Community Planning
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New – May 2020

CONSOLIDATED PRE-BUILDING PERMIT APPLICATION FOR LOW DENSITY RESIDENTIAL DEVELOPMENT

Frequently Asked Questions

1. **What approvals do I require prior to applying for a building permit?**

   The City has consolidated the three approvals required prior to applying for a building permit for development of detached, semi-detached and duplex dwellings used solely for residential use into one application form and a combined review process. These 3 approvals include a **Zoning Clearance Certificate (ZCC),** a **Grading and Drainage Clearance Certificate (GDCC)** and a **Forestry Review (Public/Private Tree Permit)**.

2. **What types of development require this consolidated application review?**

   This new form is required for new dwellings, additions, reconstructions on the existing foundation, accessory buildings and accessory structures. It does not apply to pools as they have a separate application form and process.

3. **Where do I apply for a Consolidated Pre-Building Permit Application?**

   Application forms are available at the Planning/Zoning Counter on the 2nd floor of City Hall and on the City website at www.burlington.ca. Complete applications can be submitted to zoning@burlington.ca or be dropped off at the Planning/Zoning Counter.

While City Hall is closed due to the COVID-19 pandemic, complete applications, without fees, should be submitted digitally to zoning@burlington.ca.

The zoning mailbox is only to be used to submit new applications and the following is required in the subject line: “new ZC application_applicant name_property address”. All other general inquiries should be submitted to planning@burlington.ca

Staff will contact you to confirm the application fees and method of payment. E-transfers are the preferred payment method and must be sent from a bank that recognizes auto-deposit. If this is not possible, cheques submitted via Canada Post mail and credit card payments can be accepted however processing times will be longer.

4. What are the fees for a Consolidated Pre-Building Permit Application?

Please refer to Sections A and B of the application form for fee information. Section A identifies fees required upon submission of the application for the Zoning Clearance Certificate and Grading and Drainage Clearance Certificate. Section B lists additional fees, including securities, tree permits, tree replacement compensation and additional inspection fees that will be determined during processing if applicable.

5. What do I need to submit a Consolidated Pre-Building Permit Application?

Complete applications will include:

1. A completed application form (pages 1–8 to be submitted)
2. Application fees
3. A survey plan (see #6 below)
4. Zoning Requirements:
    i) Applicable Zoning Clearance Checklist (select either new dwelling; additions; accessory buildings and structures; or decks and roofed-over patios)
    ii) A site plan, floor plans for each floor, and elevations of all sides
5. Grading & Drainage Requirements:
    i) Completed Grading and Drainage Clearance Checklist
    ii) A Grading and Drainage Plan, if necessary
    iii) A Stormwater Management Brief, if necessary
    iv) A Geotechnical Investigation, if necessary
6. Forestry Review Requirements:
    i) Completed Forestry Review Checklist
    ii) Completed Table of Tree Details
    iii) An Arborist Report and Tree Preservation Plan, if necessary

6. Can I submit an existing survey or is a new survey required?

Existing building location surveys may be submitted with applications for second storey additions, front yard porches, and uncovered decks with no grading alterations.

A <u>new survey</u> showing existing buildings to remain on the property and proposed new development is required for all other types of applications. The new building location survey should be prepared at the same scale as the required Grading & Drainage Plan but in order to be legible for zoning review, should not include grading and drainage information. New surveys must be prepared by an Ontario Land Surveyor or a Professional Engineer.

7. Will incomplete applications be accepted?

No. Only complete applications will be accepted.

8. What is the process and timing for review of a Consolidated Pre-Building Permit Application?

The application form and plans will be entered in the city's application tracking software and will then be circulated by Residential Development Technologists (RDT) to Zoning, Site Engineering and Forestry staff so simultaneous review will occur by all departments. Consolidated comments on applications will be provided to applicants by the RDT once review comments have been received from all reviewing departments. The timing for receiving initial comments is 4 weeks.

