

Legal description of property: \_\_\_\_\_

Contact person (P. Eng/C.E.T./O.L.S.): \_\_\_\_\_

Phone number: \_\_\_\_\_ Company: \_\_\_\_\_

Email address: \_\_\_\_\_

The following list of items are the minimum requirements for review and acceptance of the lot grading plan. Plans not meeting these requirements will be deemed incomplete and returned. This checklist must be completed and submitted by the P.Eng./C.E.T./O.L.S. as part of the lot grading plan submission package. Any items which do not apply to the project must be marked N/A (not applicable). The Town's detailed review will not start prior to your confirmation. The purpose of this step is to reduce potential resubmissions with the intent of providing a shorter permit issuance timeline.

## General requirements

- ☐ Plan size: Ledger or standard A1
- ☐ A copy of survey prepared by an O.L.S.
- ☐ Plan scale: Metric 1:200 or 1:250
- ☐ North arrow
- ☐ Drainage styles as per GL-1 to GL-4 in the Development Design Criteria
- ☐ Lot location information including street name and legal description
- ☐ Location of existing and proposed buildings including existing features such as fences
- ☐ Legal survey distances for lot lines
- ☐ Location of all sump pump and other drainage discharge points
- ☐ Swales located within limits of lot
- ☐ Local elevations c/w temporary benchmark
- ☐ Existing elevations on road, ditch, boulevards, curbs and adjacent properties min 3m
- ☐ Engineer, if required, has sealed the plans  
(See Section 44-49 of the Development Design Criteria)
- ☐ Proposed lot coverage
- ☐ LSRCA permit
- ☐ Erosion sediment control measures to be included on drawing

## Existing and proposed lot elevations

- ☐ At all lot corners and significant changes in grade along property line
- ☐ Proposed elevations at all corners of house and property line
- ☐ Proposed driveway elevations

## Building elevation table including:

- ☐ Garage floor
- ☐ Finished first floor
- ☐ Top of foundation wall

☐ Underside of footing

☐ Top of slabs on ground

## Drainage requirements

- ☐ Min 2% grade away from house
- ☐ Available storm drainage on the road
- ☐ Swales min 1% grade and 150mm deep.
- ☐ Swale max 5% grade and 300mm deep on lot with 3:1 slopes
- ☐ Reduce surface run-off where appropriate
- ☐ Driveway culvert shown and labeled with material, size, length and inverts
- ☐ No surface storm water shall affect adjacent properties

## Driveway requirements

- ☐ Driveway grade to be between 1% and 6% or 8% with Development Engineering approval
- ☐ Driveway/entrances width to conform with any applicable Zoning and Entrance By-laws
- ☐ Driveway to be a minimum of 0.6m from side lot line
- ☐ General notes of the infill lot grading/drainage procedure
- ☐ Grading to match existing grades of 0.6m from adjacent property lines
- ☐ Test pit including high groundwater level and estimated seasonal high groundwater level and date measured
- ☐ Proposed Setbacks for all proposed buildings/structures to property lines Slabs-on-ground minimum 400 mm above ESHGWL
- ☐ The quantity of imported fill will not exceed 2000 cubic meters (if not a fill permit is required as per the Township Fill Control By-law and O. Reg. 406/19)
- ☐ Entrance location must be staked for new entrance