

**Lot Grading and Drainage Plan review Checklist (2020 Updated)**

Owners Name & Lot Location: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Drawing:**

- ACAD Plan: Ledger or Standard A1 and 1:200 or 1:250
- Key Plan
- North arrow (pointing in correct direction)
- Lot line survey distances labelled
- Location of ex & prop buildings including adjacent properties including ex features such as fences
- Geodetic elevations c/w temporary benchmark
- Lot location information
- Test pit including HGWL and date measured
- Exist. Vegetation including size and type of trees
- Typical cross-section of swales to be provided

**Drainage:**

- Review requirement for drainage easement
- Review available storm drainage on the road
- Reduce surface run-off where appropriate
- Swales located within limits of lot or written permission from adjacent landowner
- Swales min 1.0% grade and 150mm deep. 150mm subdrains required for less than 1.0%
- Location of all downspouts, sump pump and other drainage discharge points
- Soak away pit min 1.0m from P/L and 150mm below adjacent grade at P/L & sized accordingly
- Soak away pit min 0.3m clearance to water table from bottom of pit

**Grading:**

- Grading at property line matches any previously submitted plans for adjacent properties
- Apron elevation min 300mm higher than EOP
- Apron elevation min 150mm below top of foundation
- Min 2.0% grade away from house
- Max 5.0% grade on lot with 3:1 slopes
- All disturbed areas require a minimum 150mm of topsoil to be sodded over or approved alternative ground cover
- Prop elevations at all corners or house & P/L
- Ex elevations on road, ditch, boulevards, curbs and adjacent properties (roadway ditch & ex culvert elevs to extend one lot / min 15m both sides lot frontage)
- Ex elevations at all lot corners and significant changes in grade along property line
- Retaining walls to be constructed of acceptable treated lumber, arch block or approved equivalent. Filter cloth shall be placed behind all retaining walls to prevent the migration of fines. Retaining walls not to encroach on ROW
- Retaining walls to be constructed wholly on lot including footings and backfill
- If retaining wall exceeds 1.0m, to be designed by P.Eng and a safety fence may be required

**Building Elevations:**

- Garage floor
- Finished first floor
- Top of foundation wall
- Top of basement floor (min 500mm above HGWL)
- Underside of footing
- Min weeping tile (sleeve) invert elev.

**Mandatory Notes:**

- (General Notes as applicable per Section 6.0 of the Infill Lot Grading and Drainage Policy)
- Sediment and erosion control note (Section 6.0 #31 from Policy)
- Interim grading measures note (Section 6.0 #31 from Policy)
- Soak away pits to be constructed in accordance with Std.Dwg.No.11 located in the Infill Lot Grading and Drainage Policy
- All downspouts, sump pump and other drainage discharge points shall discharge to splash pads
- A copy of the "accepted for Construction" Lot grading Plan is to be on site for reference at all times during construction
- Contractor/Owner responsible for utility locates

**Town Staff Only:**

- Confirm NVCA review required and undertaken
- Check 10 Year Capital Works Forecast
- ROP has been applied for

**Services:**

- Decommission ex wells and / or septic systems
- Location of all municipal and utility services
- Water and sanitary services shown and labeled
- Sanitary service cleanout shown and labelled

**Driveway:**

- Driveway edging flush for min 1.5m from EOP/curb or 500mm from back of sidewalk if applicable
- Driveway to be a min of 1.0m from side lot line
- Driveway grade to be between 2.0% and 6.0%
- Driveway width min 3.0m wide and max 6.0m (No garage), 7.6m (Double garage) & 9.0m (Triple garage)
- Driveway culvert shown and labelled with material, size, length and inverts
- Shown headwalls (for ditches > 1.0m) or alternative end treatments (for ditches ≤ 1.0m) at both ends of driveway culverts and label accordingly
- Headwalls shall be concrete or RisiStone (SienaStone) / approved architectural block c/w filter cloth to prevent migration of fines
- Rural road driveway follows shoulder contour (with negative slope) from EOP for min 1.0m