

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

Contact person: \_\_\_\_\_

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

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

The following list of items are the minimum requirements for review and acceptance of the servicing drawing. Plans not meeting these requirements will be deemed incomplete and returned. This checklist must be completed and submitted by the P.Eng. as part of the servicing drawing 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.

### Potential prerequisite requirements

- Official Plan Amendment
- Zoning By-law Amendment
- Committee Of Adjustment
- Alteration Permit (SAEP)
- LSRCA Permits
- Others

### General requirements

- Provide drawings signed and sealed by a professional
- Local topographic information required including key elevations.
- All existing and proposed driveway locations to be shown.
- Location of all relevant trees, shrubs and general landscaping as required. Include related removals, and by whom, as necessary.
- All nearby stormwater and culverts including elevations and lengths should be shown, as necessary.
- All overhead utilities to be shown on drawings.
- Plan and profile drawings to be included, as necessary.
- Minimum horizontal separation between proposed watermain and sewer (and property line) of 2.5 metres to be shown.
- Include relevant standard drawings OPSS and OPSD and Town drawing details for connections, backfill, pipe crossing, frost cover, etc. as necessary.
- Show depth of cover for all proposed services.
- Any existing laterals (or reused) to be inspected and CCTV provided prior to issuance of a building permit. Size of all existing laterals to be confirmed and shown.

- Crossing of existing services (with proposed services) shall include:
  - all profile elevations of drawings, both inverts and oververts.
  - provide a profile drawing or separate table showing clearance, invert and oververt elevations.

### Checklist watermain

- Existing Town Infrastructure to be detailed show existing proposed watermain material and diameter.
- Connection per [OPSD 1104.010](#)
- See house service location standard drawing [GG-7](#)
- Show location of proposed [curb stop](#) per Town standards (lead free brass non-draining ball valve) 300mm away from property line on private property. Water valve cannot be in driveway.

### Checklist sanitary

- Show proposed sanitary connection location invert elevation.
- Connection per relevant OPSD (e.g.: 1006.010)
- Cross-section drawings showing crossing clearances (as necessary) and related top of grade ground cover elevations.
- Show diameter, material and slope of all proposed sanitary pipes (e.g.: 125 PVC SDR28 Sanitary Service Per CSA B182.1 at 2%)
- Show location of proposed cleanout. Cleanout should be as close to property line as possible but remain on private property.
- Show location and elevation of sanitary connection at house foundation and property line.
- Calculate and label proposed sanitary slope (between 2% minimum and 8% maximum).