



Title:	Site Plan application submission requirements		
Document #	<i>PW-ENG-TI-SOG-010-001</i>	Created by:	<i>B. Duque, R. Fitzpatrick</i>
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1.0 PURPOSE - To assist Public Works Engineering Department in properly assessing Site Plan submissions, the circulation package should include drawings and reports as follows:

2.0 Drawings - (2 full size hard copies)

- Existing Conditions Plan
- Grading Plan
- Servicing Plan
- Sediment and Erosion Control Plan
- Drainage Area Plans for large site plan applications
- Site Plan
- Landscaping Plan (1 copy for information purposes only)
- Building Elevations (1 copy for information purposes only)

3.0 Reports - (2 hard copies and 2 digital copies of each of the following unless the requirement is waived):

- Stormwater Management Report (Full or brief as required)
- Geotechnical Report
- Functional Servicing Report (where required)
- Noise Impact Study (where required)

The drawings shall be submitted at a suitable scale and font to show the proposed and existing information in a clear and concise manner.

All drawings shall be signed and stamped by a qualified professional. Grading, Servicing, Drainage and sediment & Erosion Control Plans shall be signed and stamped by a professional engineer.

All Title Blocks shall, at a minimum, include Site address, project name, consultant information (name, address and phone number), drawing scale, drawing date, revision block, drawing title, drawing number.

For smaller projects, existing conditions, grading, servicing and sediment control may be consolidated providing the information is shown in a clear and concise manner on the plan.



4.0 Further to the information listed within the Site Plan Application, the following is a summary of the minimum information required by Public Work in order to fully assess the proposed development:

Grading Plan shall include:

- Geodetic bench mark elevation and description;
- North Arrow;
- Existing and proposed elevations at all corners and along the property lines to illustrate how the site ties into the existing adjacent lots;
- Sufficient existing elevations beyond the limits of the subject lands to determine the existing drainage patterns and to demonstrate that the drainage will not be negatively impacted;
- Existing elevations at minimum 15m intervals and at grade changes along centreline of adjacent roads, edge of pavement, top of curb, bottom of curb and sidewalks;
- The site shall be designed for drainage to be self contained and taken to a suitable outlet;
- Drainage from external lands shall not be blocked;
- Location of all existing and proposed catchbasins, swales with lengths and % grades, retaining walls, accesses, drainage courses, etc.;
- Invert elevations of all swales and ditches;
- Top of catchbasin elevations;
- Top and bottom of retaining wall elevations at start, end and at minimum 15m intervals;
- Typical retaining wall sections. (Note retaining walls 1m in height or greater shall be designed by a professional engineer.);
- Existing spot elevations at the corners of all existing buildings on lands adjacent to the subject site; or on the subject lands if existing buildings are to remain;
- Proposed ground floor elevations and where applicable, minimum basement elevations of buildings and units;
- Location of all rain water leaders whether connected or discharged to the surface;
- Location of all doors on the building, including number of risers if applicable;
- All existing features to be removed;
- Surface flow direction arrows complete with % grades;
- Major Overland flow routes to be determined and shown on the plans;
- If surface ponding is being proposed, the proponent shall determine the maximum depth of ponding and show the limits on the plan. Note: The design shall be such that no parking lot ponding will occur during any event up to and including the 5 year storm;
- Trees to be saved and removed;
- Incorporation of barrier free design features;
- Legend detailing all symbols used on the plan
- Standard Notes, (refer to Appendix A)
- Provide a separate box reserved for the signature of the Director of Public Works. The box shall only indicate a blank signature line and state Bob LeRoux, P. Eng. – Director of Public Works.

Servicing Plan:

- Geodetic Bench Mark Elevation and description;
- North Arrow;
- Full width of Municipal road allowance including road, curbs, sidewalks, adjacent and opposing driveways, existing underground and above ground services, nearest fire hydrant, etc.;
- Identify all exiting utilities that will require relocation;



- All existing features on site that are to be retained or removed;
- Proposed buildings, sidewalks, curbs, parking spaces, driveway with dimensions and curb radii, etc.;
- Proposed catchbasins, manhole, storm and sanitary sewers, watermains, ditch inlets, etc. complete with standard drawing number references;
- Invert elevations, length and % grades of sewers and swales;
- Proposed material of all sewers and watermains;
- Proposed pavement structure i.e. depth and type of materials;
- Watermain valves and meter locations and meter size;
- Sump pump location(s) and detail;
- Boulevard and road restoration notes;
- Standard construction notes (refer to Appendix A);
- Provide a separate box reserved for the signature of the Director of Public Works. The box shall only indicate a blank signature line and state Brandon Wartman, CET, CMMIII – Director of Public Works.

Sediment & Erosion Control Plan - (may be included on the grading plan provided clarity is maintained):

- Location of all silt control devices including details;
- Silt fence shall be Heavy duty, wire backed silt fence (OPSD219.131);
- Location of construction access with mud mat including detail;
- Standard notes (refer to Appendix A);
- Provide a separate box reserved for the signature of the Director of Public Works. The box shall only indicate a blank signature line and state Bob LeRoux, P. Eng. – Director of Public Works.

Existing Conditions Plan:

- Legal description showing Lot, Block and Registered Plan numbers of the property and those adjacent thereto in detail sufficient for registration purposes;
- Length of each boundary, also showing future streets; property and division lines; area of property, in both square metres and hectares proposed or planned division of property; exact location and description of existing buildings and structures on the site and abutting properties;
- All adjacent streets with both sides and centre line shown; with curb lines, street widenings, 0.3 metre reserves; type and extent of all easements, etc., both on and adjacent to the property with their dimensions;
- All Utilities such as hydro and communications lines (underground or aerial), utility poles, gas mains, all fire hydrants, watermains, storm and sanitary sewers, either on or adjacent to the property;
- Driveways, walkways, wells, septic systems, etc. either on or adjacent to the property;
- Natural features such as preservable trees, springs, watercourses, and rock outcroppings with their exact locations;
- Existing grades over the entire property by a) contour lines at 1.0 metres intervals on steep sides – less on relatively flat sites and the contours of a reasonable portion of the adjacent properties, or b) the equivalent in spot elevations; also the location of the crown of adjacent roads and public sidewalks – all shown in geodetic levels.



Stormwater Management Report/Brief - (The SWM report or brief, based on a case by case scenario, shall determine on site storage requirements, level of protection, etc. and shall include but not be limited to):

- Description of the site under existing and proposed conditions;
- Description of the receiving system and outlet including the determination of the suitability of the outlet;
- Description of the SWM criteria for quality, quantity, flooding and erosion control;
- Determine the classification of the receiving outlet for quality control requirements;
- Hydrologic modeling of the site;
- Determine and report the pre-and post development peak flows and volumes using Town of Grimsby criteria;
- Description and analysis of the minor flow system;
- Description and analysis of the major flow system, including overland flow route, flow depth and velocity at key points on roads, parking areas and outlets;
- Preliminary Erosion and sediment control plan;
- Design of SWM features where required to meet applicable criteria, policies and guidelines;
- Proposed maintenance and monitoring plan where applicable;
- Conclusions and Recommendations;
- Stamp and signature of a professional engineer.

REVISION HISTORY

Revision No.:	_____
Date of Last Revision:	_____
Last Approval Date:	_____
Reason for Change(s):	_____
Summary of Change(s):	_____