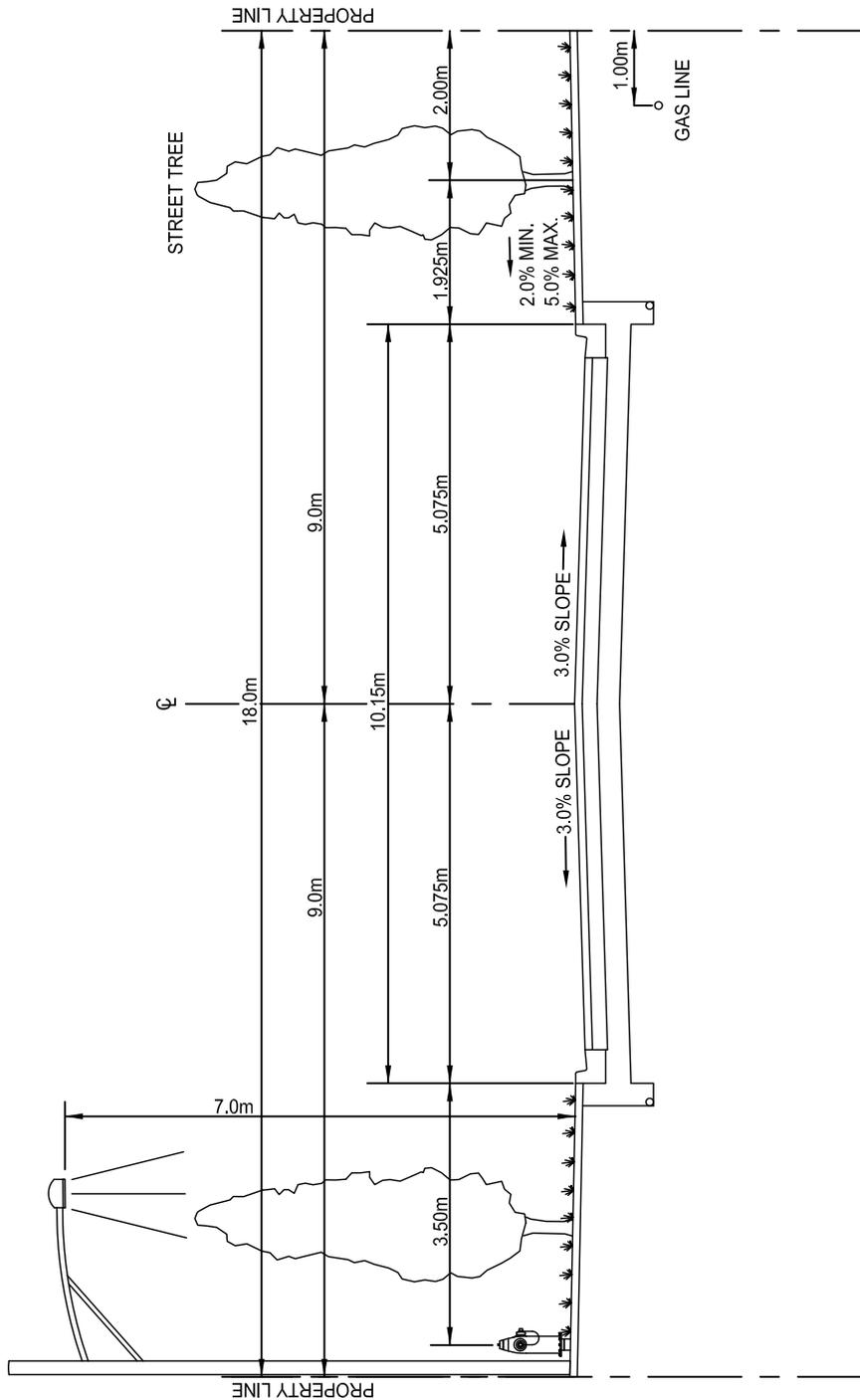
March 2014

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- Typical Road Cross Sections
 - Urban Local Minor (ULM) Drawing # S/D 1
 - Urban Local Primary (ULP) Drawing # S/D 2
 - Urban Local Primary (Active Transportation Routes) (ATULP) Drawing # S/D 2AT
 - Urban Collector Minor (UCM) Drawing # S/D 3
 - Urban Collector Minor (Active Transportation Routes) (ATUCM) Drawing # S/D 3AT
 - Urban Collector Primary (UCP) Drawing # S/D 4
 - Urban Collector Primary (Active Transportation Routes) (ATUCP) Drawing # S/D 4AT
 - Typical Cul-de-Sac Layout Drawing # S/D 5
 - Typical Roadbed Construction Drawing # S/D 6
 - Subdivision Drainage Plan Drawing # S/D 7
 - Lot Grading Plan Drawing # S/D 8
 - Sanitary Service Charge Area Drawing # S/D 9
 - Water Service Charge Area Drawing # S/D 10
-

TOWN OF RIVERVIEW
Street Classification Table

		TRAFFIC CHARACTERISTICS				DESIGN CHARACTERISTICS			
						Sidewalks			
Drawing No.	Road Class	Traffic Service	Land Service	Range of Traffic Vol. AADT	R.O.W. Width (m)	Number of Lanes	Requirement	Width (m)	
URBAN	S/D 1	LOCAL MINOR ULM	Traffic movement is a secondary consideration.	Land access is the primary consideration, mostly residential.	Below 500	18	2	None	0
	S/D 2	LOCAL PRIMARY ULP	Traffic movement and land access are of equal importance.		Below 2000	20	2	One side	1.5
	S/D 2AT	LOCAL PRIMARY ATULP (ACTIVE TRANSPORTATION ROUTES)	Traffic movement and land access are of equal importance.		Below 2000	20	2	One side	1.5
	S/D 3	COLLECTOR MINOR UCM	Traffic movement is the primary consideration.	Land access is a secondary consideration.	1000 to 7000	20	2	One side or both sides when warranted	1.5
	S/D 3AT	COLLECTOR MINOR ATUCM (ACTIVE TRANSPORTATION ROUTES)	Traffic movement is the primary consideration.	Land access is a secondary consideration.	1000 to 7000	23	2	One side and 3.0m multi-use asphalt trail on other	1.5, 3.0
	S/D 4	COLLECTOR PRIMARY UCP	Traffic movement is the primary consideration.	Land access is usually permitted.	5000-10000	23	2 to 3	Both sides	1.5
	S/D 4AT	COLLECTOR PRIMARY ATUCP (ACTIVE TRANSPORTATION ROUTES)	Traffic movement is the primary consideration.	Land access is usually permitted.	5000-10000	23	2 to 3	One side and a 3.0m multi-use asphalt trail on other	1.5, 3.0



- NOTE:
- R.O.W = 18.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK NOT REQUIRED.
 - FOR USE ON CUL-DE-SACS, CRESCENTS, AND MINOR INTERSECTING STREETS.
 - CURB TO BE ROLLED TYPE.
 - UTILITY POLES, STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING S/D 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

