



450 Park Street Victoria
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Tay Township Building Department

Lot Grading/Lot Drainage Plan Review Checklist

Owners Name & Lot Location: _____

Company: _____ Phone Number: _____

Contact Person: _____ Email Address: _____

The following list of items is the minimum requirements for review and acceptance of the lot grading/drainage plan. Plans not meeting these requirements will be deemed incomplete and returned. *This checklist must be completed and submitted by the Lot Grading/Drainage Plan designer as part of the plan submittal package. Any items which do not apply to the project must be marked N/A (Not Applicable).*

Plan Size: Ledger or Standard A1

New Entrance Identified on plan

Plan Scale: Metric 1:200 or 1:250

North arrow

Lot location information including Street Name and Legal Description

Location of existing and proposed buildings, including existing site features such as fence etc.

Location of all sump pump and other drainage discharge points

Swales located within limits of lot
Geodetic elevations or temporary benchmark

Existing elevations of road, ditch, boulevards, curbs and adjacent properties

Existing elevations of all lot corners and significant changes in grade along property line

Structure Elevation Table to include

- Finished first floor
- Garage floor
- Top of foundation wall
- Top of slabs on grade
- Underside of footing

Engineer, if required, has sealed the plans (See section 7.0)

Proposed elevations at all corners of house, Property line and centre of the sewage system envelope.

Review available storm drainage of the road

Swales minimum 2% grade and 150mm deep

Reduce surface run-off where appropriate

Driveway culvert shown and labeled with material, size, length and inverts

Driveway grade to be between 2% and 8%

Driveway to conform with any applicable Township of Tay requirements

Driveway edging flush from EOP/ curb to P/L

General Notes as per section 6.0 of the Infill Lot Grading/Drainage Procedure

Grading along property lines matches any previously submitted plans for adjacent properties or approved subdivision lot grading plan

Test pit includes HGWL ESHGWL, and date measured

Setbacks of all proposed and existing structures to property lines

Slab on grade minimum 400mm above ESHGWL

Environmental controls shown

Minimum 2% grade away from structures at minimum distance of 5.0m.