

## Infill Lots - Grading Deposit and Release Procedure

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**Infill Lots** are referred to as developable vacant lots that are not bounded by a subdivision development agreement or a site plan agreement.

**Builder** is referred to as an individual or company who applies to the City for a building permit on the infill lot.

At the time of a building permit application for an infill lot, builder needs to submit a proposed grading plan to the satisfaction of the City's Manager of Development Engineering in the Engineering and Transportation Department for approval. A typical proposed grading plan shall have the following information:

- a) Existing grading elevations internal and external to the lot,
- b) Proposed grading elevations along the perimeter of the lot,
- c) Proposed grading elevations at the front and back of house foundation,
- d) Top of concrete foundation elevation, underside of footing elevation, basement floor elevation, garage floor elevation and first floor elevation,
- e) Proposed driveway slope and elevation,
- f) Drainage swale locations, cross sectional details and centerline elevations,
- g) Retaining wall elevations, if any existing or proposed on the lot (ie. top and bottom of wall elevations),
- h) The base elevation of any trees to be saved under the approved Tree Management Plan and their drip lines.
- i) Proposed sanitary service, water service or proposed septic and well locations.
- j) A proposed grading plan shall be prepared by an Ontario Land Surveyor or a professional Engineer.

Once a proposed grading plan is approved by the Manager of Development Engineering and prior to the City's issuance of a building permit, builder shall deposit \$4,000 per infill lot to the City's Building Department as a grading financial security. This grading financial security ensures the builder to grade the infill lot in accordance to the approved proposed grading plan and to rectify any damage to adjacent properties due to house construction activities (ie. caused by grading, erosion).

Any revision to the approved proposed grading plan must obtain approval from the City's Manager of Development Engineering.

Prior to the pouring of concrete on the underside of footing for the foundation, builder must provide to the City's Building Services Division a certification letter from an Ontario Land Surveyor or a Professional Engineer to verify the underside of footing elevations are correct based on the elevation shown on the approved proposed grading plan.

It is the responsibility of the builder to monitor drainage and erosion on the lot during house construction so that detrimental effects to adjacent properties are kept to a minimal. If, in the opinion of the City, that the builder is not exercising all his power to control a drainage or erosion situation, or is unwilling to rectify a problem on the adjacent properties that is caused by the new house construction, the City has the authority to use the grading financial security on hands from the builder to repair, restore, and/or correct a situation in emergency without any notice to the Builder.

Once the building and grading are completed, Builder shall have an Ontario Land Surveyor or a Professional Engineer submit a certificate of grading compliance letter and an "as built" grading plan to the Manager of Development Engineering for review and inspection. The City will refund the grading financial security deposit to the Builder if the City has no grading issues with the lot.