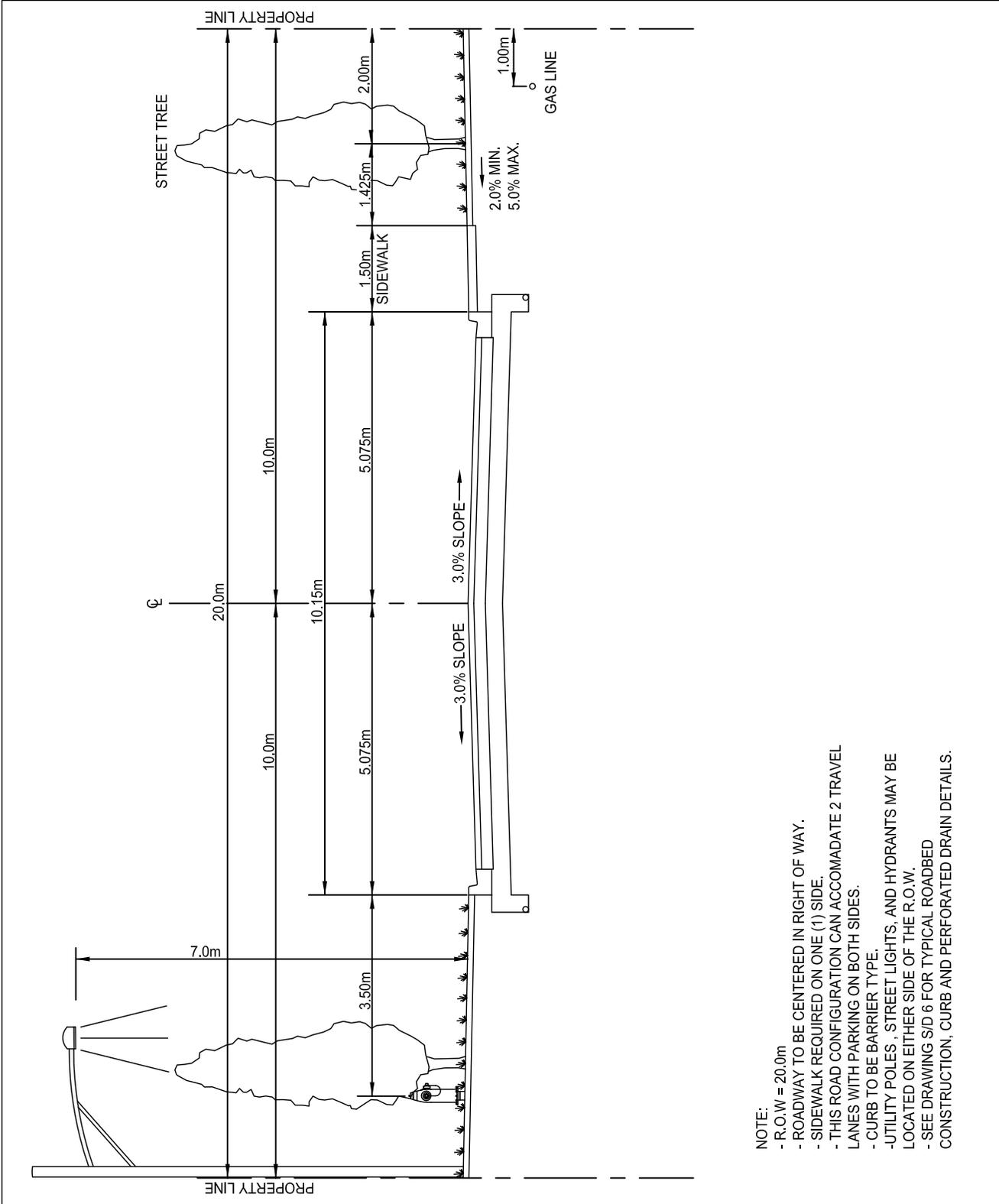
TYPICAL ROAD CROSS-SECTION URBAN LOCAL MINOR - ULM

DATE: MARCH, 2014

DRAWING NO: S/D 1



TOWN OF RIVERVIEW



- NOTE:
- R.O.W = 20.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK REQUIRED ON ONE (1) SIDE.
 - THIS ROAD CONFIGURATION CAN ACCOMMODATE 2 TRAVEL LANES WITH PARKING ON BOTH SIDES.
 - CURB TO BE BARRIER TYPE.
 - UTILITY POLES, STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING S/D 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

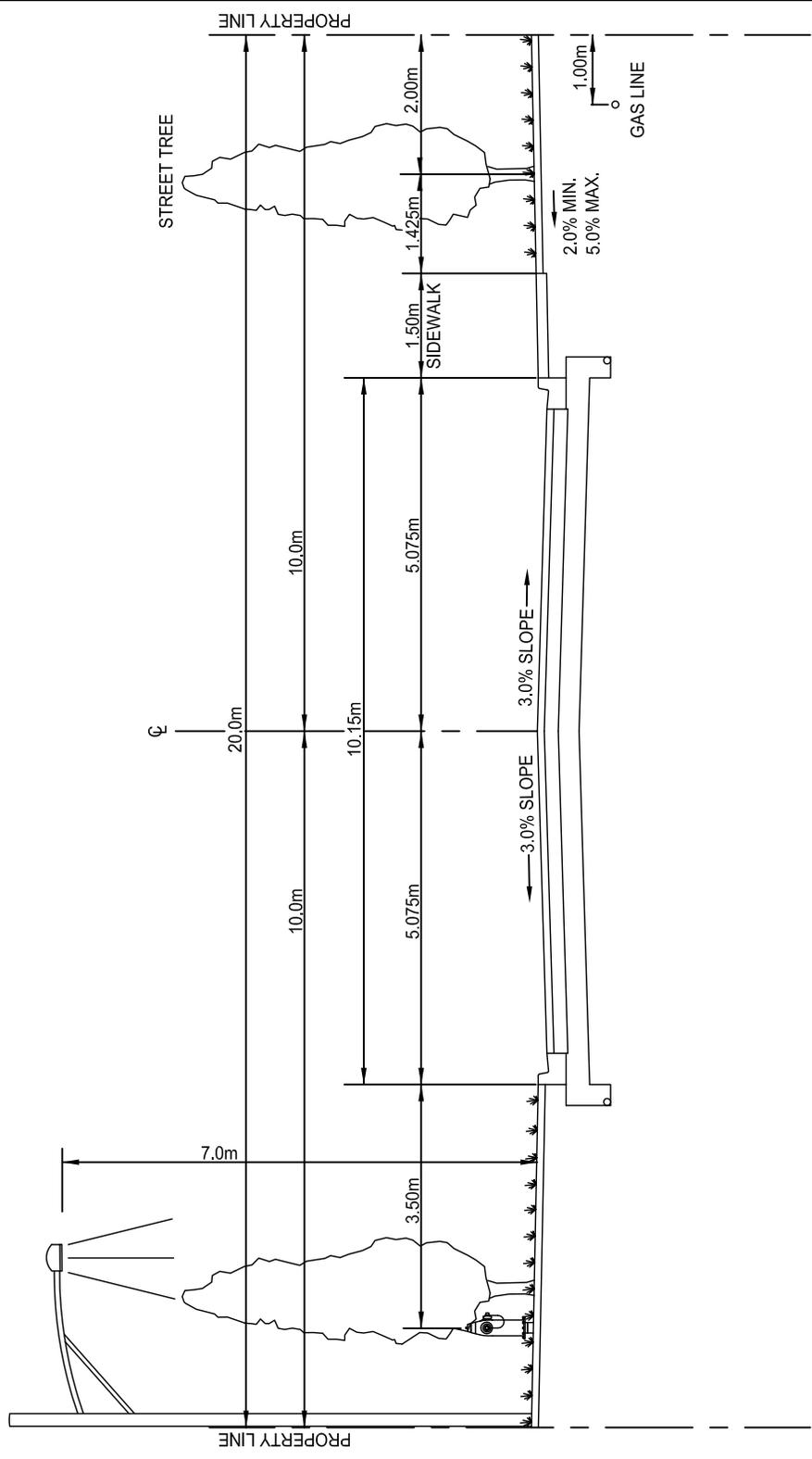
TYPICAL ROAD CROSS SECTION URBAN LOCAL PRIMARY - ULP

