

## **PART II: HOME BUILDER'S GUIDE TO MUNICIPAL REQUIREMENTS FOR SITE PLAN/LOT GRADING**

### **INTRODUCTION**

Municipal Site Plan and Lot Grading Requirements are in effect for all subdivision lots.

The following constitutes the "Site Plan and Lot Grading" process for subdivision lots.

### **PHASE 1**

- A copy of the approved Subdivision Grading Plans and requirements must be obtained from the Subdivision Design Engineering firm.
- The property on which the proposed home is to be sited, must be surveyed by either a qualified engineer or land surveyor to determine the existing lot elevations and site features (trees, depressions, ditches, etc.). Elevations will be required not only within the property and along lot lines (and a t lot corners), but they will also be required up to 10 metres beyond the lot line, as well as within existing road ditches, edge of road, edge of pavement and centreline of road along the complete frontage of the lot as well as 15 metres beyond the frontage limit.
- A "Lot Grading Plan" must be prepared which is in keeping with the attached "Typical Lot Grading Plan" and will include the following:
  - the legal boundaries of the property, adjacent road allowances, and all easements
  - all required notes as required by the stormwater management study & engineer
  - all existing grades (see above)
  - contours from existing grades ( and Subdivision Grading Plan if necessary)
  - existing vegetation limits, and other significant site features
  - all buildings and locations plotted to scale showing setbacks where appropriate to determine conformance with zoning by-laws
  - location of proposed or existing wells (if applicable) or water shut-off (if applicable)
  - location of proposed septic beds
  - proposed driveway locations – showing driveway width, and length
  - proposed culvert location and specifications (diameter and length, etc.)
  - all proposed elevations including:
    - proposed invert elevations for culvert
    - elevation of driveway at proposed culvert
    - elevation of driveway at garage
    - finished floor and top of basement elevations
    - finished garage floor elevation
    - elevation of proposed apron next to foundation

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- elevation of any proposed basement windows
  - elevation of proposed septic system bed
  - elevations within proposed swales (at beginning & end as well as adjacent to foundations)
- all proposed swales within property and along lot lines (where applicable)
- all proposed sheet flow arrows
- the signature of the designer (Designer must be either an experienced **O.L.S.** (Ontario Land Surveyor) or **Professional Engineer**)
- the date of the Site Plan Design
- The "Lot grading Plan" must be submitted to the townships designated Engineer for review. The Engineer will review it to make sure that it is appropriate to the site and in general conformance with the "Subdivision Grading Plan".
- If the Plan is acceptable the Engineer will sign the plan and forward it to the applicant and the Township Building Official.

**PHASE 2**

- If the Township Building Official is satisfied that all of the other requirements for building permits have been met, he will issue a permit for the construction of the foundation basement of the new building.
- Upon completion of the basement construction, the location and elevation of the basement wall will be verified by the Lot Designer and this information will be submitted to the Township Building Official for his review.
- If the information is acceptable, the Township will issue the building permit for a new building.

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**PHASE 3**

**Subdivisions:**

- Upon completion of the building and the lot grading, the Lot Designer will conduct a complete elevation/location survey and submit the results to the Engineer for his review.
- If the Engineer is satisfied that the grading information as submitted appears to be in compliance with the original "Lot Grading Plan", he will carry out an onsite inspection.
- If the Engineer is satisfied that all of the grading and construction is in compliance with the "Lot Grading Plan", he will issue a letter advising the Township.

**Other Lots:**

- Upon completion of the building and lot grading the Lot Designer will issue a letter advising the Township that he is satisfied that all of the grading and construction is in compliance with the original Site Plan.

**NOTES:**

- To avoid extra costs, the builder should be aware that all requirements of the "Site Plan and Lot Grading Plan" and proposed grading must be **strictly** adhered to.
- Layout of the building site and lot grading elements should be done by a qualified agent of the builder.
- Failure to conform to the requirements of the "Site Plan and Lot Grading Plan" will result in the loss of deposit, and this matter will be noted upon any request for compliance received by the Municipality (for future house sales etc.).