

## Minimum Grading and Servicing Plan Specifications Lots w/ Septic System

**The grading and servicing plan shall be prepared, stamped and dated by a qualified Professional Engineer, Certified Engineering Technologist registered in the Province of Ontario, or Ontario Land Surveyor. The Infrastructure Approvals Division reserves the right to ask for additional reports, or impose additional conditions based on site-specific conditions.**

1. Wherever practical, drawings shall be to a metric scale with scale sizes of 1:100, 1:200, 1:250, 1:400 or 1:500. **Imperial scaled drawings will not be accepted.** It is preferable for the drawing to be on a faxable sheet of paper (8<sup>1/2</sup>"x11" or 8<sup>1/2</sup>"x14" sheet). Should the lot in question be too large to fit on this paper size using the recommended scales, a larger paper size can be submitted.
2. Drawings shall include a north arrow; title block and a key plan indicating general location of the building lot.
3. Drawings shall have legal survey boundaries indicated along with any easements and/or right-of-ways along with boundary dimensions.
4. Ground elevations and all permanent structures (i.e. house, garages, sheds, driveways catchbasins, decks, pools, utility poles etc.) located on the lot and beyond 5 meters of the exterior property line shall be identified on the drawing.
5. All details within a minimum of half the road right-of-way abutting the lot shall be indicated on the drawing. This will include but not be limited to culverts, centerline of ditches, edge of sidewalks, edge of pavement, center line of road, adjacent driveways, proximity to nearby street intersections, and cul-de-sacs.
6. Existing and Proposed grade elevations are required at:
  - a) all lot corners and at midpoints of front, rear and side yard, property lines and intermediate points of the site.
  - b) points of grade change and transition areas
  - c) front, rear, sides at the foundation of the proposed dwelling/addition unit
  - d) break points
  - e) edge of pavement/top of curb at projected property lines and proposed driveway entrance for road urban sections, edge of pavement, edge of gravel at projected property lines and proposed driveway entrance for road rural sections. Centerline of road, edge of pavement and if applicable edge of gravel or top of curb spaced appropriately along the frontage of the lot.
  - f) driveway at foundation line
  - g) building/addition top of foundation, underside of footing and finished floor elevations.
  - h) centerline of ditches and swales
  - i) drainage structures (i.e. top of grate, pipe inverts)
  - j) other locations or items as may be required by the City.
7. Location of all underground service pipes from the public street to the unit (including services which maybe located along the side and/or rear of the property) along with the following specified item locations; basement service clean-out, water meter, perimeter weeper sump pump pit along with discharge location outside the building, septic tank and leaching bed; and gas meter, hydro, bell and cable entering the building.
8. Culvert diameter, length, end treatment and invert elevations.
9. Arrows indicating the direction of surface water runoff along with slope percentage. Surface Water Run-off shall be to an approved outlet or if not available, to be controlled on-site.
10. A benchmark (geodetic for urban lots, assumed fixed point may be permitted for rural lots) is to be identified on the plan. An assumed elevation can be a nail in the side of a utility pole or some permanent fixed structure or the centerline of road elevation at the center of the driveway.
11. A copy of the approved septic permit from the Ottawa Septic Office must accompany the submission.
12. All existing easements must be shown on the plan.
13. Tree lines and limits of re-grading are to be identified.