

Close Out Checklist (Development)



Name of Development

Address

Site or Draft Plan #

Phase

Registered Plan #

Date

Consultant

Park Planner

To be completed by the consultant:

Table 1: Pre Construction Information

Approved landscape plan			Consultant	
Approved itemized cost estimate			Consultant	
Topsoil composition test pre development			Developer	

Table 2: Preliminary Acceptance Information

Topsoil composition test post development			Developer	
Certification of grading/drainage (P.Eng. or OLS)			Developer	
Certification of fencing location (OLS)			Developer	
Inspection report for structures and utility services			Developer	
Results of compaction testing and material testing			Developer	
Other:			Developer	
First cut of sod			Consultant	
Second cut of sod			Consultant	
Certification of landscape works (including deficiency report)			Consultant	
Preliminary inspections (last inspection date)			Consultant	
Preliminary acceptance (warranty start)			Park Planner	

Table 3: Final Acceptance Information

Final Acceptance	N/A	Date	Prepared by	Initials
As-recorded drawings			Consultant	
Certification of landscape works (including deficiency report)			Consultant	
Final inspections (last inspection date)			Consultant	
Final acceptance (warranty close-out)			Park Planner	

I hereby certify that the landscape works for the Development listed above has been installed in accordance with the landscape plans approved by the City of Guelph and all deficiencies have been corrected.

Landscape Architect’s Signature

Date