

## **ENGINEERING DEPARTMENT REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS FOR RESIDENTIAL INFILL LOTS**

As part of the building permit application for each new residential Infill lot, a Lot Grading Plan must be submitted for review and approval. The lot grading plans must adhere to all lot grading criteria (Design Guidelines for the Town of Cobourg 2015) and the following:

1. A \$2,500.00 refundable lot grading security deposit is required payable to Town of Cobourg and delivered to Public Works, Building No. 7 (Ph. 905-372-4555). Return of security will occur following receipt of accepted lot grading As Built (details below) and
2. If the subject lot is un-serviced, a minimum \$5,000.00 refundable deposit for works in the Municipal Right of Way is required. This will be identified through application for Road Occupancy and/or Road Cut Permits with security deposit details to be established.
3. It is the applicant's responsibility to hire a competent contractor to install services from the municipal sewer and watermain to the subject property. The contractor shall contact the Town of Cobourg Roads and Sewers Department 24 hours prior to making a connection to municipal services to arrange for an on-site inspection. Failure to provide aforementioned notice will result in re-excavating the services for inspection.

### **The following details must be shown on building permit application drawings:**

4. All drawings received shall be to scale, Metric 1:200 or 1:250.
5. North Arrow
6. Street name, address, lot number and plan and concession number plus sufficient detail to describe the location
7. Proposed elevations at lot corners and building envelope corners
8. Proposed elevations at significant changes in grade and at high or low points
9. Proposed location and elevations of the apron swale for rear to front drainage
10. Points of elevation on surrounding lots sufficient to determine drainage patterns. and to ensure that the surface water is contained within the lot
11. Number of risers for all stairs attached to the building
12. Proposed underside of footing elevation (UFE)
13. Proposed basement floor elevation (BFE)
14. Proposed top of foundation elevation (TFE)
15. Proposed finished floor elevation (FFE)
16. Proposed garage floor elevation (GFE)
17. Arrows indicating direction of surface drainage with its percentage grade.
18. Location of proposed swales or ditches including elevations at appropriate intervals including slopes and high points if applicable
19. Identification of any existing swales, ditches, creeks, watercourses, and drainage easements complete with elevations at appropriate intervals
20. Water and sewer services indicating dimensions from edge of driveway and property lines.
21. Water service must be located a minimum of 1.5 metres (5 feet) away from the

edge of the driveway. If the location of the water service does not meet this requirement Lakefront Utilities must be contacted prior to applying for a building permit.

22. Driveway width and slope including grade from garage floor to the back and front of sidewalk (if applicable) and from the sidewalk (or property line if there is no sidewalk) to the curb cut with dimensions and % grades at each break.
23. Invert Elevations of storm (if applicable), and sanitary sewer services at property line.
24. The front grade of a house must be at least 300 millimetres higher than the centre line of the road.
25. Lot drainage shall be self-contained.
26. All lot surfaces shall be constructed to a minimum grade of 2% (including swales).
27. If a retaining wall is proposed to replace an approved 3:1 slope, it shall be shown complete with top and bottom of wall elevations. All retaining walls are to be precast concrete or equivalent. Timber retaining walls are not permitted. Any retaining wall, which meets or exceeds 1.0 metre in height must be designed by and the installation certified by a professional engineer. Also, a minimum 1.2-metre-high chain link fence or approved equivalent is to be erected on top of the wall.
28. Lot grading securities will be released after the Town of Cobourg receives an as built lot grading drawing and a Lot Grading Certificate signed by a professional engineer and Town of Cobourg staff have conducted a site review.
29. Road works deposits will be returned after the Town of Cobourg has received a letter, signed, and sealed by a professional engineer certifying the works have been completed as designed, and Town of Cobourg staff have conducted a site review

**Refer to the Town of Cobourg Design Criteria for additional lot grading requirements.**

Rural Locations will include all applicable above and:

30. Water/well location, setback, and connection information.
31. Septic location, setback, and connection information.

**ALL DRAWINGS SHALL BE STAMPED AND SIGNED BY A PROFESSIONAL ENGINEER.**

**SEE ATTACHED DRAWINGS FOR MORE INFORMATION REGARDING DRAWING REQUIREMENTS**