DATE: MARCH, 2014

DRAWING NO: S/D 2



TOWN OF RIVERVIEW



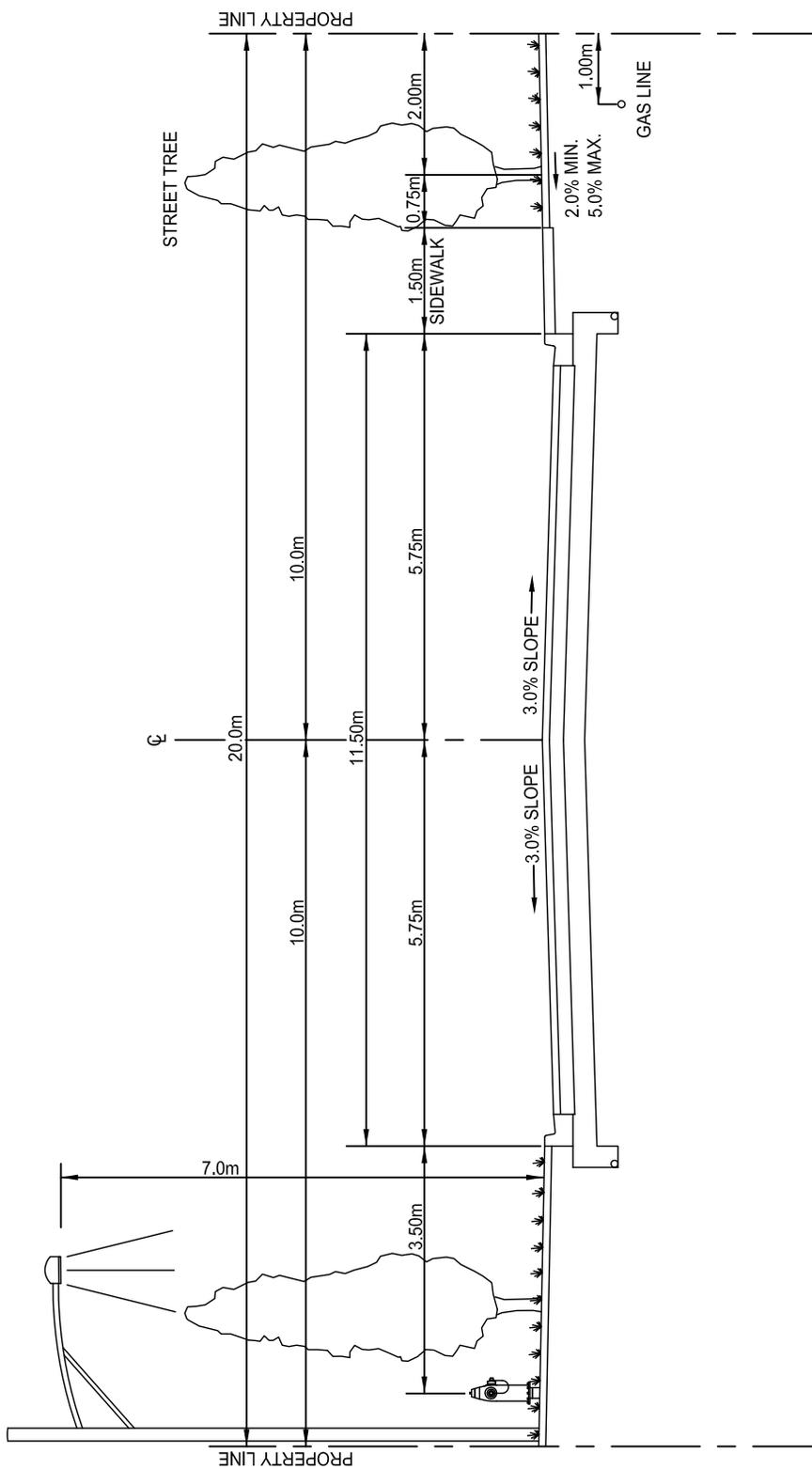
- NOTE:
- R.O.W = 20.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK REQUIRED ON ONE (1) SIDE.
 - THIS ROAD CONFIGURATION CAN ACCOMMODATE 2 TRAVEL LANES WITH PARKING ON BOTH SIDES.
 - CURB TO BE BARRIER TYPE.
 - UTILITY POLES, STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING S/D 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

**TYPICAL ROAD CROSS SECTION
URBAN LOCAL PRIMARY - ATULP
(ACTIVE TRANSPORTATION ROUTES)**

DATE: MARCH, 2014
DRAWING NO: S/D 2AT



TOWN OF RIVERVIEW



- NOTE:
- R.O.W = 20.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK REQUIRED ON ONE (1) SIDE OR BOTH SIDES WHEN WARRANTED.
 - THIS ROAD CONFIGURATION CAN ACCOMMODATE 2 TRAVEL LANES WITH PARKING ON BOTH SIDES.
 - CURB TO BE BARRIER TYPE.
 - UTILITY POLES - STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING SID 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

