

Grading Process For Security Deposit Refund



PACESETTER HOMES
A QUALICO Company

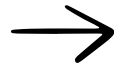
Table of Contents

Table of Contents	Page 2
Grading Process for Security Deposit Refund	Page 3-7
Steps to Obtaining Security Deposit Refund	Page 9-12
Useful Links and References	Page 13
Example of Rough Grade Approval	Page 14
Example of Final Grade Approval	Page 15
Example of Rough Grade Certificate	Page 16
Example of Final Grade Certificate	Page 17

Grading Process for Security Deposit Refund

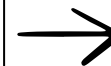
1. Exterior Concrete Complete

The first step to grading is the completion of exterior concrete (driveways, sidewalks and parking pads). To prevent damage during construction exterior concrete is typically poured after drywall is delivered, weather permitting. Concrete can only be poured during warm, dry conditions.



2. Rough Grading Commences

Rough grading* is completed community by community rather than by possession. This is the most efficient method to complete as many rough grades as possible for as many clients as possible. Rough grading can only be done during warm dry months as weather and ground conditions permit.



3. Rough Grade Certificate

The property is surveyed to ensure proper surface water management is in place to direct water away from the home. The surveyor will issue a rough grade certificate to Pacesetter Homes.

***Pacesetter Homes brings the property as far as Rough Grade unless landscaping was purchased at time of contract writing.**

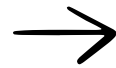
Grading Process for Security Deposit Refund

4. Municipal Rough Grade Inspection

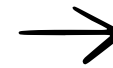
Pacesetter Homes submits the rough grade certificate to the municipality during application for municipal rough grade inspection.

Municipal inspections require dry ground conditions and are scheduled at the sole discretion of the municipality.

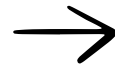
Things that can impact approval include temporary structures like fencing, dog runs, sheds, etc.



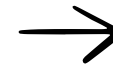
**Inspection
Passed**



**Rough Grade
Approval**



**Inspection
Failed**



**Corrections will need to
be done before
reinspection can be
scheduled**

Grading Process for Security Deposit Refund

5. Rough Grade Approval

Rough grade approval is provided to Pacesetter Homes by the municipality and is required before our clients can start their landscaping.

When rough grade approval is provided to Pacesetter Homes, email notification will be sent to the client advising they can now begin the landscaping.

6 & 7. Rough Grade Complete

6. Rough Grade Certificate

7. Municipal Rough Grade Approval are loaded into client portal.

8. Final Grade

Homeowner, or their contractor, complete Final Grade and landscaping.

Grading Process for Security Deposit Refund

9. Homeowner Completes Deposit Refund Form

Once landscaping is complete, clients submit for Deposit Refund* by completing the form on www.yourpacesetter/resources/landscaping, or by clicking the link here **Deposit Refund Form**.

Client submission must include: Final Grade Certificate**, Final Grade Approval**, pictures of landscaping and client acknowledgement box checked off.

10. Seasonal Department Requests Developer Inspection

Pacesetter Homes submits the rough grade certificate to the municipality during application for municipal rough grade inspection.

Municipal inspections require dry ground conditions and are scheduled at the sole discretion of the municipality.

Things that can impact approval include temporary structures like fencing, dog runs, sheds, etc.

**Inspection
Passed**

**Developer
Approval Obtained**

**Inspection
Failed**

**Corrections will need to
be done before
reinspection can be
scheduled**

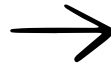
*If landscaping was added to the purchase contract, clients will not have to submit for Deposit Refund. Pacesetter Homes will look after this, and update when developer inspection has been approved.

** St. Albert does not have a Final Grade process, as such St. Albert residents need only submit pictures of landscaping including address numbers installed on the home.

Grading Process for Security Deposit Refund

11. Developer Approval Obtained

Developer approval is required before a security deposit refund can be processed and once provided to Pacesetter Homes, we can begin to process client security deposit refund.



12. Cheque Request For Security Deposit

Deposit refunds are typically issued within approximately 2-3 weeks of receiving Developer approval but can fluctuate.

