

For Office Use Only

Does an Interim Control By-law restrict development on the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Comments

Road Allowance Width?	Deemed Width (m) =	Actual Width* (m) =
Existing Subdivision Agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Existing Municipal Easement*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Existing Overhead Utilities**?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Municipal Creek*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Conservation Halton Regulated Area*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Adjacent Major Pipeline (30.0 m)*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

* Based on City of Burlington GIS Mapping

** Based on City of Burlington GIS Mapping and Google Maps

Prior to Certificate Approval

Drainage System Appurtenances Agreement Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Erosion and Sediment Control Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tree Permit/Security Required: For Vegetation On Public Property? For Vegetation On Private Property? (Roseland Area Only)	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Entrance Permit Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit for Construction on Public Property Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Approved By:

(Capital Works – signature)

Date

(Capital Works – print name)

Notes:

Grading and Drainage Plan Requirements

1. The Grading and Drainage Plan (the “Plan”) shall be stamped and certified by an Ontario Land Surveyor or a Professional Engineer, pursuant to Section 5.03 of By-law 52-2018.
2. Submit three (3) copies of a Grading and Drainage Plan, for approval, pursuant to Section 6 of By-law 52-2018 and in accordance with the following requirements:
 - a) Only a Plan drawn to a metric scale of 1:100, 1:200, 1:250 or 1:300 will be accepted.
 - b) All property lines shall be shown on the Plan.
 - c) If the City’s right-of-way is not at its deemed width, an Ontario Land Surveyor will need to determine the required right-of-way widening (measured from the original centreline of the City’s right-of-way and to 3 decimal places) and the deemed right-of-way shall be shown on the Plan.
 - d) All site engineering, as defined in Section 1 of By-law 52-2018, shall be shown on the Plan and shall not encroach onto the City’s deemed right-of-way or adjacent lands.
 - e) All site engineering shall be in accordance with City of Burlington Lot Grading Standard Drawings S-118 and S-119.
 - f) All restoration of the City’s right-of-way shall be shown on the Plan and shall be in accordance with City of Burlington Reinstatement Standard Drawings S-114, S114-A and S-114-B, as required.
 - g) All existing and proposed elevations shall be derived from a City of Burlington control monument and reference to the monument shall be provided on the Plan. For a complete list of control monuments, visit the City’s Navigate Burlington webpage: <https://navburl-burlington.opendata.arcgis.com/pages/apps>.
 - h) The location, dimensions and elevations of the existing grade, including swales, ditches and any drainage system appurtenances, on the site and 5 metres beyond the property line for the adjacent lands and the location, dimensions, elevations and grade of any proposed site engineering, including swales, ditches and any drainage system appurtenances, to address site runoff shall be shown on the Plan. The proposed site engineering shall be in accordance with the following:
 - i) Drainage system appurtenances shall be designed to accommodate the stormwater runoff of a 5-year storm event and the design shall be certified by a Professional Engineer;
 - ii) Minimum slope for side and rear yard swales shall be 2% or shall require subdrain;
 - iii) Minimum slope for finished ground (except impervious surfaces) shall be 1%;
 - iv) Maximum slope for finished ground (except impervious surfaces) shall be:
 - 2:1 for slopes less than 0.6 metres in height;
 - 3:1 for slopes from 0.6 metres to 1.25 metres in height;
 - 4:1 for slopes greater than 1.25 metres in height; and
 - v) Minimum slope for impervious surfaces (except driveways) shall be 0.5%.
 - i) The location, dimensions, elevations and use of any buildings and other structures, including fencing, to be protected or demolished or proposed to be erected on the site and adjacent lands shall be shown on the Plan. The provided elevations of any buildings and other structures on the site shall include and be in accordance with the following (where applicable):
 - i) Top of Foundation Wall (TFW) – shall be a minimum of 0.15 metres above surrounding finished ground elevations;
 - ii) Finished Floor Elevation (FFE) – shall be a minimum of 0.30 metres above TFW;
 - iii) Basement Slab Elevation (BSE);
 - iv) Underside of Footing Elevation (USF); and
 - v) Garage Floor Elevation (GFE).
 - j) The location, dimensions and elevations of any retaining walls to be protected or demolished or proposed to be erected on the site shall be shown on the Plan. Any proposed retaining walls shall be located a minimum of 0.3 metres from the property line. Any proposed retaining walls greater than 1 metre in height shall be designed by a Professional Engineer. Any proposed retaining walls greater than 0.6 metres in height may require a barrier.
 - k) The location, dimensions, elevations and grade of existing or proposed driveways, including the locations of existing and proposed driveway curb cuts shall be shown on the Plan. Proposed driveways shall be in accordance with the following:

