

## Permit Applications and Grading and Servicing Plans



A grading and servicing plan (GSP) is not required if your proposal is being reviewed as part of a site plan control application. The GSP must be prepared by a qualified professional. Refer to the City's submission requirements for further information.

A GSP is required with your permit application if you are proposing:

1. A new residential, non-residential or *accessory building* or an addition to any of these buildings if the footprint is greater than 55 square metres.
  - An *accessory building* is a detached building or structure and may include a garage, shed, out building, workshop or greenhouse. For accessory buildings in the rural area, applicants should discuss the proposal with staff prior to preparing a GSP.
2. Any proposal that requires a permit if the proposed works, including *hard landscaping* are less than 1.2 metres from a property line. Proposals that may require a GSP include permit applications for a pool, hot tub, deck, balcony, porch or carport.
  - *Hard landscaping* includes brick, pavers, rock, stone, concrete, asphalt, tiles and wood.
3. At the discretion of the Infrastructure Technologist, a change to an approved GSP, Site Plan or any site change that is considered significant. For example the addition of a retaining wall, terracing, a depressed entrance to a building or a substantial increase in hard landscaping.
4. Any development where new infrastructure (water, sanitary or storm sewers) is proposed or existing infrastructure is replaced.

A Site Plan (no GSP) is required with your permit application if you are proposing:

5. An above grade entrance, for example a walkout.
6. The addition of a storey if a GSP is not triggered by sections 2-4.
7. A permitted projection into a required yard, for example a chimney.

To discuss your proposal with staff, dial 3-1-1 and ask to speak with an Infrastructure Technologist in the Development Review Services Branch.