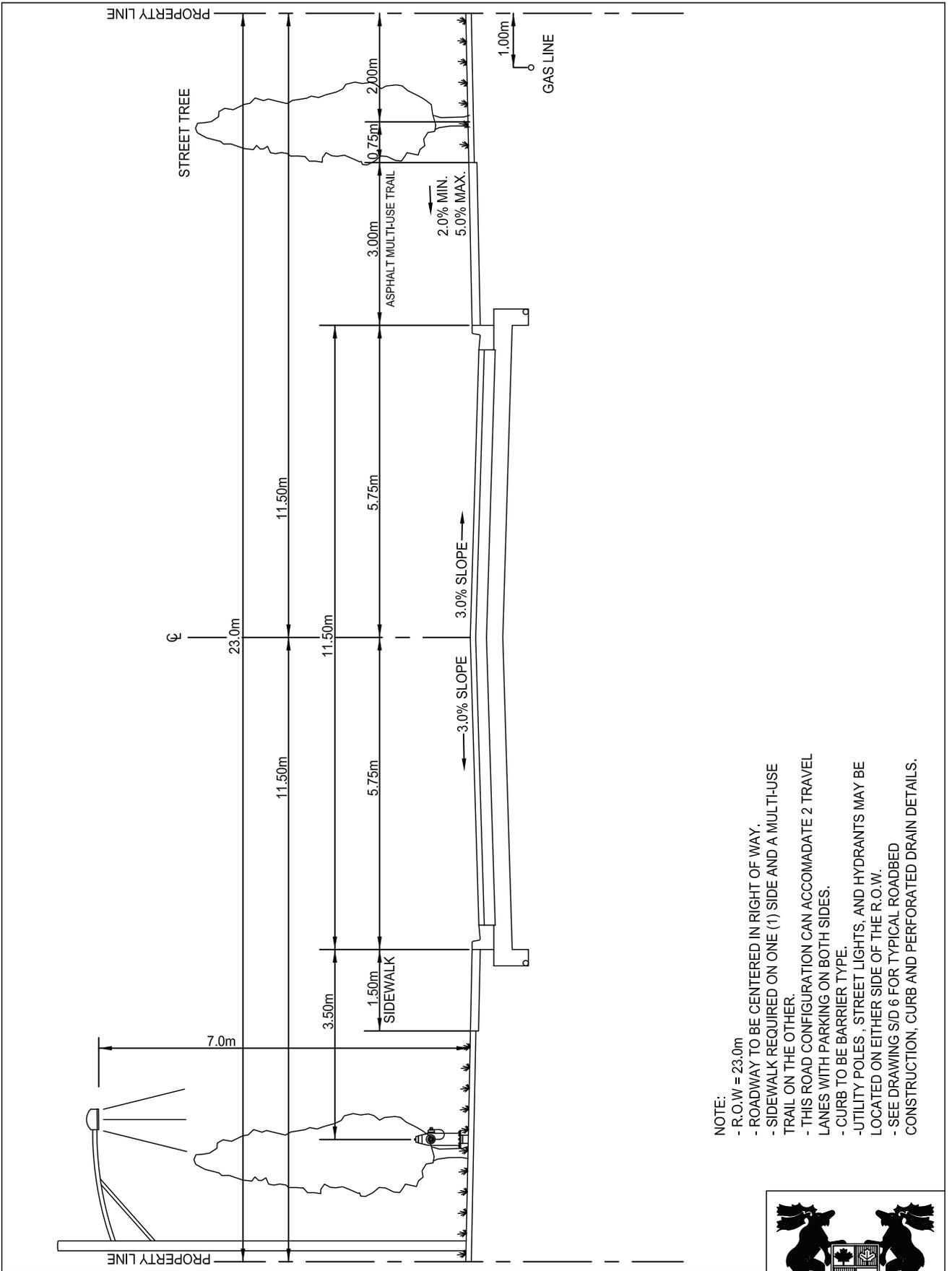
TYPICAL ROAD CROSS SECTION URBAN COLLECTOR MINOR - UCM

DATE: MARCH, 2014

DRAWING NO: S/D 3



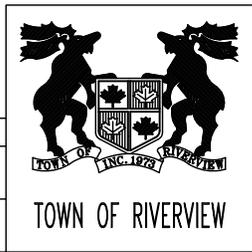
TOWN OF RIVERVIEW

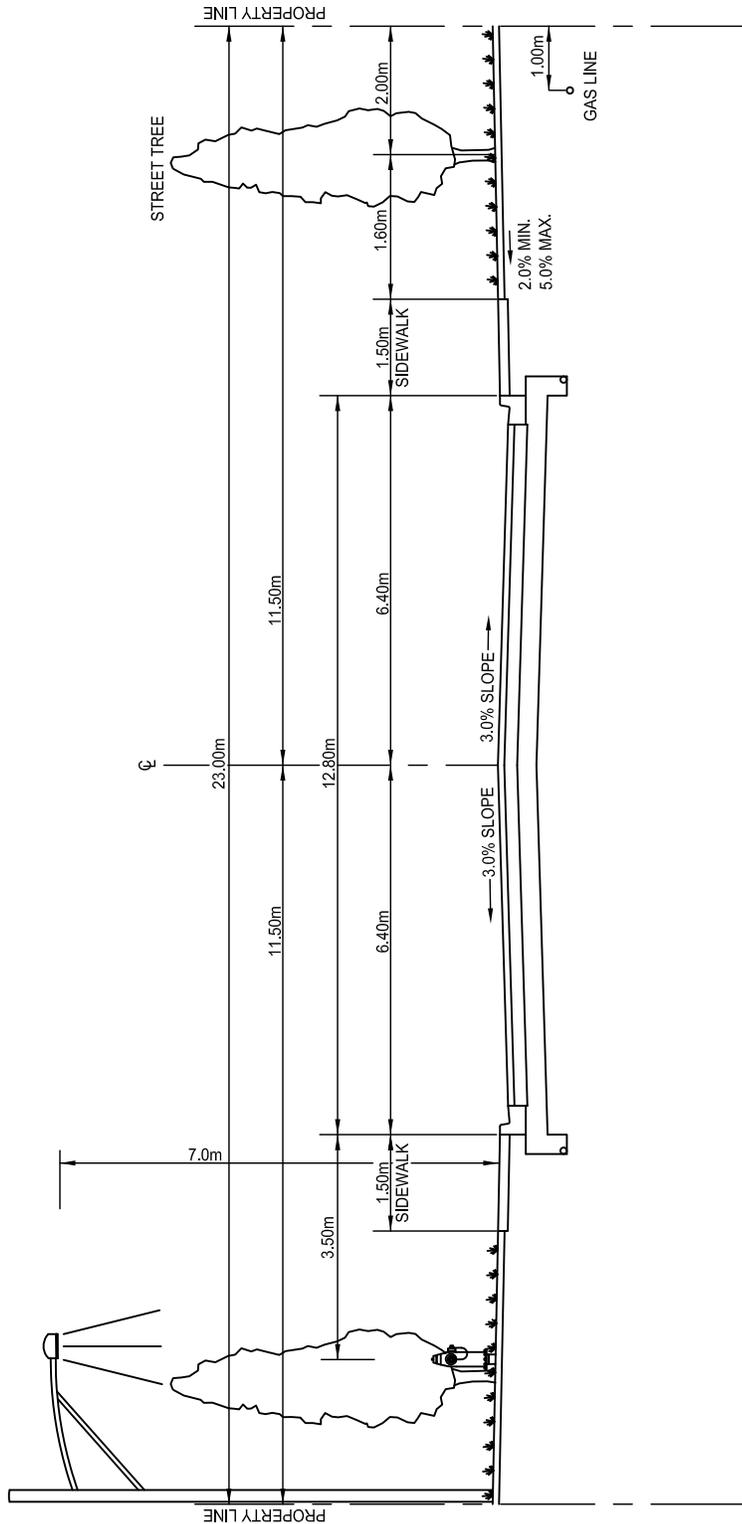


- NOTE:**
- R.O.W = 23.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK REQUIRED ON ONE (1) SIDE AND A MULTI-USE TRAIL ON THE OTHER.
 - THIS ROAD CONFIGURATION CAN ACCOMMODATE 2 TRAVEL LANES WITH PARKING ON BOTH SIDES.
 - CURB TO BE BARRIER TYPE.
 - UTILITY POLES, STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING S/D 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

**TYPICAL ROAD CROSS SECTION
URBAN COLLECTOR MINOR - ATUCM
(ACTIVE TRANSPORTATION ROUTES)**

DATE: MARCH, 2014
DRAWING NO: S/D 3AT





- NOTE:
- R.O.W = 23.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK REQUIRED ON BOTH SIDES.
 - THIS ROAD CONFIGURATION CAN ACCOMMODATE 2 TRAVEL LANES WITH PARKING ON BOTH SIDES.
 - CURB TO BE BARRIER TYPE.
 - UTILITY POLES, STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING S/D 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

