



PERMIT # \_\_\_\_\_

**LOT GRADING EXEMPTION – SUBMISSION FORM**

<b>PROPERTY INFORMATION (Required)</b>	
MUNICIPAL ADDRESS: _____	
LOT(S) / BLOCK(S): _____ REG. PLAN / CONC. _____	
GEOGRAPHIC TOWNSHIP: _____ SUBDIVISION: _____	
ROLL NUMBER: _____	
<b>REGISTERED OWNER (Required)</b>	<b>APPLICANT / AGENT (if different than owner)</b>
Name _____	Name _____
Address _____	Address _____
Town/City _____ Prov. _____ Postal Code _____	Town/City _____ Prov. _____ Postal Code _____
Telephone _____ Fax _____	Telephone _____ Fax _____
Email _____	Email _____

*ALL INFORMATION BELOW IS REQUIRED UNLESS OTHERWISE STATED*

**Please send correspondence to (check appropriate box below):**

- Registered Owner
- Applicant / Agent

**Type of proposed building/structure:** \_\_\_\_\_

**Total square footage of all existing buildings/structures on the subject property:** \_\_\_\_\_  
*(Only applicable if the property is within an urban boundary and is not required for rural properties)*

**Square footage of proposed building/structure:** \_\_\_\_\_

**Total area of subject property:** \_\_\_\_\_

**I have included a site plan that includes all required information (circle):** Yes / No

I, \_\_\_\_\_, have read Norfolk County Lot Grading and Drainage ***By-Law 2017-04*** and confirm that the property identified in this application conforms with the requirements for a lot grading exemption as specified in said by-law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This document is provided under delegated authority of by-law 2017-04 and may not include all information needed. Reference must be made to that by-law for all the information required for a complete submission. Issued: February 9, 2017.



### **LOT GRADING EXEMPTION – SUBMISSION REQUIREMENTS**

The following information and items must be included with all lot grading exemption applications in order to meet the requirements of a complete submission:

- 1) Municipal Address of the proposed building/structure
- 2) Contact information (mailing address, phone number, and email address).
  - i) Registered Owner (Required for all submissions)
  - ii) Applicant/Agent (if applicable – applicant is an agent designated by the registered owner)

***Note: All correspondence will be sent, by mail, to the specified preferred address that is provided with the submission. If a preferred contact is not provided, all correspondence will be sent to the registered owner.***

- 3) Identify the type of building/structure (barn, house, shop, addition, shed, etc.)
- 4) Total square footage of all existing buildings/structures on subject property (this information is only required if the property is within an urban boundary and is not required for properties in rural areas)
- 5) Square footage of proposed building/structure
- 6) Total lot area
- 7) Site plan – the following information must be included:
  - i) Show proposed building/structure in desired final location
  - ii) Label proposed building/structure
  - iii) Proposed drainage pattern if existing drainage is being altered by the project. If grading will not be affected by the proposed building/structure please specify
  - iv) Dimensions of proposed building/structure
  - v) Distance from proposed building /structure to all property lines and existing buildings, structures and drainage features on the property
  - vi) Existing drainage patterns



**The Corporation of Norfolk County**

**By-Law 2017-04**

**Lot Grading and Drainage**

THIS FORM IS TO BE SUBMITTED WITH EVERY LOT GRADING PLAN

Municipal Address: \_\_\_\_\_

And/or

PIN: \_\_\_\_\_

SELECT THE **ONE** PURPOSE FOR SUBMITTING THIS FORM:

Proposed Grading Plan for Infill Lot:

I, \_\_\_\_\_, a Qualified Person, submit the attached Proposed Grading Plan, under my seal to confirm that the Plan provides drainage in accordance with the Ontario Building Code and applicable Municipal regulations for the works to be constructed that are the subject of the Building Permit Application to which this is attached.

Proposed Grading Plan within a Plan of Subdivision:

I, \_\_\_\_\_, a Qualified Person, submit the attached Proposed Grading Plan, under my seal to confirm that the Plan conforms in all respects with the Master Grading Plan in the Plan of Subdivision Master Grading Plan, registered as:

\_\_\_\_\_(common name of the Plan of Subdivision and Registration Number).

- Final Grading Plan for Infill Lot that fully conforms with the Proposed Grading Plan:

I, \_\_\_\_\_, a Qualified Person, submit the attached Final Grading Plan, under my seal to confirm that the Plan conforms in all respects with the Proposed Grading Plan for the referenced property.

- Final Grading Plan for Infill Lot that does not fully conform with the Proposed Grading Plan:

I, \_\_\_\_\_, a Qualified Person, submit the attached Proposed Grading Plan, under my seal to confirm that the Final Grading Plan does not fully conform with the Proposed Grading Plan for the referenced property. I further attest that the grading depicted in the Final Grading Plan provides adequate drainage in accordance with prevailing Acts, Regulations and by-laws.

- Final Grading Plan in a Plan of Subdivision that conforms with the Proposed Grading Plan to the extent described in Section 5 of the By-Law:

I, \_\_\_\_\_, a Qualified Person, submit the attached Final Grading Plan, under my seal to confirm that the Plan conforms in all respects with the Proposed Grading Plan for the referenced property.

- Final Grading Plan in a Plan of Subdivision that does not fully conform with the Proposed Grading Plan to the extent described in Section 5 of the By-Law:

I, \_\_\_\_\_, the Qualified Person that designed the Master Grading Plan, under my seal confirm that the Final Grading Plan does not fully conform with the Master Grading Plan for the referenced property as described in Clause 5.3 of the By-Law. I further attest that the grading depicted in the Final Grading Plan provides adequate drainage in accordance with prevailing Acts, Regulations and by-laws.

- Exemption from Submission of Grading Plans (Must be obtained prior to making a Building Permit Application):

I, \_\_\_\_\_, a Qualified Person, under my seal, confirm that the existing property qualifies for a Lot Grading Plan exemption as described in the By-Law and that this property provides drainage in accordance with the Ontario Building Code and all other prevailing Acts, Regulations and by-laws for the works to be constructed that are the subject of the Building Permit Application attached hereto, and no changes will be made to the existing grading for the construction of those works.

Or:

I, \_\_\_\_\_, the (agent) or (owner) request that the County review the proposed works as described in the attached information which is to be the subject of a future Building Permit application and the County advise if this meets the requirements for an exemption for the submission of Proposed and Final Grading Plans. I understand that any fees provided to the County for this review are non-refundable, whether or not the exemption is granted and that in requesting this exemption, confirm that the works that are the subject of this application is eligible for an exemption under the By-Law.

Exemption is granted by (Print name): \_\_\_\_\_  
(Sign name): \_\_\_\_\_ (County Staff), and this form may be provided with the supporting documentation submitted for the exemption with a Building Permit application consistent with the information in the Exemption Request.

Exemption is denied by (Print name): \_\_\_\_\_  
(Sign name): \_\_\_\_\_ (County Staff). Proposed and Final Grading Plans must be submitted with the Building Permit application.

IN ANY INSTANCE ABOVE NOTING "UNDER MY SEAL", AFFIX SEAL BELOW:

**SEAL (Qualified Person)**

(Sign and date over the seal)

**Name:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

This form approved by the County Official under delegated authority under Norfolk County By-Law  
2017-04