If revisions are required, a consolidated set of revisions, along with documentation describing the revisions, should be submitted by email to the RDT. The RDT will circulate revisions to the 3 reviewing departments. When the application is ready for approval, the RDT will consolidate the 3 department approvals into one package and advise you the approvals and stamped plans are available to be sent to you and to the Building Department.

9. Who should I contact if I have questions about an active application?

For general inquiries about the application requirements, application process and/or application status updates, please contact the RDTs in the Community Planning Department.

Appointments are required if you wish to have an in-depth discussion concerning your application. Please contact the Zoning and/or Site Engineering and/or Forestry staff reviewing your file to set up a time to meet. Setting up an appointment allows staff the time to review your file in advance of a meeting and ensures they will be in the office and available to help.

10. Additional requirements while City Hall is closed due to COVID-19 pandemic.

The city is pursuing software to permit digital review of plans. Until this new system is in effect, plans ready to be issued need to be printed, stamped and scanned. During this period, it is requested that plans be submitted so they can be printed with legible dimensions at a maximum size of 11 x 17.

SECURITIES

1. Will securities be required?

Securities (minimum $5,000) are required for all applications as part of the grading and drainage review, save and except uncovered decks with no grading alterations and tree impacts. Securities are not required at the time of application submission. The security requirement is determined during review of the application and is to be deposited prior to the issuance of the ZCC/GDCC/Tree approvals. Securities in an amount greater than $5,000 may be required for applications proposing work that includes drainage system appurtenances (see below), retaining walls, is near sensitive municipal infrastructure or may impact a tree.

Securities are necessary to ensure the proper installation and management of erosion and siltation control measures, to ensure the timely removal of any soil/debris from the public road allowance and neighbouring private property, to ensure work has been completed in accordance with the approvals, to ensure repair of any damage to municipal property and to ensure the replacement of an impact tree, if necessary.

Forestry staff may also require securities. The securities are determined after the tree is evaluated by staff and are held to ensure the protection of trees during construction. Tree securities are held for a minimum of one-year post construction.

2. What are the accepted methods of payment for securities?

Securities may be paid by personal cheque, certified cheque or Letter of Credit to Site to the departments requiring securities. Currently, debit and credit cards are not acceptable methods of payment. Please be advised that personal cheques and certified cheques will be cashed, typically the day they are provided.

3. What is the process for release of securities?

1. Complete all work in accordance with the issued approvals, including any restoration and/or stabilization work.
2. Execute and register the Drainage System Appurtenance Agreement, if required.
3. Complete and submit an “as-built” Grading and Drainage Plan for approval if required.
4. Contact Site Engineering staff to carry out a final inspection and to obtain final approval for the completed work and Forestry staff to carry out a final inspection of the public/private trees, if necessary.

Please refer to **Is an “As-Built” Grading and Drainage Plan required?** for more information about “as-built” plan requirements.
Please refer to **Will any site inspections be required?** for more information about inspections.

FORESTRY REVIEW

1. **There is a tree on the city road allowance in front of my home. Will this impact my construction project?**

   All trees located on City property are protected by By-law 68-2013. A City Arborist will assess the tree. Requests to remove a healthy City tree will need Council approval.

2. **Are trees on my private property protected?**

   If you live within the urban boundary of Burlington, the City's Private Tree By-law 02-2020 is in effect. Trees greater than 20cm diameter (measured at 1.37m above grade) are protected, or more than five trees between 10 and 20cm.

3. **How will this affect my construction?**

   Any activity that may damage or injure a tree on private property must have a permit. This includes, but is not limited to:

   - Landscaping, pools, decks, fences, patios, retaining walls, raised garden beds and driveways
   - Home or property renovations
   - Demolition, construction, or replacement of buildings on a property
   - Altering the grade by adding or removing soil or fill, excavating, trenching, topsoil or fill scraping, compacting soil or fill, dumping or disturbance of any kind
   - Temporary storage of construction materials
   - Excavating for access of underground utilities

   You will need to apply for a permit and an on-site consultation with one of our Forest Protection staff members. You should retain a Certified Arborist to create an Arborist Report and Tree Preservation Plan.

