

CITY OF WHITEHORSE SERVICING STANDARDS MANUAL
PART I - PROCEDURES
SECTION I.1 – APPLICATION AND DEFINITIONS

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I.1.1 APPLICATION

I.1.1.1 GENERAL

The intention of the City of Whitehorse Servicing Standards Manual (SSM) is to promote and maintain consistency and quality in the design, construction and performance standard of municipal improvements and private improvements (connecting to City infrastructure) within the City of Whitehorse.

The SSM provides information to Consultants, Developers and Contractors who require a working knowledge of the City of Whitehorse standards and procedures as they relate to the design and construction of infrastructure that:

- Will be owned and maintained by the City;
- Will tie into infrastructure owned and maintained by the City; and
- Will impact infrastructure owned and maintained by the City.

The Servicing Standards Manual does not attempt to provide solutions for all engineering designs but rather, furnish a guide to the Engineering Department’s minimum standards for design, construction, and maintenance.

Where complicated design issues arise, engineering judgement should prevail and it is the responsibility of the applicant to ensure that all facets of the design are properly addressed.

The manual is divided into four sections:

- Procedures;
- Construction Design Criteria;
- Construction Standards; and
- Standard Drawings.

It is the responsibility of the Consultant, Developer and Contractor to ensure they are referencing the current version of these standards, as they are made available on the City of Whitehorse Engineering Services webpage.

I.1.1.2 REVISIONS

It is recognized that the Servicing Standards Manual is a living document and is subject to continual review and revision. The City of Whitehorse encourages and appreciates feedback related to the content of the SSM. A Request for Revision Form is available on the City of Whitehorse website and can be submitted to the City for consideration and incorporation into future revisions of this manual.

The content of the Servicing Standards Manual will be reviewed bi-annually. Requested revisions will be reviewed, prioritized and addressed as part of this review. Revisions requiring immediate update are posted as an Amendment Notice on the City of Whitehorse Website.

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I.1.2 DEFINITIONS

I.1.2.1 AS-BUILT DATA

As-Built Data includes both as-built survey data and either As-Built Drawings or Record Drawings (as required in accordance with conditions of the project's Development Permit or Development Agreement).

I.1.2.3 CITY OF WHITEHORSE SERVICING STANDARDS MANUAL

"City of Whitehorse Servicing Standards Manual" refers to the latest issue of this document. This manual was passed by Bylaw #2007-03-13. Any words found in this manual, which are not referenced in this Section, are to be defined according to the latest revision of the Zoning Bylaw.

I.1.2.4 CONSULTANT

"Consultant" is a practicing professional engineer (permitted to practice in the Yukon) or person retained or appointed by the Developer to be responsible for the design, layout, site supervision, and construction supervision as set out in these procedures.

I.1.2.5 CONSTRUCTION COMPLETION CERTIFICATE

"Construction Completion Certificate" (CCC) is the written document by which the City of Whitehorse confirms that the Developer has installed and completed a municipal improvement in accordance with the terms outlined in the Development Agreement.

I.1.2.6 DEFICIENCY

"Deficiency" is an act of workmanship or supply of materials that contravenes the specifications found in the City of Whitehorse Servicing Standards Manual

I.1.2.7 DEVELOPER

"Developer" is a person, company or government undertaking the development of land which will likely result in a change in the use of the land.

I.1.2.8 DEVELOPMENT AGREEMENT

"Development Agreement" is the written agreement between the City of Whitehorse and the Developer with respect to the standards of development of a particular parcel or parcels of land within the City of Whitehorse boundary.

I.1.2.9 ENGINEER

"Engineer" is the professional Engineer or Engineers employed or retained by the City of Whitehorse, the City Engineer, or the person designated as such by the City Engineer.

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I.1.2.10 FINAL ACCEPTANCE CERTIFICATE

"Final Acceptance Certificate" (FAC) is the written document by which the City of Whitehorse confirms the Developer has fulfilled the warranty obligations and all other items outlined in the Development Agreement.

I.1.2.11 MAINTENANCE PERIOD

"Maintenance Period" is two years or the period from the issuance of a CCC to FAC, whichever is longer for all stages of construction except landscaping. The maintenance period for landscaping is the period from the issuance of a CCC to FAC.

