

Servicing and grading plan requirements

Information to be included on:

A. Site servicing plan B. Grade control and drainage plan

Minimum Drawing Requirements

All plans are to be submitted on standard A1 size (594mm x 841mm) or Arch D size (609.6 mm x 914.4 mm) sheets, dimensioned in metric and utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400, or 1:500) and are to contain the following:

A. and B. General Information

* To be included on both servicing plan and grade control and drainage plan

- Title block (including name of Owner/Applicant, name and address of firm preparing the drawing, address/legal description of Site, project name, drawing title and number, scale, date of submission, and revision box with all revision dates.
- Key plan showing site location in respect to the City street network
- North arrow
- The Plan should have a note that references the horizontal and vertical datums that were used and tied into to complete the project. The drawing should also make reference (on the face of the plan) to a site bench mark that can be used by anyone with a level to carry out checks on the particular project
- Legend
- Clear identification of property lines and ROW limits, including any proposed road widenings, sight triangles and reserves adjacent to the subject property
- Any easement(s) and whom the easements are in favour of
- Abutting roads including the location of all existing surface features (i.e. edges of pavement and shoulders, curbs, traffic islands, utility poles, hydrants, bus shelters, mail boxes, sidewalks, watercourses, ditches, culverts, catch basins)
- All existing access/driveway entrances to the subject property and the adjacent properties, including those of properties on the opposite side of the road to the subject site
- All drawings stamped, signed, and dated by a Professional Engineer, qualified in the Province of Ontario
- An Ontario Land Surveyor (O.L.S.) should be engaged when reporting on or relating information to a property's boundaries or existing conditions.

A. Information to be Included on Site Servicing Plan

- Existing and proposed buildings, structures, and retaining walls
- Existing and proposed above ground servicing features, including but not limited to the following: manholes, catch basins, ditches, embankments, hydrants, valve boxes and chambers, service posts, curbs, sidewalks and walkways, fences and handrails
- Existing above ground features, including but not limited to light poles, hydro/Bell/cable poles, pedestals and transformers, trees and bush
- Proposed above ground features including, but not limited to garbage storage areas and snow storage areas

- Existing and proposed underground services including, but not limited to sanitary sewers, storm sewers, foundation drains, watermain and water services (domestic and fire lines), including identification of all pipe material and bedding, diameter, slopes, direction of flow, and invert elevations
- The estimated service trench reinstatement limits within the pavement surface and, where required, the proposed area of resurfacing of the pavement (To determine if a resurfacing is required visit Ottawa.ca/roadactivity)
- Catch basins with inlet elevations
- Locations of Siamese connections, water and remote meters
- Details on proposed vehicular entrances to the site (widths and radii)
- Proposed curb and sidewalk depression locations
- Details of any service connections to City infrastructure including methods and materials.
- Pavement designs (asphalt and granular thicknesses) for both light and heavy duty pavement areas

B. Information to be Included on Grade Control and Drainage Plan

- Existing contours and/or spot elevations within the project site, along the property boundaries, on abutting public streets, and a minimum 10m within the adjacent properties
- Identification of any existing swales, ditches, creeks, watercourses, ravines, and drainage easements/routes complete with elevations and arrows indicating the surface drainage direction
- Arrows indicating the direction of surface drainage on all proposed paved, granular, and grassed areas
- Proposed spot elevations and slope gradients at all critical locations, including but not limited to along the property boundaries; road centrelines; vehicle accesses and driveways; ramps; parking lots; edges of pavement, curb lines or sidewalks; swales; ditches; grassed areas; terraced areas and berms
- Proposed spot elevations at all high/low points; top and bottom of ditches; top and bottom of slopes that are 4:1 or greater; all changes in gradient; top and bottom of retaining walls; top of grate elevations for catch basins and manholes; building corners
- Finished floor elevation of the ground floor and entrances to all buildings plus the elevations of any underside of footings and top of foundation elevation
- Limits of storm water retention/ponding with frequency
- Proposed storm water management water quantity or quality techniques
- Cross section details of swales
- Location and details of all surface water outlets, including but not limited to catch basins, headwalls, riprap, and culverts (size, material and direction of flow)
- Proposed roof downspout locations
- Erosion and sediment control measures to be used during and after construction
- Locations of any regulatory flood lines or development limit lines (i.e. setback and slope stability limits)
- For rural sites: location of septic tanks, outline of tile beds, wells, and holding tanks for fire fighting
- Road centreline elevations every 10m (subdivision)