- i) Normal Driveway – shall be between 2% (minimum) and 8% (maximum); and
 - ii) Reverse Driveway – shall be between 2% (minimum) and 5% (maximum) and shall only be permitted when it is proven by a Professional Engineer that the driveway will not flood during a 100-year storm event.
- l) The location and discharge direction of all existing and proposed sump pumps and downspouts shall be shown on the Plan. Sump pumps shall not discharge to a side yard and both sump pumps and downspouts shall discharge to a permeable surface via concrete splash pads or outlet extensions.
- m) The location of any existing and proposed underground services (water, sanitary, storm, gas and hydro) and appurtenances and any aboveground utilities (overhead lines, poles, boxes, etc.) and any connections to services or utilities on the City's right-of-way shall be shown on the Plan.
- n) The location, dimensions and instrument number of any existing or proposed easements shall be shown on the Plan.
- o) The location and details of all site control measures shall be shown on the Plan.
- p) The location of Environmentally Sensitive Areas, as identified in the Halton Region Environmentally Sensitive Areas Consolidation Report dated April 2005, as amended, lakes, streams, channels, ditches, swales, water courses and other bodies of water on the site and 15 m beyond the property lines for sites less than 0.2 ha, and 30 m beyond the property lines for site greater than 0.2 ha shall be shown on the Plan.
- q) The location and dimensions of Conservation Halton's regulated area shall be shown on the Plan (where applicable).
- r) The location and diameter at breast height (DBH) for any City owned trees shall be shown on the Plan. All City owned trees require tree protection, in accordance with City of Burlington Tree Protection and Preservation Specification SS12A, the location and details of which shall be shown on the Plan. Please Note: The proposed removal of any City owned trees may require Council approval.
- s) The location and diameter at breast height (DBH) for any privately owned trees on the site and within 3 metres of the property line on adjacent lands and with a DBH of 0.1 metres or shall be shown on the Plan. All other vegetation shall be shown as massed outlines.

Terms and Conditions:

1. It is the responsibility of the Owner and Applicant to ensure that all works on the subject site (the "Site") are completed in accordance with the approved Grading and Drainage Plan (the "Plan") that details the site engineering and forming part of the Grading and Drainage Clearance Certificate (the "Certificate") issued by the City of Burlington (the "City") pursuant to By-law 52-2018.
2. It is the responsibility of the Owner and Applicant to execute a Drainage System Appurtenances Agreement (the "Agreement"), if required by the Executive Director of Capital Works (the "Director"), and register the Agreement against title on the Site when the Plan includes drainage system appurtenances on the Site and for the Site's drainage only, pursuant to By-law 52-2018. The Agreement shall be to the satisfaction of the City Solicitor and shall be in accordance with Schedule "C" of By-law 52-2018.
3. It is the responsibility of the Owner and Applicant to ensure that any changes in grading and drainage will not have a negative impact on neighbouring properties, pursuant to City Drainage By-law 17-2018, as amended, and to comply with all other City by-laws.
4. It is the responsibility of the Owner and Applicant to document (i.e. photograph/video) the pre-construction condition of the City's right-of-way that is adjacent to the Site and provide copies of this documentation to the City, at its discretion, in order to assess any damage to the City's right-of-way that may have been caused during construction. All damage to the City's right-of-way will be attributed to the construction if the pre-construction condition is not documented.
5. It is the responsibility of the Owner and Applicant to ensure that an Entrance Permit is obtained from the Capital Works Department, if required by the Director, prior to the commencement of any construction.
6. It is the responsibility of the Owner and Applicant to ensure that a Permit for Construction on Public Property is obtained from the Capital Works Department, if required by the Director, prior to the commencement of any construction on the City's right-of-way and to ensure that any restoration of the City's right-of-way is completed in accordance with City of Burlington Reinstatement Standard Drawings S-114, S114-A and S-114-B, as required. Contact City's Utility Coordinator at 905-335-7600 ext. 7668 for permit and additional security requirements.
7. It is the responsibility of the Owner and Applicant to ensure that a Road Occupancy Permit is obtained from the Transportation Services Department, if required by the Director of Transportation Services, for storage of equipment/bins/materials/etc. on the City's right-of-way.
8. It is the responsibility of the Owner and Applicant to ensure that throughout the duration of construction that all City's right-of-ways and adjacent lands are kept in good condition and clear of construction materials and debris. If deemed damaged by the Director, the City's right-of-ways and/or adjacent lands will be restored immediately and to the satisfaction of the Director. All costs associated with restoration of the City's right-of-ways and/or adjacent lands shall be borne by the Owner and Applicant. Failure to complete the restoration works in a period of time deemed satisfactory to the Director may result in the necessary works being carried out by the City's contractor and charged against the security, pursuant to By-law 52-2018.
9. It is the responsibility of the Owner and Applicant to contact Capital Works staff and request that the City carry out a final inspection of the completed works on the Site, the adjacent lands and the City's right-of-way. If the completed works are deemed acceptable and the terms and conditions of the Certificate have been complied with the securities shall be released.
10. The City of Burlington, its employees, officers, and/ or agents are not responsible for any errors, omissions, or inaccuracies, due to negligence or otherwise. All information should be verified.
11. The Owner and Applicant agree to indemnify and forever save harmless the City, its officers, employees and agents and City Council, from any claim, suit, demand, action, costs or causes of action against the City by any other party, arising out of or in connection with the Certificate or any work, act, matter or thing done or omitted to be done by the City, its officers, employees or agents or City Council pursuant to or in connection with this Certificate.
12. The Owner and Applicant authorize Capital Works Department staff to enter onto the property (exterior only) for the limited purpose of inspecting the proposed, approved and/or constructed works associated with this Certificate, pursuant to By-law 52-2018.