4. **What is the cost of a Tree Permit?**

   See Section B of the Fee Schedule on the consolidated Pre-Building Permit Application Form. Tree Permits also require securities and/or compensation for tree removal or injury. These amounts are calculated based on tree size, tree condition and the construction impact.

GRADING AND DRAINAGE CLEARANCE CERTIFICATE REVIEW REQUIREMENTS

1. Is a Grading and Drainage Plan required?

YES – A Grading and Drainage Plan will be required for the following:

- New dwellings
- Large and small additions
- Large and small accessory buildings and structures
- Basement walkouts
- Applications including the creation of additional impervious area (i.e. covered decks and porches) in the side or rear yard
- Applications including new catchbasins, area drains, infiltration galleries and/or low impact development
- Applications requiring an NEC permit where the permit conditions indicate that a Grading and Drainage Plan is required by Site Engineering staff.

NO – A Grading and Drainage Plan will not be required for the following:

- Second storey additions only
- Applications including the creation of additional impervious area (i.e. covered porches) in the front yard
- Uncovered decks with no grading alterations
- Applications requiring an NEC permit where the permit conditions indicate that a Grading and Drainage Plan is not required by Site Engineering staff.

2. What information needs to be shown on a Grading and Drainage Plan?

Please refer to Grading and Drainage Plan Requirements of application form.

Please be advised any Grading and Drainage Plan that proposes a catchbasin, area drain, infiltration gallery or low impact development shall be stamped and certified by a Professional Engineer.

3. Do I require a Drainage System Appurtenance Agreement?

A drainage system appurtenance includes any additions to the normal operation of surface related grading that is necessary for the effective operation of the drainage system. These items can include such additions as catchbasins, area drains, manholes, infiltration galleries as well as low impact development related matters.

If your Grading and Drainage Plan requires any drainage system appurtenances, then a Drainage System Appurtenance Agreement will be required. Generally, the purpose of the agreement is to ensure the appurtenances are maintained and functioning and to

identify the existence of appurtenances and maintenance responsibilities for future property owners. If in the future the approved appurtenances were not maintained or were removed without City approval, then damage to the subject property and/or neighbouring properties may occur for which the subject property owner would be solely liable.

Please be advised that all fees for preparation, registration and disbursement for this agreement shall be paid by the property owner, in accordance with Grading and Drainage Clearance Certificate By-law No. 52-2018, as amended. The fees will be collected by the Legal Department.

Please be advised that the agreement will not hold up the issuance of approvals but will be required prior to security release.

4. What information needs to be shown for a basement walkout?

Please be advised any Grading and Drainage Plan that proposes a basement walkout shall be stamped and certified by a Professional Engineer and shall confirm the following:

A. Details of any exterior drain outside the basement level door, including but not limited to how and where the drain connects to the dwelling's plumbing;

B. Details of any sump pump, including but not limited to its location and discharge location and direction;

C. Confirmation that the sill of basement door is a minimum of 0.15 metres above the landing outside the basement door;

D. Confirmation that the top step from the walkout is a minimum of 0.15 metres above the finished ground elevation; and

E. Confirmation that the finished ground near the top step is graded away from the steps and walkout.

If possible, a wider step or landing (preferably 1 metre in length) should be provided as the top step so that the top step doesn't act as simply a barrier curb. We're not looking to create a trip hazard.

5. What supporting documentation is required for a catchbasin and/or area drain?

If a catchbasin and/or area drain is proposed, then a Stormwater Management Brief, that is stamped and certified by a Professional Engineer, will be required.

The Stormwater Management Brief shall confirm the following:

A. Catchbasin and/or area drain has been designed to accommodate runoff from the post-development 5-year storm event without any surface ponding;

B. Major overland flow route has been provided to accommodate runoff from storms exceeding the post-development 5-year storm event and that major overland flow routes will not adversely impact proposed and/or existing structures; and

C. If a major overland flow route is not feasible, the limits and depths of any surface ponding from the post-development 100-year storm event.

