



The Corporation of the Town of Minto

Grading, Drainage, and Servicing Plan Check List

INTRODUCTION

An approved Grading, Drainage, and Servicing Plan is a requirement of the Town of Minto (By-law No. 2022-112) for Construction, Demolition, and Change of Use Permits and Inspections. This By-law authorizes the Town of Minto to review and approve development details and ensures that municipal standards and requirements are met for both the private development, and for 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 Building By-law and the plan must be approved by the Public Works Department and Building Department. A Grading, Drainage, and 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)

Design/Proposed Layout

- Zoning compliance matrix – showing required and proposed setbacks, lot coverage, parking spaces, height, ground floor area, etc.
- Details of proposed structures, including retaining walls, elevated decks/patios, and air conditioning units
- Existing and proposed drainage features including culverts and other structures including invert elevations
- Sediment and Erosion control including appropriate location, details, and specifications for both during construction, and post construction applications
- Foundation off-set pins, including the distances from the pins to the front corners of the structure and the elevation of the pin to the top of foundation

- Show existing and proposed fencing, buffering, berms and privacy screens
- Location of all proposed hard surface elements and surface treatment types (i.e. concrete, asphalt, gravel, brick, patio stone, decks, sidewalks etc.)

Servicing Within Municipal Road Allowance

- If right-of-way servicing works are required, the drawing must 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.

Grading

- Label existing and proposed elevations at lot and building corners
- Indicate direction and slope percentage of front, rear, and side yard overland flow paths, swales, ditches and drains
- Indicate proposed structure elevations including underside of footing, top of foundation, finished floor, steps in foundation, top of garage floor slab, all risers including from all exterior doors into the dwelling/garage, retaining walls, etc.
- Clearly define limits of grading activities (where proposed grading matches existing ground)
- Show proposed driveway elevations with slope to where the driveway matches into towns right-of-way (ie. sidewalk, curb, or roadway)
- Show existing/proposed road grades and elevations on all streets with arrows indicating direction of slope
- Label sump pit and rain leader discharge locations and directions
- If applicable, flood lines specified by the local Conservation Authority to be displayed.

POST CONSTRUCTION REQUIREMENTS

After the construction of the approved Grading, Drainage, and 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 requires that you submit an As-Constructed Plan and Grading Certificate, 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
- Surveyed elevations of key building components, such as top of foundation, garage floor, finished floor, exterior building grades, etc.
- 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

Grading Certificate Requirements

- Written letter from an engineer or OLS on letterhead that confirms that they have reviewed the as-constructed site and explain that the site generally conforms with the approved plans, or that the As-Recorded drawing outlines the differences, but the grading is still acceptable.
- Address of development
- Name of owner/developer
- Signature of the Engineer or OLS that is signing off on the completed works
- Date of signature

If any of the above items are not applicable to your development, please note why. The Town reserves the right to review the rationale and reach out to you for further clarification as needed.