



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