



Alberni Valley Community Forest  
Corporation

## Appendix 1

### FINAL SUBMISSION CHECKLIST

Contract #: 2014-5

Submission Date: \_\_\_\_\_

AVCFC Review Date: \_\_\_\_\_

#### **Please check off the items submitted.**

##### **GIS Information:**

- GIS Data Folder as per Schedule A

##### **TD Documents:**

- TD Package Safety highlights (word format)
- TD Table of Contents (word format)
- Road Permit (word format)
- Road Use Permit and Permit Map (word format)
- Cutting Permit Final Submission Package  
(all info required for CP submission)
- Site Plan (.pdf format)
- Site Plan Map (.pdf format)
- Road Site Plan (.pdf format)
- Cruise Report (pdf format)
- Cruise Map (.pdf format)
- Cruise (.dat file)
- Detailed Location Map (.pdf format)
- Harvest Plan Map (.pdf format)
- Harvest Plan Written (.pdf format)
- Road Plans (pdf format)
- Road Profiles (.pdf format)
- Road Cross Sections (for culvert locations, end haul,  
landings, spoil sites, steep terrain or as directed) (.pdf format)
- Road Construction Map (includes reconstruction) (.pdf format)
- Road Construction Prescription (includes reconstruction) (.pdf format)
- Bridges and Large Culverts Site Plans (pdf format)
- Other as directed, i.e. Log Dumps, Heli Drop Zones etc.

##### **Block Supporting Information**

- Phase 1 Preliminary TD Engineering Report and Map (Schedule A (5.18))
- Cruise Plan
- Full Cruise Reports (.pdf format) CGNF and % reduction report and appraisal versions
- Deflection Line and Payload Tension Report
- Deflection Lines and Deflection Line Profile Map
- Road Site Plan survey Data for bridges and major culvert designs
- Boundary Stream and Road Traverse Field notes Printout (hand traverse only)
- Consultation Records and Guidance (i.e. Utilities, Highways, Environment etc. – documentation of all email, phone calls meeting etc.)

**Assessments**

- Gully Assessment Report
- Terrain Stability Assessment Report
- Visual Impact Assessment Report
- Stream Crossing Table and Professional Sign off (Measurements, Class, Substrate, Culvert type/size) Appendix 4, Schedule A (5.17)
- Riparian Management Infringement Documentation
- Stream Side Checklist (required for all RMZ's in and adjacent to TD and Roads) as per Appendix 3 or other format
- Pest Incidence Survey

**The following items must also be completed as part of the final submission**

- Digital Files and Hard Copies as per Schedule A
- Site Plan data as per Schedule A
- Cruise data as per Schedule A
- Appraisal data as per Schedule A
- All electronic information scanned for viruses as per Schedule A Digital Submission Standards 2012
- CD Submission and final TD Package File (paper copy of submission and non digital items)
- Return all AVCFC property on loan; ie. files, aerial photos etc.

I have reviewed the above final submission checklist and have determined that it meets all Contract specifications:

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_