SECTION 7 - SITE PLANS, REZONING, LAND DIVISION SUBMISSION REQUIREMENTS

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7.0 Introduction

Submission requirements through ePlans application for approval of site grading and drainage plans and drawings for lands not covered under a development agreement that includes municipal works (Site Plan / In-fill, Rezoning, and Land Division).

7.1 Site Grading & Site Servicing ePlans Submission Requirements

The following is an outline of procedures and requirements for preparation and submission of site grading and site servicing plans to be submitted through ePlans.

Upload into ePlans the following:

- Copy of the Site Plan 'approved' site grading plan as applicable.
- Grading plan(s) stamped and approved by the consulting engineer responsible for the original design of the overall grading.
- Servicing plan(s) showing storm servicing, particularly storm connection(s). This plan(s) are to be stamped and marked approved by the consulting engineer responsible for the original overall design.
- For lands not covered by a development agreement, the grading is to be certified by an Ontario Land Surveyor or Professional Engineer.

7.1.0 Erosion & Sediment Control Permit Application

Should the provisions of the Erosion and Sediment Control By-law No. 512-91 (*as amended*) apply to lands not covered under a development agreement, then an Erosion and Sediment Control Permit must be obtained prior to any land disturbing activities being undertaken. An Erosion and Sediment Control Permit Application is to be made directly to Development Engineering & Construction - Storm Planning Section as outlined in the *Development Requirements Manual* Section 3.

7.2 Site Grading Certification Requirements

7.2.0 Site Grading Certification (For Lands Not Covered By A Development Agreement)

The following are to be uploaded into ePlans:

- A certified copy of a lot grading plan(s) indicating existing elevations of the lot, and sufficient elevations of **adjacent properties** to indicate existing drainage patterns. All grading plans are to be shown in metric units.
- An original stamp on the site grading plan(s), executed by a licensed Professional Engineer, or an Ontario Land Surveyor, shall be in the following form (see sample language below from Section 4 of *the Development Requirements Manual*):

I have reviewed the plan(s) for the construction of _____ located at _____ and have prepared this plan(s) to indicate the compatibility of the proposal to existing adjacent properties and municipal services. It is my belief that adherence to the proposed grades as shown will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to the existing drainage patterns or adjacent properties.

Signature and Stamp

- The owner of the property is to provide a deposit in accordance with the current Fees and Charges By-law.

  Securities shall be in the form of a Certified Cheque, Bank Draft, Letter of Credit, or Certified Surety Bond. The Owner must further acknowledge that should they not achieve the intent of the above, the funds on deposit will not be released until the grades are rectified to the satisfaction of Development Construction Section and /or City officials or that the funds will, instead, be used to rectify any problems which may have been created and they further consent to allow the City to enter upon the property to rectify any problems. A lot grading variance certificate and a lot grading variance fee may be considered on a site-specific basis

- Following the completion of the work including sodding, it shall be the responsibility of the Professional Engineer or Ontario Land Surveyor (indicated on the original plan(s) and certificate) to carry out the site inspection and take required elevations to verify that the grading has been completed in accordance with the plan(s) submitted, and that the finished project does not adversely affect drainage on adjacent properties. A final lot grading certification letter from the Professional Engineer or Ontario Land Surveyor shall be required prior to the release of the security deposit and shall be in the following form (See Templates in appendix).

7.2.1 Grading Plan Requirements & Guidelines

Refer to site grading plan terms of reference in appendix.

7.2.2 Servicing Plan Requirements & Guidelines

Refer to site servicing plan terms of reference.

7.2.3 Erosion & Sediment Control Plans

The erosion and sediment control plan(s) are to be prepared in accordance with the requirements of the Erosion and Sediment Control By-law No. 512-91 as amended. Copies of the By-law and permit application package can be obtained from the Development Engineering & Construction - Storm Planning Section.

Appendix A – Grading Plan Terms of Reference

Terms of Reference
Grading Plan

MISSISSAUGA

City of Mississauga
Planning & Building Department
Building Division
Development Engineering & Construction
www.mississauga.ca

What is it?