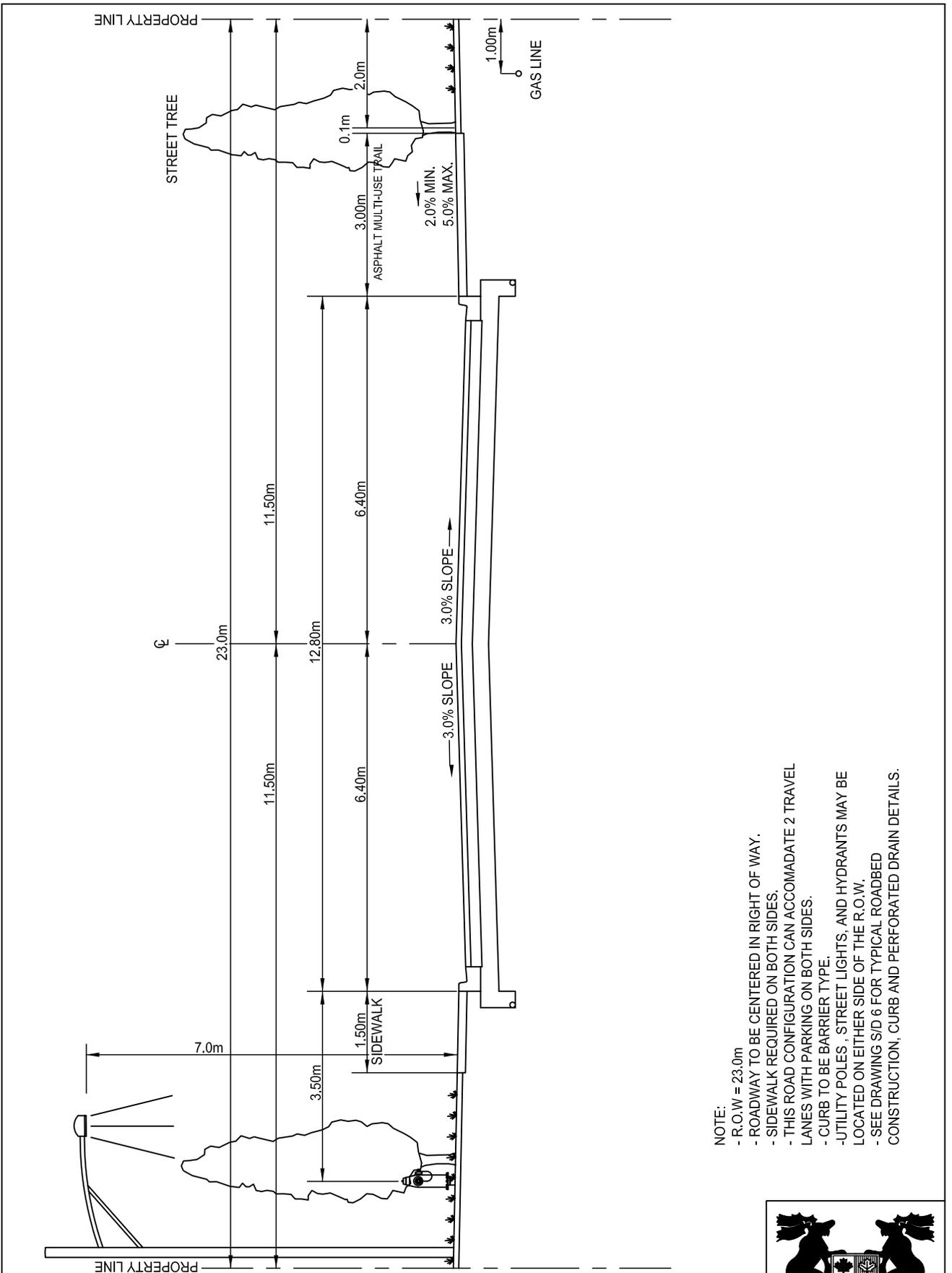
TYPICAL ROAD CROSS SECTION URBAN COLLECTOR PRIMARY - UCP

DATE: MARCH, 2014

DRAWING NO: S/D 4



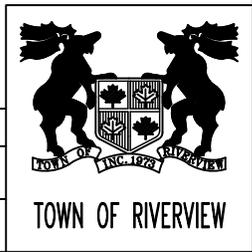
TOWN OF RIVERVIEW

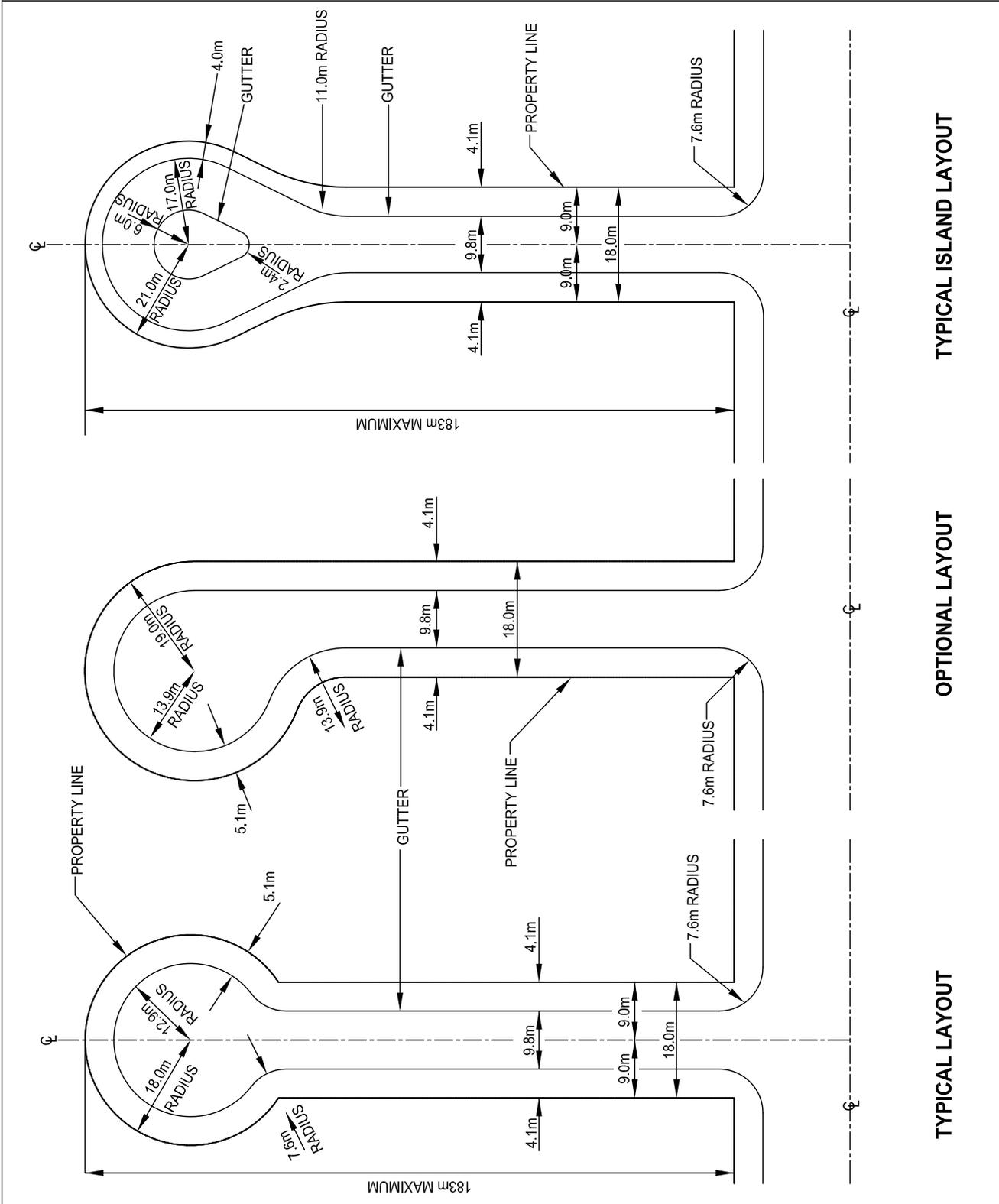


- NOTE:
- R.O.W = 23.0m
 - ROADWAY TO BE CENTERED IN RIGHT OF WAY.
 - SIDEWALK REQUIRED ON BOTH SIDES.
 - THIS ROAD CONFIGURATION CAN ACCOMMODATE 2 TRAVEL LANES WITH PARKING ON BOTH SIDES.
 - CURB TO BE BARRIER TYPE.
 - UTILITY POLES, STREET LIGHTS, AND HYDRANTS MAY BE LOCATED ON EITHER SIDE OF THE R.O.W.
 - SEE DRAWING S/D 6 FOR TYPICAL ROADBED CONSTRUCTION, CURB AND PERFORATED DRAIN DETAILS.

**TYPICAL ROAD CROSS SECTION
URBAN COLLECTOR PRIMARY - ATUCP
(ACTIVE TRANSPORTATION ROUTES)**

DATE: MARCH, 2014
DRAWING NO: S/D 4AT





TYPICAL ISLAND LAYOUT

OPTIONAL LAYOUT

TYPICAL LAYOUT

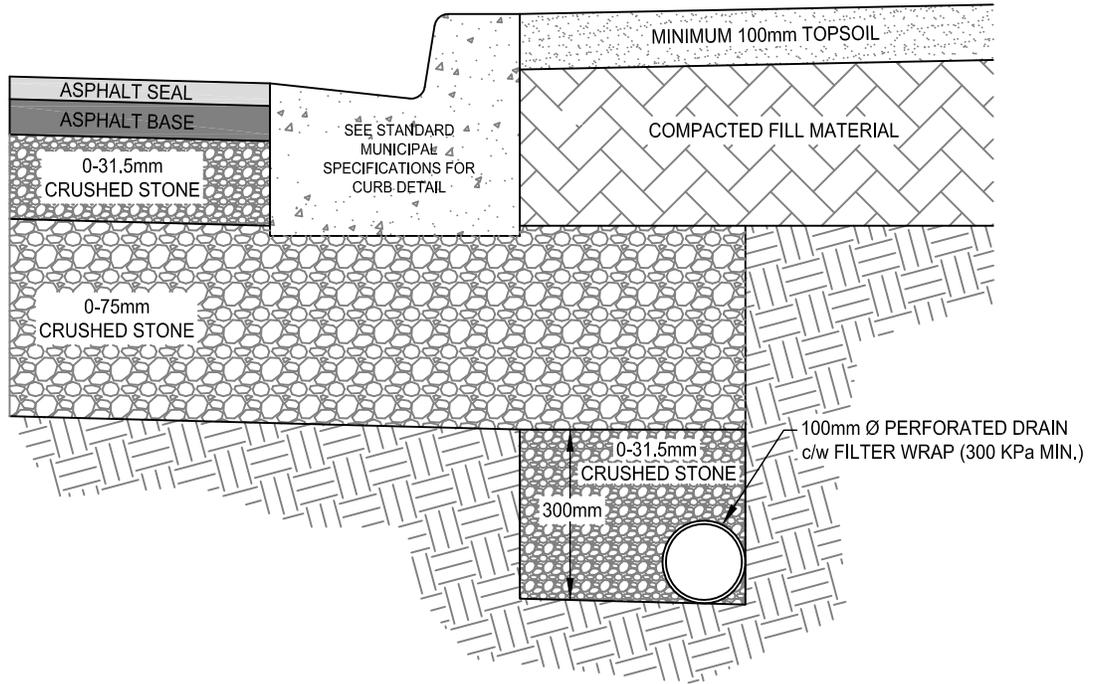
TYPICAL CUL-DE-SAC LAYOUT

DATE: MARCH, 2014

DRAWING NO: S/D 5



TOWN OF RIVERVIEW



TYPICAL ROADBED CONSTRUCTION			
DESCRIPTION	LOCAL ROADWAYS	COLLECTOR ROADWAYS	ARTERIAL & INDUSTRIAL ROADWAYS
ASPHALT SEAL N.B.D.O.T. TYPE "D"	40mm	40mm	40mm
ASPHALT BASE N.B.D.O.T. TYPE "B"	60mm	100mm	110mm
CRUSHED ROCK 31.5mm MINUS	200mm	200mm	200mm
CRUSHED ROCK 75mm MINUS	300mm	350mm	400mm

