



LOT GRADING PLAN REQUIREMENTS CHECKLIST

as defined in By-law 2464/80/90 -
City of Port Colborne Lot Grading & Drainage Policy

To achieve City approval, the Lot Grading Plan shall include or conform to the following criteria, where applicable:

- Plan is created at a scale of 1:200 (1:250 or 1:300 only if necessary)
- Plan is plotted on Letter, Legal, or Ledger size paper (Arch B or C only if necessary)
- A North arrow is clearly visible and accurate
- Site identification/legal description is provided
- Surveyor/Engineer certification and City approval signing blocks are provided
- Shape and dimensions of lot are clearly shown
- Building location(s), shape(s), and type(s) is/are clearly shown
- Abutting street name(s) are labelled
- Address numbers of adjacent properties are labelled
- Existing and/or proposed curbs, catchbasins, sidewalks, and utilities are shown and labelled
- Proposed walkways, patios, decks, porches, chimneys, environmental control units (air conditioners, heat pumps, etc.), swimming pools, septic beds, etc. are shown and labelled
- Existing trees to be saved are shown with diameter of trunks labelled
- Location of proposed entrances, outside stairwells, and window-wells are shown and labelled, including number of risers
- Location of easements for rear-yard catchbasins and leads or other utilities are shown and labelled
- Arrows to indicate direction of surface drainage flow are provided
- Existing and proposed geodetic ground elevations are shown at each corner of the lot, at high and low points, at changes in slope or grade, where a change in the direction of flow occurs, at the corners of the building(s), and at entrances to outside stairwells
- The limits of proposed grading, if not the entire subject property, are clearly indicated
- Existing elevation of the centre line of road, top of curb, gutter line, sidewalk, or top and bottom of ditch abutting the subject property are shown
- Proposed top of footing, top of foundation wall, finished first floor, and finished garage floor elevations are provided
- Proposed and existing rim elevations of all on-site and roadside catchbasins are labelled
- Existing storm sewer and proposed storm service pipes are shown and labelled, including size, material, and invert elevations (The portion of proposed storm service located within the City's road allowance must be PVC DR 28 solid pipe)
- Existing ground elevations on adjacent lands are shown which adequately illustrate the existing flow pattern surrounding the subject property

- Location(s) of terraces and retaining walls are shown and labelled
- Location(s) of downspouts and direction of discharge are shown and labelled
- Downspouts direct the flow away from the building(s), not onto walks or driveways, and not towards adjacent property
- Downspouts discharge via splash pads (concrete or other suitable material) to grass surfaces at least 1 metre away from the building(s)
- All surface drainage, including downspout discharge, is directed away from the building(s), including adjacent existing or future buildings
- The lot has a minimum slope of 1.5% and a maximum slope of 6% (Average slopes between 6% and 10% can be achieved by combining a 6% maximum slope with a 3 to 1 slope at the rear of the lot/block)
- If average slope exceeds 10%, a retaining structure has been added to reduce the grade differential to an acceptable amount (Elevation changes exceeding one metre in height shall also require a retaining structure)
- The maximum slope between the building(s) and the side property line is 3 to 1
- Locations and directions of flow of swales are shown and labelled
- Drainage flows are confined to defined swales which are located as far from the building(s) as possible
- Swales have a minimum grade of 1% and a maximum grade of 6% (Swale grades of less than 1% may be considered with subdrain)
- The swale depth is not less than 150mm and not greater than 600mm
- The side slopes of swales are not steeper than 3 to 1
- The alignment of swales does not change more than 45 degrees at any one point
- Swales are located entirely on the subject property unless an existing swale centered on the property line is adequate for drainage without negatively affecting the adjacent property
- The maximum length of a rear-yard swale from the high point to the outlet (rear-yard catchbasin or other suitable outlet) is 70 metres
- Driveway slopes are labelled and have a minimum grade of 1.5% and an absolute maximum grade of 10%
- Depressed driveways sloping toward the building(s) have special approval and storm sewer design considerations have been addressed
- Side and rear entrances and stairwells are not located adjacent to swales or downspouts
- If window-wells are required, special care has been taken to ensure that surface water from overland flow and from other sources, such as downspouts, will not enter these wells (The edge of the window-well is a minimum of 150mm higher than the adjacent ground)
- Drainage is not directed onto any adjacent private property without a Mutual Agreement Drain registered on title (If the existing drainage from the subject property currently flows onto adjacent private property and **all** options to bring the proposed flows to an appropriate outlet have been exhausted, the design may be approved if a stormwater assessment is prepared which indicates that the post-development flows will be less than the pre-development flows)