I.1.2.12 MINOR DEFICIENCY

"Minor Deficiency" is a deficiency in materials and/or workmanship, which does not affect the normal operation of the project, such as sidewalk cracking or mortaring of manhole rings or energizing primary electrical system. Failure to erect street signs, incomplete asphalt or concrete work, lack of testing or camera results or similar deficiencies which effect the operation of the project are not to be considered minor deficiencies.

I.1.2.13 REFERENCE STANDARD

Within text of each Sub-Section of the SSM, reference may be made to Reference Standards. Contractors, Developers and Engineers are to conform to the current edition all Reference Standards, in whole or in part as specifically noted, referenced in the text of the Servicing Standards Manual.

I.1.2.1 SIGNATURE BLOCK

"Signature Block" refers to a City of Whitehorse signature block as detailed below:

CITY OF WHITEHORSE DESIGN APPROVED

_____	_____
Manager of Operations	Date
_____	_____
City Engineer	Date
_____	_____
Manager of Water and Waste Services	Date

I.1.2.15 SUBDIVISION GRADING PLAN

The Subdivision Grading Plan is a plan submitted to the City by the Subdivision Developer which indicates the drainage pattern and final design elevations for all lots within a new subdivision. All lots within the subdivision are to be graded to match design elevations indicated on the Subdivision Grading Plan.

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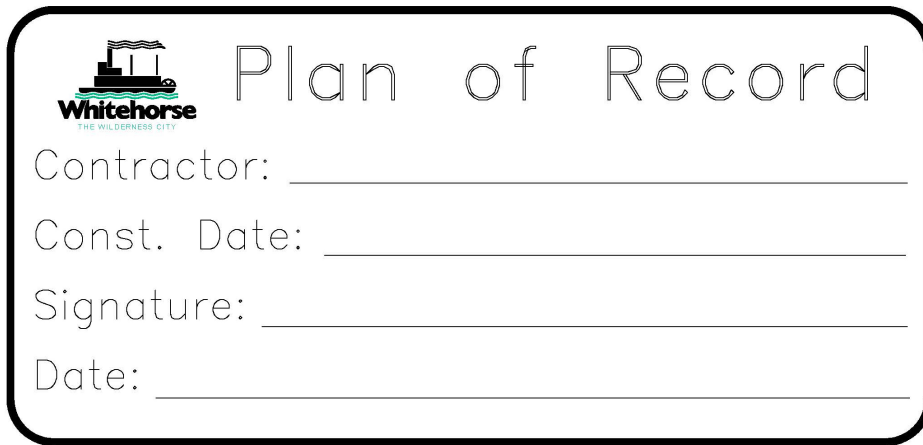
Design elevations indicated on a Subdivision Grading Plan must be coordinated with as-built data for adjoining surface works (i.e. back of sidewalk, back of curb or edge of pavement).

I.1.2.16 RECORD DRAWING

Record Drawings are to be produced by the Consultant and form part of the City’s required closeout submittals. They are intended to verify that construction has been carried out in accordance with the final design, including all design changes authorized by the Consultant over the course of the project. The Consultant is responsible for the content of Record Drawings and is required to provide authentication in the form of an Engineering Seal. The Consultant is responsible for ensuring that they have spent an adequate amount of time on site to provide assurance on the correctness of the Record Drawing information.

I.1.2.17 PLAN OF RECORD STAMP

"Plan of Record Stamp" refers to the City of Whitehorse Plan of Record Stamp as detailed below:



The image shows a rectangular stamp form with rounded corners and a thick black border. In the top left corner is the City of Whitehorse logo, which includes a stylized boat and the text "Whitehorse THE WHITEHORSE CITY". To the right of the logo, the words "Plan of Record" are written in a large, outlined, sans-serif font. Below this, there are four horizontal lines for text entry, each preceded by a label: "Contractor:", "Const. Date:", "Signature:", and "Date:".

I.1.2.18 STANDARD OF ACCEPTANCE

“Standard of Acceptance” refers to a product whose characteristics form the basis for acceptable design and performance criteria. Alternate products will be considered upon receipt of product information indicating that design and performance criteria meets or exceeds the Standard of Acceptance.

I.1.2.19 TEST RESULTS

"Test Results" are the documented results of a particular test or tests taken to verify that a municipal improvement is installed in accordance with City of Whitehorse specifications. A qualified testing agency, approved by the City, is to perform all tests.