A Grading Plan is a drawing that shows the existing elevations/grades on both the lands being developed and adjoining lands along with the proposed grading changes to the site. The plan is to reflect existing and proposed drainage patterns (existing and adjoining lands), all new structures, existing & proposed easements, access points/driveways and parking areas. Existing and proposed elevations demonstrate the topography to help ensure that the proposed site development drainage pattern will not impact existing lands/drainage patterns and that the grading is subject to sound engineering design.

Who prepares it?

The Grading Plan is to be prepared by a Professional Engineer licensed in Ontario or a licensed Ontario Land Surveyor (OLS). The drawing must be stamped, dated and signed by the licensed professional qualified to design site grading/drainage plan.

When is it required?

A Grading Plan may be required in support of an Official Plan Amendment, Rezoning, Draft Plan of Subdivision / Condominium, Site Plan Control, Consent to Sever applications and infill lands not subject to site plan control and/or development Agreements. A site Grading Plan may also be required for Building Permit applications.

How to prepare it?

A Grading Plan should include, but not be limited to the following:

GENERAL INFORMATION (to be included on all grading plans)

1) City standard title block including address or legal description
2) Metric scale of 1:250, 1:300, 1:500 or similar. Bar scale to be included.
3) North arrow
4) Key Plan for site location, at a scale of approximately 1:10,000
5) Legend identifying existing and proposed site grading information, sump pump discharge location, roof leaders/downspouts discharge location and direction, areas/limits of surface ponding, hard and soft surface materials, window wells, fences, retaining walls, catch basins, etc.
6) Property lines (existing/ultimate), street names, registered plan numbers and parts
7) Locations of all doors and proposed grades outside and abutting each building entrance
8) Street centerline elevations along and beyond the frontage of the site
9) Location and details of all existing man-made or natural features on or adjacent to the site, including:
   - Natural features such as trees and watercourses;

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- Easements and public utilities;
- Embankments and catch basins;
- Curbs, hydro poles, light standards, fire hydrants, transformers and fences, etc.

10) Existing driveway width along the lot line, as well as existing/proposed widths at the street line where modifications are required
11) Differentiate between existing and proposed works by using lighter/greyed print to show existing features, text, and line work; and darker/black print to show proposed works
12) Location and identification of trees being protected and their associated hoarding zones

DETAILED GRADING INFORMATION (to be included on all grading plans)

1) **Show existing grades within the site and beyond the property limits** at a sufficient distance (including existing building line elevations) to clearly define the existing drainage pattern for the area. Elevations along and beyond the property limits on adjoining lands are to be carefully examined to ensure the impact of external drainage is considered in the design.

2) **Provide proposed grades around the perimeter and within the site**, labelling drainage swale percentages, slope ratios, swale inverts and directional flow arrows. Proposed grades must be compatible with those existing on adjacent lands. Indicate how drainage/runoff as a result of new construction will be managed and self-contained within the site to ensure the adjacent properties are not adversely affected. Indicate the limits wherein the existing grades and drainage pattern will be maintained.

3) **Differentiate between existing and proposed works** by using lighter/greyed print to show existing features, text, and line work; and darker/black print to show proposed works.

4) **Proposed swales** are to be supported with invert elevations at regular intervals and percentages of slope with a minimum of 2.0% where achievable. Swales are to be sodded and well defined in relation to the existing adjacent grades. Allowable driveway slopes shall be between 2.0 % and 8.0%. Provide cross sections to clarify the proposed grading, particularly in relation to the adjacent private lands and municipal right-of-ways.

5) **Cross sections** are to show all relevant information required to properly assess the proposal. Label slopes "3:1 Max" where applicable. The proposed grading shall be in accordance with the City of Mississauga, Development Requirement Manual: https://www.mississauga.ca/file/COM/Section7Revised2010.pdf

6) **Show all roof water leaders and sump pump discharge location(s)**, including direction of discharge, and how it will be managed within the subject property boundaries. Discharge shall not adversely affect abutting and/or City-owned lands and infrastructure, including ditches and sidewalks. Applicants are encouraged to design the weeping tile elevation to be at least 1.0 meter above the seasonal groundwater elevation so that sump pumps do not operate continuously. In cases of high ground water table where a sump pump could run

continuously if a sump pump was implemented, the applicants should consider raising the basement elevation to be at least 1.0 metre above the elevation of the storm sewer obvert.

7) **Ponding limits** and depths are to be depicted on the drawing, and the maximum ponding depth in parking areas is not be exceed 250mm.