Steps to Obtaining Security Deposit Refund



PACESETTER HOMES
A QUALICO Company

Your Rough Grade has been approved by your municipality

Once you have received your email notification that Rough Grade has been approved, you will be able to access your Rough Grade Certificate and Rough Grade Approval forms within your Customer Portal.

You can then complete your Final Grade & Landscaping. All costs associated with Final Grade and Landscaping are homeowner responsibility.

You can find your community guidelines for Architectural Landscaping Requirements on your community website or by visiting www.yourpacesetter.com/home-care-and-service/landscaping/

How Homeowners Can Obtain Final Grade Certificate & Municipal Final Grade Approval

Step 1 Topsoil - Add 4 – 6 inches topsoil.

Step 2 Obtain Final Grade Certificate - Once topsoil has been completed, request a final grade certificate from a qualified land surveyor. We recommend using the same surveyor that completed your rough grade

Step 3 Surface Water Management - Ensure your CC Valve remains exposed and accessible, in compliance with the Surface Water Management procedures. More information can be found by visiting, [Tips to manage surface water | Alberta New Home Warranty Program](#)

Step 4 Obtain Final Grade Approval - Submit the final grade certificate to the municipality and obtain municipal final grade approval.

Note: As per the municipality's requirements, surface drainage (final grading) must be completed within one year of the rough grade approval.

Step 5 Complete Landscaping - Once the final grade has been approved by the municipality, you may commence with sod, trees, shrubs, and rock beds, etc. to meet developer landscaping requirements.

Ensure you understand and follow all developer and municipal landscape requirements. Trees and shrubs must be correct size and in good health at time of inspection. In most instances, a mixture of coniferous and deciduous shrubs are required.

How Homeowners Can Obtain Final Grade Certificate & Municipal Final Grade Approval

Step 6 Submit for Deposit Refund - Once you have completed your landscaping to the Developer and Municipal requirements, have obtained both the Final Grade Certificate and Municipal Final Grade Approval (as applicable), you can submit your request to have your deposit refunded. To do this, go to Landscaping - Pacesetter Homes. Complete the Deposit Refund form, upload the Final Grade Certificate from your landscaper/surveyor, Final Grade Approval from your municipality (not applicable to St. Albert), and pictures of your landscaping including pictures of your address numbers installed. After checking off the customer acknowledgement acceptance box, click submit.

The Pacesetter Seasonal Department will then be notified to process a Request for Developer Inspection. Developer inspections are typically conducted May through September, as Weather conditions allow; however, the exact start and end dates for Developer inspections are at the sole discretion of the developer and beyond the control of the builder. It may take approximately 6-8 weeks for inspection and approval. Upon approval from the developer, Pacesetter Homes will initiate the cheque request process which typically takes 2-4 weeks. Your cheque will be provided per your delivery instructions entered on the deposit refund form.

How Homeowners Can Obtain Final Grade Certificate & Municipal Final Grade Approval

Step 6 Cont. **Note:** Municipal landscaping requirements are in addition to and separate from developer requirements. Please visit your municipal website for more information

IMPORTANT - ensure no changes are made to the landscaping, exterior component, including doors or color, anything required by the developer for architectural compliance, until after the developer has inspected and approved all items. Should landscaping not meet Developer requirements, Pacesetter will receive notification and will update you as to what corrections may be required for you to complete. A re-inspection fee may be applied by the developer for additional inspections, and it will be deducted from your deposit. Please follow the area landscaping requirements closely.

Step 7 Fencing - Fencing needs to be constructed in accordance with the community architectural requirement. Please reference your community webpage or Landscaping - Pacesetter Homes

Links & References

Pacesetter Landscaping page is an excellent resource for your landscaping questions.

The Seasonal Process section provides detailed information about all the seasonal components of your home including:

- **Concrete work (driveways, sidewalks & rear parking pads)**
- **Deck Stairs & Skirting**
- **Exterior Painting**
- **Parging**
- **Rough Grade**
- **Landscaping (topsoil, sod, trees & shrubs)**
- **Homeowner security deposit.**

You can also reference Community requirements and FAQs about Landscaping on our webpage.

Once you have completed your landscaping you can submit a Deposit Refund form **here**.

MUNICIPAL REQUIREMENTS – Along with community guidelines, municipalities have their own landscaping requirements. While municipal requirements do not impact your security deposit, you should be aware of them to avoid penalties the municipality may implement.