Please be advised that if a catchbasin and/or area drain is proposed, then a Grading and Drainage Plan shall be required to confirm the following:

A. Catchbasin and/or area drain connection details:

- Grate elevations
- Invert elevations
- Pipe locations (minimum 1.0 m from property line)
- Pipe size (minimum 250 mm minimum)
- Pipe materials
- Pipe slope (minimum 2.0%)
- Concrete encasement if lead is located on private property
- Frost protection if a minimum 1.2 m ground cover is not maintained
- Applicable OPSD and City standards (Bee-hive lid, sumpless catch basin)

B. Any previously approved and existing drainage infrastructure;

C. Any modifications to the existing drainage infrastructure and/or new drainage infrastructure;

D. Major overland flow route;

E. If a major overland flow route is not feasible, the limits and depths of any surface ponding from the post-development 100-year storm event; and

F. Other information as required in the Grading and Drainage Plan Requirements of the application form.

6. What supporting documentation is required for an infiltration gallery and/or low impact development?

If an infiltration gallery and/or low impact development is proposed, then a Geotechnical Investigation and a Stormwater Management Brief, both of which are stamped and certified by a Professional Engineer, will be required.

The **Geotechnical Investigation** shall confirm the following:

A. Elevation of seasonally high groundwater table;

B. Elevation of bedrock; and

C. That surrounding soil has a percolation rate no less than 15 mm/hr.

The **Stormwater Management Brief** shall confirm the following:

A. Infiltration gallery and/or low impact development is suitable for the existing soil conditions;

B. Infiltration gallery and/or low impact development has been designed to accommodate runoff from the post-development 5-year storm event without any surface ponding;

C. Bottom of infiltration gallery and/or low impact development is minimum 1 m above the seasonally high groundwater table elevation;

D. Bottom of infiltration gallery and/or low impact development is minimum 1 metre above bedrock elevation;

E. Infiltration gallery is no closer than 4 m to any dwelling foundation;

F. Major overland flow route has been provided to accommodate runoff from storms exceeding the post-development 5-year storm event and that major overland flow routes will not adversely impact proposed and/or existing structures; and

G. If a major overland flow route is not feasible, the limits and depths of any surface ponding from the post-development 100-year storm event.

Please be advised that the permeability of the native soil will dictate the maximum allowable underground storage depth, as indicated by Section 4.5.6 (Equation 4.2) of the Ministry of Environment, Conservation and Park's (MECP) Stormwater Management Planning and Design Manual. Typically, storage depths greater than 1.5 m are not recommended for infiltration systems from both a cost and compaction perspective. Additionally, the weight of the water in a deep infiltration system can compact the surrounding native soil and decrease the infiltration capacity.

Please be advised, the City references the following documents for infiltration system design and best management practices:

- City of Burlington standard drawings: S-IDF, S-2D, and S-3D;
- MECP's Stormwater Management Planning and Design Manual (Section 4.5.8); and
- Credit Valley Conservation Authority's Low Impact Development Stormwater Management Planning and Design Guide (Section 4.4).

Please be advised that if an infiltration gallery and/or low impact development is proposed, then a Grading and Drainage Plan shall be required to confirm the following:

A. Infiltration gallery and/or low impact development design details;

B. Any previously approved and existing drainage infrastructure;

C. Any modifications to the existing drainage infrastructure and/or new drainage infrastructure;

D. Major overland flow route;

E. If a major overland flow route is not feasible, the limits and depths of any surface ponding from the post-development 100-year storm event; and

F. Other information as required in the Grading and Drainage Plan Requirements of the application form.

7. Will any site inspections be required?

Yes. Site inspections are often necessary prior to construction, during construction and following the completion of construction.