8) **Identify the areas to be sodded and/or hard-surfaced** including artificial turf. Label all surface materials on the drawing. Hard surfacing and artificial turf must be Zoning compliant. For additional info, contact Zoning at 311 or 905-615-4311.

9) **Indicate any proposed retaining walls**, along with the type of material, top and bottom of wall elevations at each end at 10 m intervals along its length or where a change in height occurs. Provide cross sections to support proposed retaining walls. Retaining walls near a lot line and greater than 0.6m in height require certified structural details, cost estimates, and structural certification upon completion. The retaining wall in its entirety including footing, must be constructed within the subject lands.

10) **Where municipal storm sewer is available for connection**, an internal storm system may be required to drain the site. A Storm Connection Approval from the Storm Drainage Section is required for any direct connection to the municipal storm sewer. Show location of abutting municipal storm sewer where the internal storm sewer connects. For additional information, contact the Storm Drainage Section at ENV.Approvals@mississauga.ca.

11) **Include a note referencing the specific City of Mississauga Benchmark** number, elevation, and location/description used to establish the elevations on the plan. See Standard Note #1 below. The established benchmark elevation can be found at: http://www.mississauga.ca/portal/services/maps

All existing and proposed elevations are to relate to an active, local (within close proximity) and existing published City of Mississauga benchmark value, without adjustments. Submissions that show elevations values related to a datum other than the 1928 Canadian Geodetic Datum (i.e. the Mississauga Datum) will not be accepted.

GRADING PLAN STANDARD NOTES – LANDS COVERED BY A DEVELOPMENT AGREEMENT

1) "Elevations are referred to the City of Mississauga Benchmark No. ___, located (insert description on benchmark sheet), having a published elevation of ____ metres."

2) "I hereby certify that the proposed grading for the building, appurtenant drainage and storm water management works comply with sound engineering design, and that the proposed grading is in conformity for drainage and relative elevations with the overall grading and drainage plans for this development."
_____ (Signature and Stamp)

3)

a. "Driveway surfaces must be zoning compliant. The portions of the driveway within the municipal boulevard will be paved by the applicant."

b. "At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance."

c. "All proposed curbing within the municipal boulevard area for the site is to suit as follows:
   i. All curbing must be compliant with City standards within the municipal right of way.
   ii. All entrances to the site are to be in accordance with City of Mississauga Standards 2240.030/2240.031 (as applicable) and 2230.20. Driveway and entrance curb radii dimensions shall be in accordance with OSPD 350.010. 2240.010 to match current condition or 2240.011 (as applicable)."

d. "All excess excavated material will be removed from the site."

e. "The applicant will be required to contact all utility companies to obtain all required locates prior to the installation of hoarding within the municipal right-of-way."

f. "The applicant will be responsible for the cost of any utility relocations necessitated by the site plan."

g. "Prior to commencing construction, all required hoarding in accordance with the Ontario Occupational Health & Safety Act and regulations for construction projects, must be erected and then maintained throughout all phases of construction."

h. Should any work be required within the municipal right-of-way, a Road Occupancy Permit will be required. PUCC approval will be required. For further information, please contact the PUCC/Permit Technologist, at 905-615-4950 or by email at tw.pas@mississauga.ca. See the website link below."
https://www.mississauga.ca/services-and-programs/transportation-and-streets/roads-andsidewalks/apply-for-a-road-occupancy-permit/

GRADING PLAN STANDARD NOTES – LANDS NOT COVERED BY A DEVELOPMENT AGREEMENT

1) "Elevations are referred to the City of Mississauga Benchmark No. ___, located (insert description on benchmark sheet), having a published elevation of _____ metres."

Terms of Reference
Grading Plan

MISSISSAUGA

City of Mississauga
Planning & Building Department
Building Division
Development Engineering & Construction
www.mississauga.ca

2) "I have reviewed the plans for the construction of _____ located at _____ and have prepared this plan to indicate the compatibility of the proposal to existing adjacent properties and municipal services. It is my belief that adherence to the proposed grades as shown will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to the existing drainage patterns or adjacent properties."

