



The Corporation of the Town of Minto

Servicing Plan Check List

INTRODUCTION

An approved Servicing Plan is a requirement of the Town of Minto's Service Extension and Connection Policy. This Policy requires that the Town of Minto review and approve engineered drawings to ensure that municipal standards and requirements are met for any servicing works within the Town owned right-of-way.

DRAWING REQUIREMENTS

Prior to submission, the applicant must have all the following requirements clearly displayed on an engineered drawing. All servicing must be designed and installed to municipal standard in accordance with the Town of Minto's Municipal Servicing and Design Standards and the plan must be approved by the Public Works Department. A Servicing Plan is **not deemed complete until all deficiencies have been addressed and all requirements have been met. Additionally, work cannot commence until the plan has been approved.**

General Information

- Indicate a north arrow
- Show a title block including drawing title, revision number, date, applicants name and address, consulting information, and subject property address
- All elevations are referenced to a metric geodetic municipal benchmark
- Label fronting and adjacent streets
- Reference drawing scale (minimum scale of 1:500)
- Signature and stamp of a Professional Engineer (P.Eng) registered in the Province of Ontario

Property/Survey Information

- Location of existing structures, utilities, property bars, trees, watercourses, or any other topographical features of interest, on or adjacent to the property
- Lot numbers, property lines, and existing/proposed easements clearly displayed
- Existing elevations with contours on the subject property and the adjacent properties (include date of topographical survey)

Drawing Features

- Show existing and proposed drainage features including culverts, catch basins and other structures including invert elevations
- Sediment and Erosion control including appropriate location, details, and specifications for both during construction, and post construction applications
- Location of all existing hard surface elements and surface treatment types within the expected affected construction area (i.e. concrete, asphalt, gravel, brick, patio stone, decks, sidewalks etc.)
- Include surveyed elevations and locations of all existing underground infrastructure within the roadway
- Show location of existing/proposed water service from water main to the building, including location of the curb stop

- Show location of existing /proposed sanitary service from the sewer main to the building, including location of the clean out
- Show location of existing/proposed storm service from storm sewer to a building, or inlet including cleanout at property line
- Include pipe material and sizes for all services in accordance with the Towns Servicing Standards
- Clearly label pipe slopes, include details of any slope variations, with invert elevations at the main, property line, and the elevation at connection to the building/structure
- Clearly outline the anticipated limits of restoration due to service installation within the Towns right-of-way, including asphalt restoration, line painting, curb and sidewalk replacement, topsoil and sod restoration etc...
- Tree Protection: If the work involves trees within the road allowance, include measures to protect them. This may include fencing or other barriers.
- Note stating that all Right-of-Way servicing works are required to be completed by one of the Town's Pre-Qualified Contractor
- Show location of existing/proposed utilities, including telecom, gas, and hydro with transformers if required.
- Clearly define limits of grading activities (where proposed grading matches existing ground)
- Show existing/proposed road grades and elevations on all streets with arrows indicating direction of slope

POST CONSTRUCTION REQUIREMENTS

After the construction of the approved Servicing Plan, the Town of Minto requires verification that the site was built in conformance with the approved plans. Any changes or variances made during construction must be documented and submitted by an engineer for the Town's review. The Town of Minto may require that you submit an As-Constructed Plan prior to the release of a grading deposit and/or associated securities.

As-Constructed Plan Requirements

- Date of site survey/inspection
- As constructed building location with setbacks from property lines
- Clearly identify and display any conflicts or alterations between what was built and the approved plans
- Locations and elevations of the sanitary and water servicing with the clean-out and curb-stop locations
- Confirm and display locations/elevations/slopes of key drainage features such as constructed storm water structures, pipe inverts, top of grates, retaining walls, swales, berms, driveways, ditches, etc.
- Display sump pump discharge locations/roof leader discharge locations and how the site's grading directs storm run-off to a sufficient outlet
- Include any additional site features such as fences, decks, hard surface walkways/patios, sheds, pools, or anything else that is permanently located on the site at the time of inspection