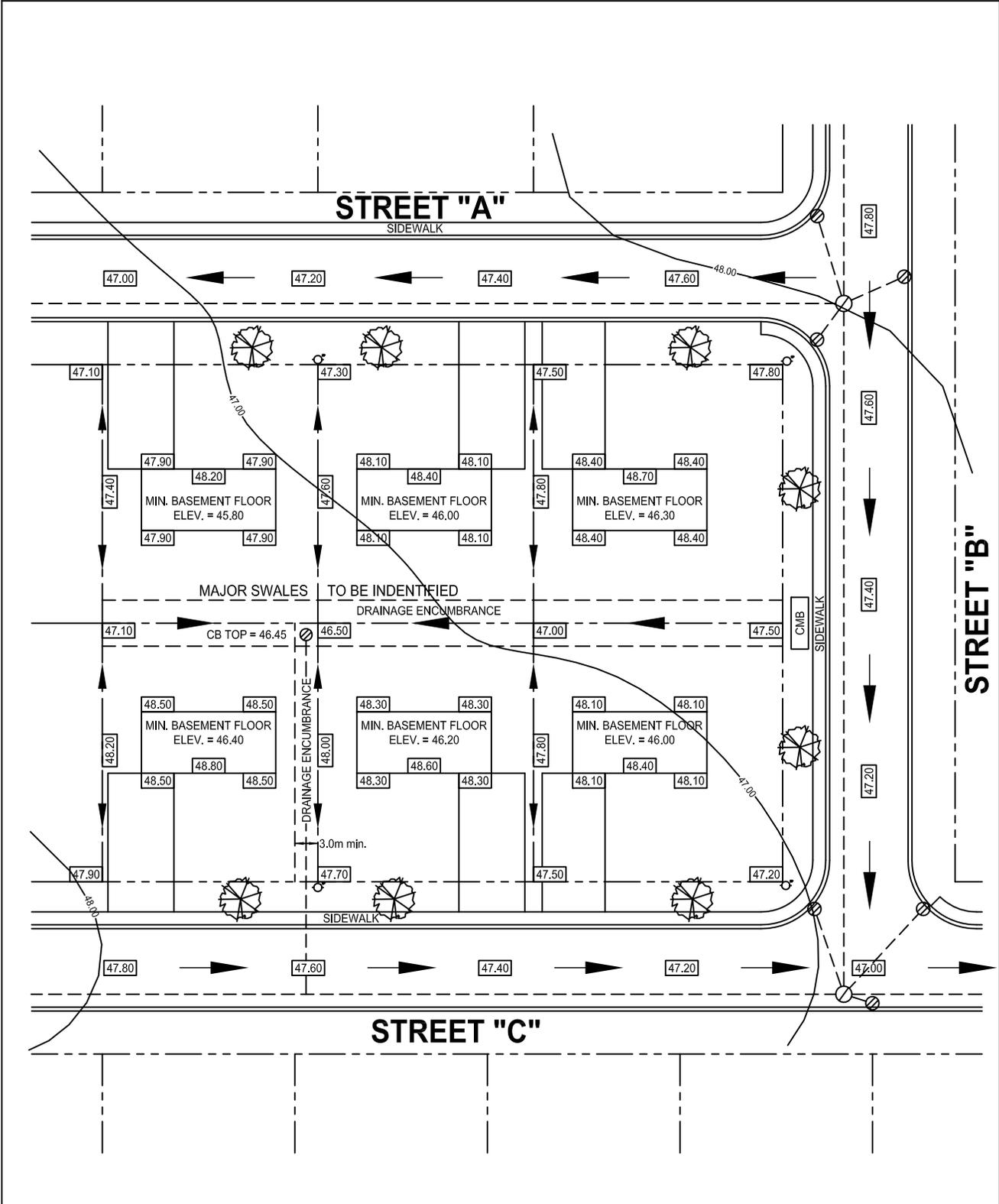
TYPICAL ROADBED CONSTRUCTION

DATE: MARCH, 2014

DRAWING NO: S/D 6



TOWN OF RIVERVIEW



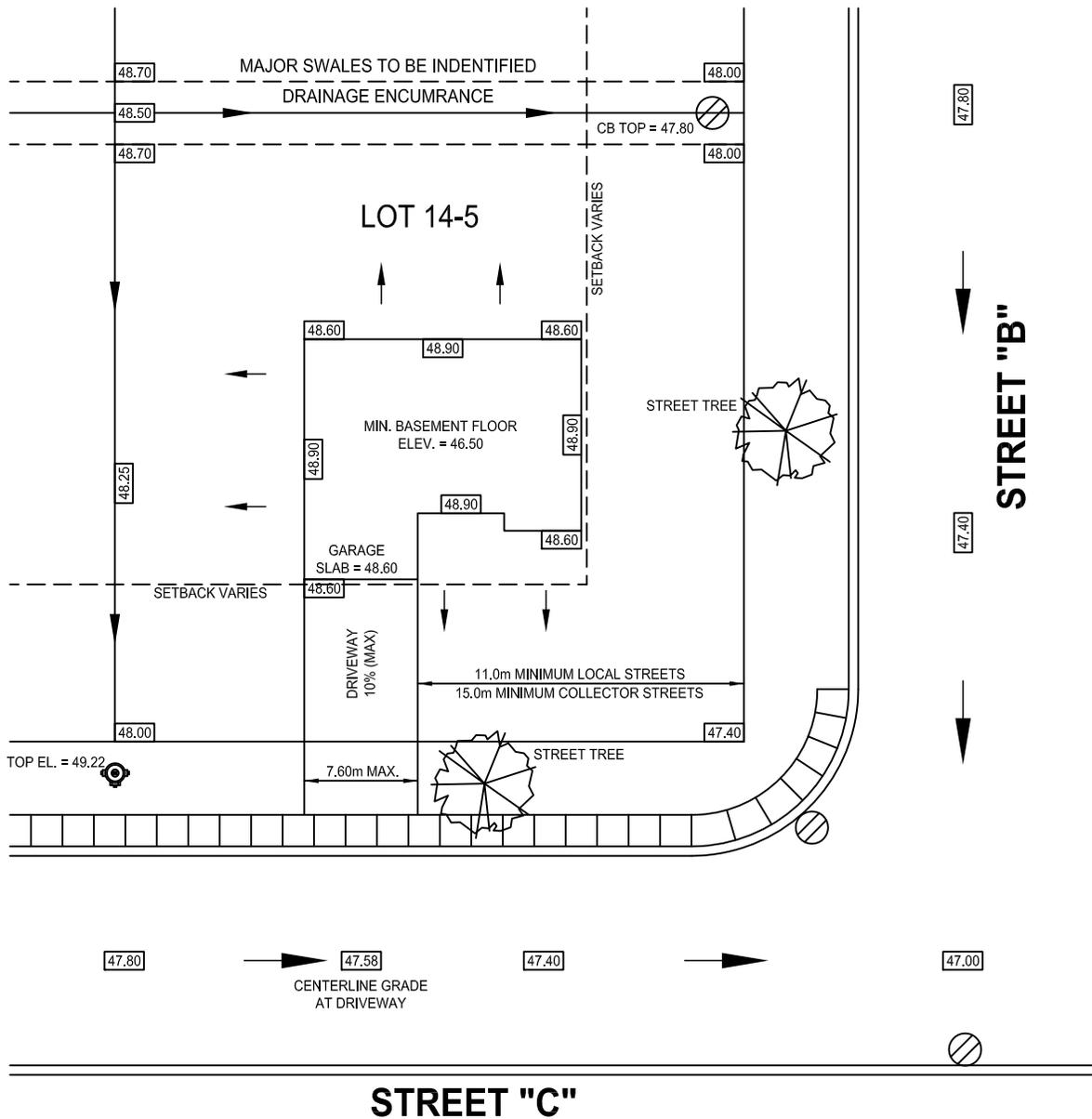
SUBDIVISION DRAINAGE PLAN

DATE: MARCH, 2014

DRAWING NO: S/D 7



TOWN OF RIVERVIEW



LOT GRADING PLAN

DATE: MARCH, 2014

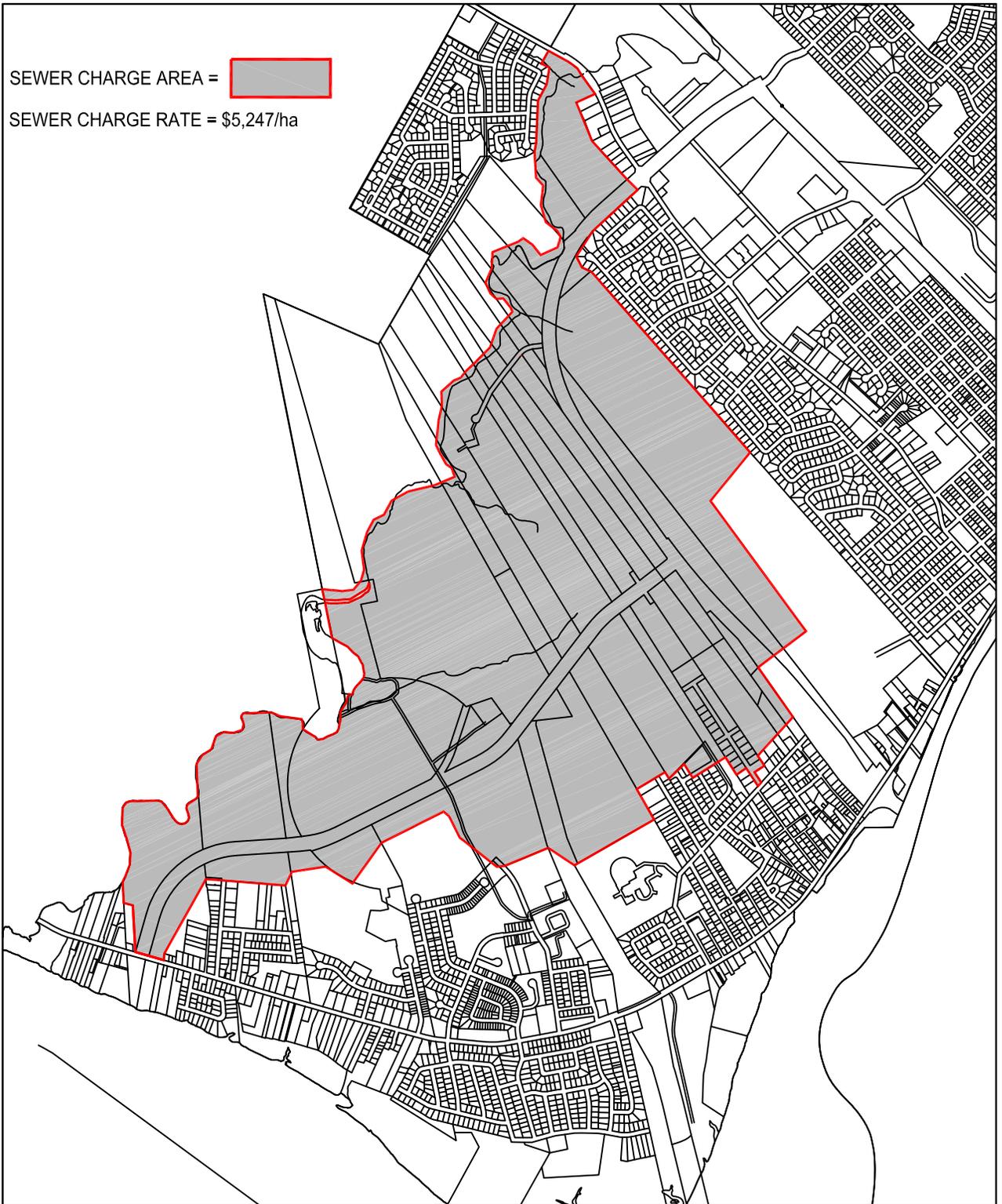
DRAWING NO: S/D 8



TOWN OF RIVERVIEW

SEWER CHARGE AREA = 

SEWER CHARGE RATE = \$5,247/ha



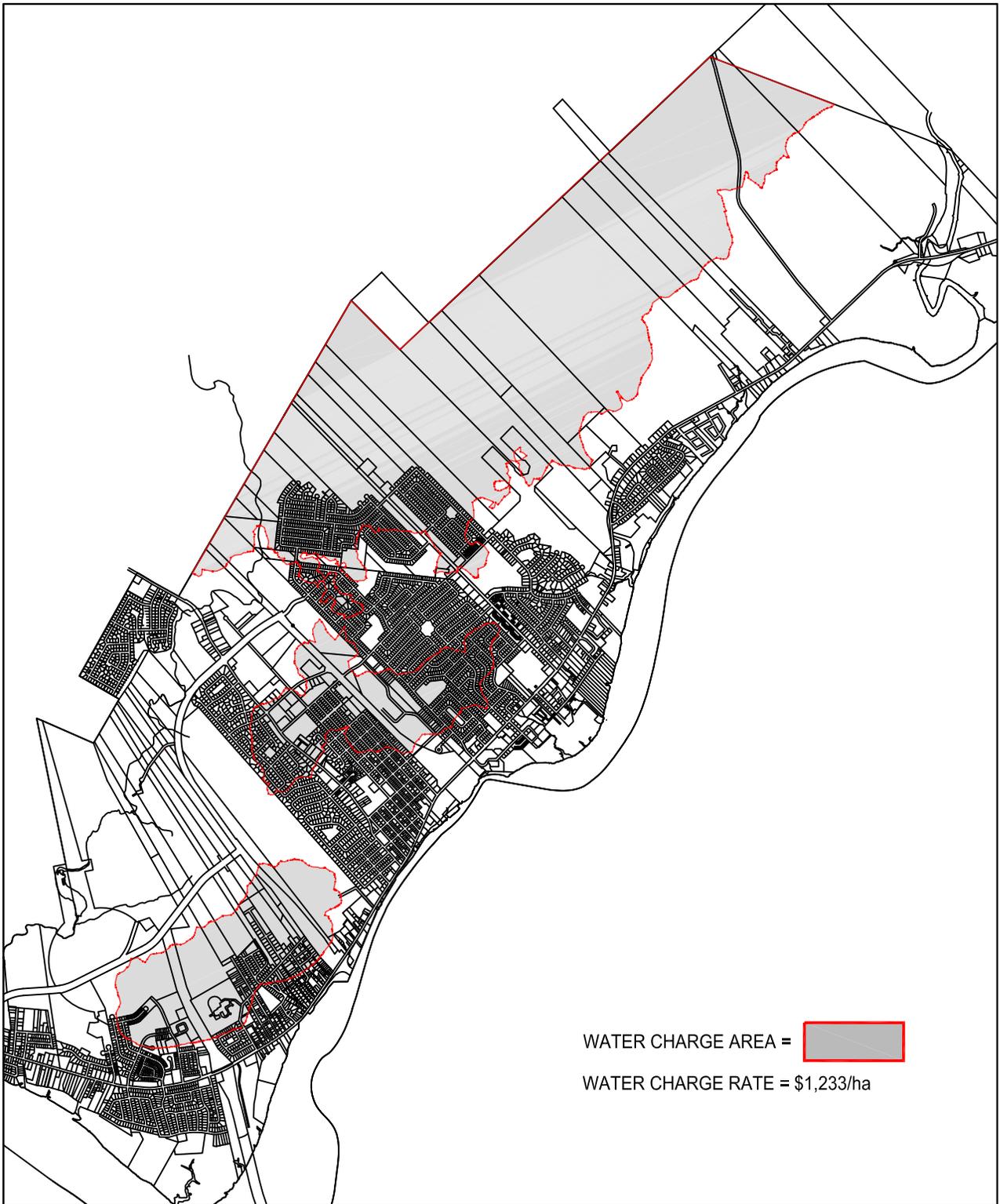
SANITARY SERVICE CHARGE AREA

DATE: MARCH, 2014

DRAWING NO: S/D 9



TOWN OF RIVERVIEW



WATER SERVICE CHARGE AREA

DATE: MARCH, 2014

DRAWING NO: S/D 10



TOWN OF RIVERVIEW



Street Tree Development Guidelines

These guidelines provide additional information and the overall direction for all street tree planting along street right-of-ways. These guidelines apply to the design, review, and approval of all street tree plantings with subdivision development.