_____ (Signature and Stamp)

3)

a. "All surface drainage will be self-contained, collected and discharged at a location to be approved prior to the issuance of a building permit."

b. "Driveway surfaces must be zoning compliant. The portions of the driveway within the municipal boulevard will be paved by the applicant."

c. "At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance."

d. "All proposed curbing within the municipal boulevard area for the site is to suit as follows:
   i. All curbing must be compliant with City standards within the municipal right of way.
   ii. All entrances to the site are to be in accordance with City of Mississauga Standards 2240.030/2240.031 (as applicable) and 2230.20. Driveway and entrance curb radii dimensions shall be in accordance with OSPD 350.010. 2240.010 to match current condition or 2240.011 (as applicable)."

e. "All excess excavated material will be removed from the site."

f. "The existing drainage pattern will be maintained except where noted."

g. "The applicant will be required to contact all utility companies to obtain all required locates prior to the installation of hoarding within the municipal right-of-way."

h. "The applicant will be responsible for the cost of any utility relocations necessitated by the site plan."

i. "Prior to commencing construction, all required hoarding in accordance with the Ontario Occupational Health & Safety Act and regulations for construction projects, must be erected and then maintained throughout all phases of construction."

j. "Should any works be required within the municipal right-of-way, a Road Occupancy Permit will be required. PUCC approval will be required. For further information, please contact the PUCC/Permit Technologist, at 905-615-4950 or by email at tw.pas@mississauga.ca or see the website link below."

https://www.mississauga.ca/services-and-programs/transportation-and-streets/roads-andsidewalks/apply-for-a-road-occupancy-permit/

ADDITIONAL RESOURCES

See link to City of Mississauga, Development Requirements Manual for further information: https://www.mississauga.ca/publication/transportation-and-works-development-requirements-manual/

Appendix B – Certification Sample Letters

FIRM LETTERHEAD

FINAL LOT GRADING CERTIFICATION LETTER

To: City of Mississauga
Development Engineering & Construction
300 City Centre Drive
Mississauga, ON L5B 3C1

Date: Enter Date

Attn: Development Construction

Legal Description: _____
APPROVED DRAWING NAME/NO.: _____

Certification of Final Lot Grading

I have conducted a site inspection on Enter Date with respect to the final grading of the subject lands and have viewed the finished lot grading and building thereon.

I hereby certify that the building(s) constructed with relationship to the elevations and the grading of the lands are in general conformity with the Enter Date *(*)* certification of "Proposed Building and Grading" previously submitted. I also acknowledge that checklist items Enter Numbers from checklist below meet with City standards and requirements.

Checklist:

1) Downspouts splash at grade and not directed to City ditch or to adjoining properties.
2) Sump pump discharge maintained within private lands, and not directed to City ditch or adjoining properties.
3) Swales are well defined.
4) All excess materials removed from site and property line grades are matched.
5) Driveway surfaces and width complies with approved grading plan and zoning requirements.
6) Catch basin has been installed and been connected to the City storm sewer.
7) Downspouts connected to the City storm as required.
8) Certify or acknowledge that the drywell/soak away pit has been appropriately constructed.
9) Retaining wall(s) has been constructed solely on the subjects lands.

(*) Note: *The date of the certification of "Enter APPROVED DRAWING NAME/No." shall be indicated on this Certificate should the Professional Engineer or Ontario Land Surveyor issuing it be different than the original Professional Engineer, or Ontario Land Surveyor.*

Signature: _____

P. Eng. / OLS ORIGINAL STAMP OR SEAL

SIGNED and STAMPED Certificate to be E-mailed to: DEVCON@mississauga.ca

SAMPLE

FIRM LETTERHEAD

FINAL LOT GRADING CERTIFICATION LETTER VARIANCE & REVISED DRAWING

To: City of Mississauga
Development Engineering & Construction
300 City Centre Drive
Mississauga, ON L5B 3C1
Attn: Development Construction

Date: Enter Date

Re: Municipal Address: _____
Legal Description: _____
APPROVED DRAWING NAME/NO.: _____

Certification of Lot Grading Variance

I have conducted a site inspection on Enter Date with respect to the final grading of the subject lands and have viewed the finished lot grading and building thereon and do hereby state that the grading of the lands is not in accordance with the approved grading plan. However, it is satisfactory with revisions to the original plan as indicated on the attached drawing and as noted below.

I hereby certify that a variance will not alter or impact the drainage of the developed or adjoining lands. I also acknowledge that checklist items enter numbers from checklist below meet with City standards and requirements.

