



City of Leduc Policy

**Policy Title: PROCEDURES FOR
OBTAINING LOT GRADING
APPROVALS**

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Supersedes: Original

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Responsible Division: Planning and Development	Effective Date: March 11, 2019
Relevant Legislation:	
Relevant Bylaw and Date(s):	
Relevant Council Resolution: #403/92	
Authority's Signature: "Original Signed by Mayor B. Young"	

Policy Objective:

To clarify the requirements and procedures for lot grading design, implementation, and final approval.

Definitions:

Alberta Building Code means the standards and respective Regulations under the Safety Codes Act.

City means the City of Leduc.

City Engineer means the City of Leduc Director of Engineering.

Developer means a person or an authorized and delegated representative that submits an application:

1. to enter into a Development Agreement with the City of Leduc; or
2. for a Development Permit.

Development Agreement means the agreement signed between the Developer and the City for the purpose of servicing and generally facilitating a development or subdivision.

Final Lot Grading Certificate means a document prepared by a Surveyor that confirms strategic elevations for the lot.

Lot Grading Plan, at the discretion of the City Engineer, means the grading plan prepared by:

- A) a Surveyor, in the case of a lot for a single detached or duplex dwelling with an approved Subdivision Grading Plan; or
- B) a Professional Engineer, in all other cases.

A Lot Grading Plan may also be referred to as a Plot Plan or a Site Plan.

Professional Engineer means a member of the Association of Professional Engineers and Geoscientists of Alberta (APEGA) having the right to practice within Alberta under the Engineering and Geoscience Profession Act.

Subdivision Grading Plan means the grading plan prepared by a Professional Engineer for the stage for which a Development Agreement has been signed and approved by the City Engineer or a delegated staff.

Surveyor means an Alberta Land Surveyor as defined in the Land Surveyors Act.

Policy:

1. In order to receive grading approval, all developments must adhere to one of the following:

A. Lot Grading Plan conforming to existing Subdivision Grading Plan.

As required by the Development Agreement, a Professional Engineer working on behalf of the Developer must have supplied the Subdivision Grading Plan in accordance with the Minimum Engineering Design Standards for the City. The Subdivision Grading Plan will inform the Lot Grading Plan. The Lot Grading Plan must include design elevations at the following critical boundary locations on each lot:

- i. all lot corners; and
- ii. any point along the property line where a change in grade occurs.

B. Lot Grading Plan where a Subdivision Grading Plan is not in place or is insufficient.

Lot Grading Plan design shall remain the responsibility of the property owner and will be submitted to the Development Officer prior to the issuance of a Development Permit. In order to verify that the proposed lot grading design will suit the actual on-sites conditions, the Development Officer may require that critical elevations from the adjacent lot be shown on the Lot Grading Plan prior to approval.

The Lot Grading Plan must meet the City's Minimum Engineering Design Standards, which include, but are not limited to, the following minimum slopes:

- i. 10% within 2 m away from the foundation;
- ii. 2% along the common swale between lots on sod; and
- iii. 0.5% along the common swale between lots on concrete or asphalt.

2. Home construction

Immediately after pouring the footings, the property owner should have the footing elevation checked by a Surveyor. The tolerance permitted will be 30 mm below or 150 mm above the design elevation as approved on the Lot Grading Plan. Note that

when an application for a Building Permit is made, a Lot Grading Plan shall be provided showing building elevation and final lot grading where it abuts the building.

3. Lot grading prior to landscaping

Prior to placement of topsoil for landscaping, the builder shall ensure that the lot is properly pre-graded on clay to at least 100 mm below finished grade. The builder, in agreement with the owner, may desire to pre-grade up to 200 mm below finished grade to allow for additional topsoil for adequate landscaping.

4. Final lot grading approval

Following placement of topsoil, the property owner shall obtain a "Certification of as-built grades" from a Surveyor which demonstrates that:

- a) The as-built elevations at the critical boundary locations are within the 50 mm tolerance of the submitted Lot Grading Plan, provided that positive drainage is maintained along the property line to the street; and
- b) There is positive slope away from the building.

5. Non-conforming lots

Should deviation from the tolerance occur, the property owner must either re-grade the parcel to obtain certification from the Surveyor or must request the City for an inspection. In such cases, the City shall review the survey report, inspect the lot, and either:

- a) advise the property owner and the developer that changes are required to the grades or local improvements which do not conform; or
- b) may accept a deviation, at the City's discretion, if there is positive drainage away from the building and no impacts on adjacent properties.

6. Fees

A fee shall be charged for an inspection of a parcel under this policy as per the City's Fees Bylaw.

7. Lot grading maintenance

Since basement backfill settlements can be expected over several years, it is the responsibility of the property owner to repair any settlement in order to maintain positive drainage away from the building at all times.

It is also the property owner's responsibility to ensure that no subsequent modifications to the grading of the lot are made which will adversely affect the drainage of adjacent lots.