4.1 Definition

STREET TREE means a tree to be planted between the property lot line and the curb or the travelled portion of the street where there is no curb. (Zoning by-law 300-6).

TREE PLANTING PLAN (TPP) means a plan approved by the Department of Engineering & Public Works showing all of the planting locations of Town owned street trees.

4.2 Subdivision Plan Approval

At the time of submission of the "Issued for Review" engineering drawings, the consultant will provide the Town with a Tree Planting Plan (TPP) for review and acceptance by the Town of Riverview;

- The TPP shall show the minimum tree planting requirements as per Part 5 of Zoning By-Law 300-6.
- Where the proposed tree planting quantities are below the minimum standards or where it is being proposed that the required trees along the Town right-of-way will be planted in other locations, the consultant will provide sufficient information to show how the required targets will be met.

The TPP shall identify the tree locations based on the proposed layout of the subdivision and shall be drawn as per the following:

- At a scale of 1:500,
 - Using the standardized Town of Riverview legend,
 - Show the street, lot, driveway, sanitary, water and storm services, hydro and gas layout information,
 - Show all known proposed aboveground infrastructure including but not limited to all street facilities such as: sidewalks, driveways,
-



community mailboxes, telecommunication pedestals, utility structures and buildings, utility poles, conduits, ductwork, hydro vaults, gas valves and all utility crossings.

- This drawing will be signed and sealed by the Engineering Consultant.

4.2.1 Subdivision Drainage Plan

In order to facilitate engineering review of the subdivision application the street trees must also be included on the "Subdivision Drainage Plan".

For additional information, refer to Section 1 and 2 of the Town of Riverview's Subdivision Development Procedures, Standards and Guidelines.

4.3 Subdivision Development – Standards & Guidelines

During the construction stage, the Developer will ensure that all parties are aware of the requirements of the TPP, which shall be carried out by the Town at the discretion of the Department of Parks and Recreation.

Prior to the installation of any sidewalks and landscape works the Developer will also ensure that all parties and subcontractors are aware of the locations of trees. Locations shall be identified with stakes or painted markings.

4.3.1 Utility Separation Requirements

4.3.1.1 Natural Gas

- a) A minimum horizontal separation of 1.0m must be maintained between the edge of the tree excavation and any existing or proposed natural gas main. If this cannot be maintained, contact Enbridge to discuss site specific options.
- b) All natural gas pipelines and services lines must be properly located and marked by Enbridge personnel. Digging operations are not to commence unless these conditions are met.

4.3.1.2 Electrical Distribution system

- a) A minimum horizontal separation of 1.0m must be maintained between the edge of the tree excavation and any existing or proposed underground electrical distribution (i.e. underground cables, ducts,
-



etc.)

- b) A minimum horizontal separation of 3.0m must be maintained between the edge of the tree excavation and any existing or proposed electrical manholes, transformer, kiosk, service box, or utility pole.
- c) A minimum horizontal separation of 6.0m must be maintained between the centre of the tree and any street light pole.
- d) All electrical distribution must be properly located and marked by NBPower personnel. Digging operations are not to commence unless these conditions are met.

4.3.1.3 **Communication system**

- a) A minimum horizontal separation of 1.0m must be maintained between the edge of the tree excavation and any existing or proposed underground communication distribution (i.e. underground cables, ducts, fiber optic, etc.)
- b) A minimum horizontal separation of 3.0m must be maintained between the edge of the tree excavation and any existing or proposed communication manholes or service box.
- c) A minimum horizontal separation of 3.0m must be maintained between the centre of the tree and any communication utility pole.
- d) All communication lines must be properly located and marked by Aliant personnel. Digging operations are not to commence unless these conditions are met.

4.3.1.4 **Water and Sewer**

- a) A minimum horizontal separation of 3.0m must be maintained between the centre of the tree and any existing or proposed fire hydrants.
 - b) A minimum horizontal separation of 3.0m must be maintained between the centre of the tree and any manholes, valve boxes, or valve chambers.
 - c) A minimum horizontal separation of 3.0m must be maintained between the centre of the tree and any water main distribution pipe, sewer collection pipe, service laterals, catch basin leads, or any other Town owned underground utilities.
 - d) All water and sewer utility must be properly located and marked by Town of Riverview Engineering personnel. Digging operations are not to commence unless these conditions are met. Prior to tree planting
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call the Town of Riverview Engineering and Public Works Department locate services at (506) 387-2030.

4.3.2 Engineering Separation Requirements

4.3.2.1 Street Intersections

- a) Trees shall be planted at a minimum distance from the nearside back of curb for the following intersections:
 - i. Street intersections – 8.00m
 - ii. Commercial and high density residential driveways – 3.00m
 - iii. Residential driveways – 2.00m
- b) Trees shall be planted at a minimum distance from the following:
 - i. Stop or yield signs – 6.0m
 - ii. Directional traffic signs – 3.0m
- c) Trees planted within 70m of a public street intersection shall have a minimum vertical clearance of the lowest branch to the street edge (branching height) of 2.0m.
- d) Trees shall be no closer to a street intersection than the projection of a 4.6m x 4.6m sight triangle from the edge of the street right-of-way.

4.3.2.2 Street Cross Section Design Element

- a) In all circumstances trees shall be planted 1.5m from the back of the sidewalk or 3.0m from back of curb or 2.0m from property line where there is no curb.
 - b) The following minimum horizontal trench excavation widths must be preserve free of tree roots or tree related appurtenances;
 - i. Lateral trench for a single dwelling – 1.5m
 - ii. Lateral trench for a two unit dwelling – 2.4m
 - c) A minimum horizontal separation of 4.0m must be maintained between the centre of any lateral trench excavation and the centre of the tree, if this cannot be maintained, contact the Town of Riverview Engineering and Public Works Department to discuss site specific options.
 - d) A minimum horizontal separation of 2.0m must be maintained between the centre of any lateral trench excavation and any existing or proposed driveway. If this cannot be maintained, contact the Town of
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APPENDIX "K"

STREET TREE DEVELOPMENT GUIDELINES

March 2014

Riverview Engineering and Public Works Department to discuss site specific options.

- e) Tables 4.1 to 4.3 identify maximum driveway widths within the Town right-of-way for different residential land with minimum lot frontage width based on the current residential zones lot requirements.

Table 4.1 - Single Unit Lot

Lot Frontage	<15m	15m – 18m	18m – 23m	>23m
Maximum driveway width	3.0	4.0	6.0	7.6

Table 4.2 – Two Unit Dwelling Lot

Lot Frontage	<21m	21m – 23m	23m – 25m	>25m
Maximum driveway width	3.0	4.0	6.0	7.6

Table 4.3 – Semi-Detached Dwelling Lot

Lot Frontage	<10.5m	10.5m – 15m	15m – 18m	>18m
Maximum driveway width	3.0	4.0	6.0	7.6

- f) The maximum driveway widths within the Town right-of-way for multiple unit dwelling lots and townhouse / rowhouse dwelling lot shall not exceed the greater of 3.0m, or the maximum as stated in Zoning by-law 300-6.
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