Checklist:

1) Downspouts splash at grade and not directed to City ditch or to adjoining properties.
2) Sump pump discharge maintained within private lands, and not directed to City ditch or adjoining properties.
3) Swales are well defined.
4) All excess materials removed from site and property line grades are matched.
5) Driveway surfaces and width complies with approved grading plan and zoning requirements.
6) Catch basin has been installed and been connected to the City storm sewer.
7) Downspouts connected to the City storm as required.
8) Certify or acknowledge that the drywell/soak away pit has been appropriately constructed.
9) Retaining wall(s) has been constructed solely on the subject lands.

Purpose of Variance:

_____

_____

_____

SIGNED and STAMPED Certificate to be E-mailed to: DEVCON@mississauga.ca

SAMPLE

FIRM LETTERHEAD

Signature: _____

P. Eng. / OLS ORIGINAL STAMP OR SEAL

(*) Note: *The date of the certification of "Enter APPROVED DRAWING NAME/No " shall be indicated on this Certificate should the Professional Engineer or Ontario Land Surveyor issuing it be different than the original Professional Engineer, or Ontario Land Surveyor.*

SAMPLE

SIGNED and STAMPED Certificate to be E-mailed to: DEVCON@mississauga.ca

FIRM LETTERHEAD

FINAL LOT GRADING CERTIFICATION LETTER VARIANCE

To: City of Mississauga
Development Engineering & Construction
300 City Centre Drive
Mississauga, ON L5B 3C1
Attn: Development Construction

Date: Enter Date

Re: Municipal Address: _____
Legal Description: _____
APPROVED DRAWING NAME/NO.: _____

Certification of Lot Grading Variance

I have conducted a site inspection on Enter Date with respect to the final grading of the subject lands and have viewed the finished lot grading and building thereon and do hereby state that the grading of the lands is not in accordance with the approved grading plan. However, it is satisfactory with the revisions to the original approved lot grading plan as indicated and noted below.

I hereby certify that a variance will not alter or impact the drainage of the developed or adjoining lands. I also acknowledge that checklist items enter numbers from checklist below meet with City standards and requirements.

Checklist:

1) Downspouts splash at grade and not directed to City ditch or to adjoining properties.
2) Sump pump discharge maintained within private lands, and not directed to City ditch or adjoining properties.
3) Swales are well defined.
4) All excess materials removed from site and property line grades are matched.
5) Driveway surfaces and width complies with approved grading plan and zoning requirements.
6) Catch basin has been installed and been connected to the City storm sewer.
7) Downspouts connected to the City storm as required.
8) Certify or acknowledge that the drywell/soak away pit has been appropriately constructed.
9) Retaining wall(s) has been constructed solely on the subject lands.

Purpose of Variance:

_____

_____

_____

_____

SIGNED and STAMPED Certificate to be E-mailed to: DEVCON@mississauga.ca

SAMPLE

FIRM LETTERHEAD

Signature: _____

P. Eng. / OLS ORIGINAL STAMP OR SEAL

(*) Note: *The date of the certification of "Enter APPROVED DRAWING NAME/No " shall be indicated on this Certificate should the Professional Engineer or Ontario Land Surveyor issuing it be different than the original Professional Engineer, or Ontario Land Surveyor.*

SAMPLE

SIGNED and STAMPED Certificate to be E-mailed to: DEVCON@mississauga.ca

FIRM LETTERHEAD

RETAINING WALL CERTIFICATE

To: City of Mississauga
Development Engineering & Construction
300 City Centre Drive
Mississauga, ON L5B 3C1
Attn: Development Construction

Date: Enter Date
File: (Registered Plan No.)

Re: (Name of Subdivision)
Lots/Block No.
Registered Plan No.
Retaining Wall Constructed of Maximum Height _____ m

This letter is to certify that the above described retaining wall was adequately designed, and subsequently constructed, in accordance with the design to support the dead and live loads applied on the structure.

This is also to certify that the above retaining wall has been designed and constructed in accordance with all the applicable standards and regulations.

Sincerely,

Company Name

Signature & Stamp of Engineer

c: Developer

SAMPLE

SIGNED and STAMPED Certificate to be E-mailed to: DEVCON@mississauga.ca