1. Inspection of Erosion and Siltation Control Measures:

Prior to the issuance of approvals, a site's erosion and siltation control measures shall be installed and inspected. Typical erosion and siltation control measures include light-duty silt fence barrier, catchbasin siltation sacks and vehicular mud mats. The erosion and siltation control measures shall be installed in accordance with the approved Grading and Drainage Plan. In the absence of an approved plan:

- Light-duty silt fence barrier shall be installed around the limits of construction and site disturbance;
- Catchbasin siltation sacks shall be installed at any catchbasins on-site and/or any nearby catchbasins on the road allowance; and
- A mud mat shall be installed where an existing impervious driveway does not exist and/or where an existing driveway will be removed.

To request an erosion and siltation control measures inspection, please email the Site Engineering staff person that is reviewing the application. To this email, please attach site photos of the siltation control measures to confirm the required measures have been installed, including the burial of low-duty silt fence barrier. Failure to include site photos of the required measures may result in delays if installations have not been completed correctly.

2. Inspection Prior to Sod Installation:

Once the grading has been completed and prior to the installation of sod, the Site Engineering staff person that reviewed the application should be contacted to complete an inspection. A grading inspection prior to the installation of sod reduces the likelihood that costs will be incurred for work associated with grading deficiencies and reinstalling sod.

3. Inspection for Final Approval and Security Release:

Once the sod has been installed and all other work has been completed, the Site Engineering staff person that reviewed the application should be contacted to complete an inspection. A final inspection prior to security release is necessary to ensure the grading was maintained during sod installation and to ensure that all other work, including restoration of the road allowance, has been completed.

Please be advised that final approval and security release inspections will not be completed during the winter months due to snow cover and frozen ground conditions. In the spring, the Site Engineering staff person that reviewed the application should be contacted to complete an inspection.

8. Why are erosion and siltation control measures required?

Erosion and siltation control measures are intended to protect the environment from the exposed earth through various capture methods that mitigate the transfer of fine sediments offsite. They are required to be installed prior to the commencement of construction and maintained through all phases of construction until all surfaces have been fully restored and stabilized. Failure to comply with the erosion and siltation control measures requirement may result in the use of the securities to correct any deficiencies.

Light-Duty Silt Fence Barrier

The City of Burlington refers to the Ministry of Transportation's standard drawing for light-duty silt fence barrier (OPSD 219.110). Light-duty silt fence barrier is a black geotextile fabric, approximately 60 cm in height, that is designed to mitigate the transfer of fine sediments while allowing water to pass through. Two common installation mistakes are to neglect burying the bottom of the silt fence barrier and to install the silt fence barrier backwards, with the geotextile fabric on the downstream side of the stake.

If tree roots interfere with the proper installation of the light-duty silt fence barrier, it may be agreed upon by the City Arborist and Site Engineering staff person to allow for the installation of the silt fence barrier on the ground surface with clear stone backfill covering the bottom.

Catchbasin Siltation Sacks

A catchbasin siltation sack is intended to be installed inside of a catchbasin. A typical installation requires that a catchbasin lid be lifted to allow for the siltation sack to be inserted and secured to the four corners of the catchbasin. Catchbasin siltation sacks have the potential to become quite heavy if they are not maintained. As such, catchbasin siltation sacks should be routinely emptied to ensure proper functionality of the catchbasin.

Vehicular Mud Mat

There are several construction methods for mud mats that all employ the same basic principles. They are intended to scrape fine sediments from the tires of vehicles exiting a site and reduce vehicle ruts which contribute to mud tracking from a site. A mud mat shall be installed where an existing impervious driveway does not exist and/or where an existing driveway will be removed. For construction methods that employ granular it is important to keep the municipal right-of-way clear of soil and/or debris for pedestrian safety. Therefore, while a mud mat may be required it shall not extend beyond the front property line and onto the road allowance.

9. Is an "As-Built" Grading and Drainage Plan required?

YES – An "As-Built" Grading and Drainage Plan will be required, for approval, prior to Site Engineering staff completing final approval and security release inspections, unless otherwise indicated in writing by Site Engineering staff.

Please be advised that all "As-Built" Grading and Drainage Plans shall be certified by an Ontario Land Surveyor or a Professional Engineer.

Please be advised that the Frequently Asked Questions shall be updated regularly.

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