DEVELOPMENT SERVICES
URBAN PLANNING & ECONOMY

2nd Floor, Edmonton Tower
10111 - 104 Avenue NW
Edmonton, Alberta T5J 0J4

Phone: 311 Fax: 780-496-2865
E-mail: lot.grading@edmonton.ca
Web: www.edmonton.ca/lotgrading

8:00 AM - 4:00 PM, Monday to Friday
(Closed All Statutory Holidays)



LOT GRADING INSPECTION REPORT

LANDCO EARTHWORKS & CONSULTING
EDMONTON, ALBERTA

Application Received: July 26, 2024
Application Type: Rough Grade
Inspection Zone: SW-7
Job Number: 471423578-005
Property Address:
Neighbourhood: GLENRIDDING RAVINE
Builder: PACESETTER HOMES LTD
160, 3203 - 93 STREET NW
EDMONTON, ALBERTA T6N 0B2
Owner(s):

Jul 26, 2024

In response to an application for Rough Grade Approval, a Lot Grading Inspection on July 26, 2024 was completed referencing the Lot Grading Certificate prepared by PALS on Jul 11, 2024.

ROUGH GRADE APPROVAL date: July 26, 2024 .

Drainage Bylaw 18093 requires that final grading is approved:

- within 12 months of rough grade approval, or
- within 30 months of a building permit being issued for the premises.

To obtain Final Grade Approval and avoid Bylaw fines, ensure that the approval process is completed by Jul 26, 2025.

For information on the final grade approval process go to www.edmonton.ca/lotgradinginspection

If you require further information, please contact the City of Edmonton at 311.

DEVELOPMENT SERVICES
URBAN PLANNING & ECONOMY

2nd Floor, Edmonton Tower
10111 - 104 Avenue NW
Edmonton, Alberta T5J 0J4

Phone: 311 Fax: 780-496-2865
E-mail: lot.grading@edmonton.ca
Web: www.edmonton.ca/lotgrading

8:00 AM - 4:00 PM, Monday to Friday
(Closed All Statutory Holidays)

The logo for the City of Edmonton, featuring the word "Edmonton" in white sans-serif font on a blue square background.

LOT GRADING INSPECTION REPORT

NEST LANDSCAPING
#206 3132 PARSONS ROAD NW
EDMONTON, ALBERTA T6N1L6

Application Received: Sep 27, 2024

Application Type: Final Grade

Inspection Zone: SW-7

Project Name:

Job Number: 471423578-005

Property Address:

Neighbourhood: GLENRIDDING RAVINE

Builder: PACESETTER HOMES LTD
160, 3203 - 93 STREET NW
EDMONTON, ALBERTA T6N 0B2

Owner(s):

Oct 02, 2024

In response to your application for Final Grade Approval, a Lot Grading Inspection on October 2, 2024 was completed referencing the Lot Grading Certificate prepared by SATT ASSOCIATES INC. on Sep 25, 2024.

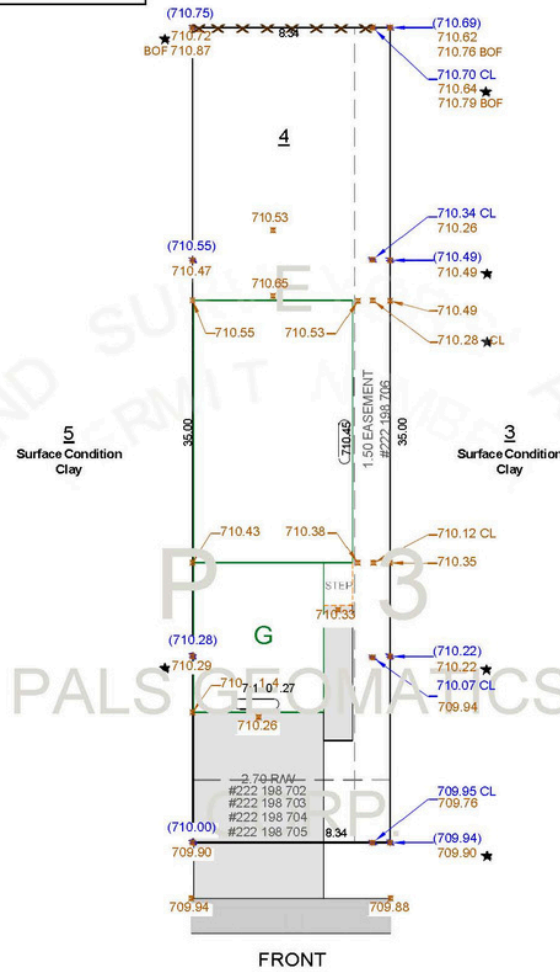
FINAL GRADE APPROVAL date: October 2, 2024.

The attached Lot Grading Certificate and this approval letter constitute the approval documents. Please retain both for your records.



The approved surface grades must be maintained. Information on maintaining approved surface grading is available at: www.edmonton.ca/lotgrading.


If you require further information, please contact the City of Edmonton at 311.

AS-BUILT SURVEY OF ROUGH LOT GRADING

EXAMPLE OF A ROUGH
GRADE CERTIFICATE

NOTES		SURFACE CONDITION OF SUBJECT LOT		Rev.No.	Date:	Drafted By:	Description	
<p>- SUBJECT TO THE ACCEPTANCE OF THE LOCAL APPROVING AUTHORITY</p> <p>- THIS DOCUMENT DOES NOT RELEASE THE BUILDER/OWNER FROM ANY ADDITIONAL WORK REQUIRED BY THE LOCAL APPROVING AUTHORITY</p> <p>- ALL DISTANCES SHOWN ARE IN METRES AND DECIMALS THEREOF.</p> <p>- PALS GEOMATICS CORP. ACCEPTS NO FINANCIAL RESPONSIBILITY FOR ANY COSTS WHICH MAY BE INCURRED AS A RESULT OF THIS DOCUMENT NOT BEING ACCEPTED BY THE LOCAL APPROVING AUTHORITY.</p>		CLAY		GR	Nov. 9, 24	EPALS		
		ELEVATIONS SHOWN ARE REFERRED TO ALBERTA SURVEY CONTROL MARKER						
		475228		FILE NAME		BUILDER/OWNER		
		CONTACT EMAILS		04-10-2221781GR				
SEASONAL@YOURPACESSETTER.COM GRADING@FORCECIVILSOLUTIONS.COM INSP@PALSGEOMATICS.COM		DRAWING SCALE: 1:200		PACESSETTER HOMES FORCE CIVIL SOLUTIONS LTD.				

LEGEND							
FENCE LINE		OUTSIDE OF WALL	OCW	BOTTOM OF FENCE	BOF	DESIGN GRADES	(99.99)
GARAGE		INSIDE OF WALL	IOW	BACK OF CURB	BOC	AS-BUILT GRADES	(99.99)
TOP SOIL	TS	ROAD CRUSH	RC	BACK OF WALK	BOW	CENTERLINE ELEVATION	CL 88.88
ASPHALT	ASH	EDGE OF CONCRETE	EOC	LIP OF LANE	LLO	PROPOSED ELEVATION	CL 88.88
ADJACENT LOT SURFACE CONDITIONS	ADJ	WOOD CHIPS	WC	INACCESSIBLE	INACC	OUT OF TOLERANCE ELEVATION	★

LEGAL INFORMATION			 PalsGeomatics Corp.	THIS IS TO CERTIFY THAT LOT GRADES SHOWN ON THE ABOVE PLAN ARE AS-BUILT ELEVATIONS RECORDED ON Nov 7, 24	
LOT	BLOCK	PLAN/NO.		<div>5419-221755-0000-229 STREET NW) EDMONTON, ALBERTA T5S 1G7</div> <div>Dated at Edmonton, AB November 12, 2024</div>	
CIVIC ADDRESS					
			Ryan M. Pals, A.L.S.		2024
			Nov 12, 2024		
LOCATION		SUBDIVISION			
EDMONTON		ROSENTHAL			
10704 - 176TH STREET N.W.					
EDMONTON, ALBERTA T5S 1G7					
PHONE: 780-455-3177, FAX: 780-481-1301					
EMAIL: GRADINGRECEPTION@PALSGEOMATICS.COM					

