



Building Department Site Plan Guidelines (Lot Grading Requirements)

These guidelines will reduce staff time reviewing deficient plans, reduce costs to builders for revisions and reduce Variance Applications for issues over wall and building heights. The following information is in addition to the Building Code and Zoning Bylaw information required to be shown on the site plan.

Infill Lots or Subdivisions without a Grading Plan

The siting and design of the house must comply with the requirements of the City's Zoning Bylaw, the City's Building Bylaw and the BC Building Code. The builder must provide a topographic survey produced by a recognized BC land surveyor confirming existing elevations of the property pins as well as identify any retaining walls or swales that may impact the property under application. The site plan must specify the following information:

- a. The applicant is responsible for providing the minimum basement elevation (MBE) for the lot(s)
- b. Existing elevations of the property pins, the proposed elevation of the corners of the house, any swales or lawn drains required to containing drainage and any retaining walls. All retaining walls must comply with the City's retaining wall policy
- c. The site plan must show the location of any on-lot infiltration/ detentions systems or rock pits that are required for rainwater/stormwater management. The location must include offsets to property lines, retaining walls and any structure. Rock pit design must comply with the Building Department's rock pit policy
- d. If the Building Department has determined that the lot needs review by a geotechnical engineer or if a geotechnical covenant is registered on title then the site plan will be required to be sealed by a geotechnical engineer
- e. Any existing sheet flows from adjacent properties are to be identified and maintained to ensure continued drainage of these parcels

Subdivisions with an As-Built Grading Plan

Prior to application for a building permit, the Building Department must be in receipt of a sealed as-built lot grading plan. The applicant must provide the following information on their site plan at time of building permit application:

1. MBE's and proposed basement elevations
2. Elevations, as shown on the subdivision's as-built lot grading plan, must be referenced on the site plan at the lot corners and the building envelopes. Where necessary, these grades shall be interpolated from the information provided on the lot grading plan but the site plan must show the building envelope on the as-built lot grading plan so staff can see where interpolation was required. It should be noted that the elevations on the as-built lot grading plan are considered to be "finished" or "natural" grades as defined in the zoning bylaw.



Building Department Site Plan Guidelines (Lot Grading Requirements) cont'd

3. The site plan must show the location of any on-lot infiltration/detentions systems or rock pits and must include offsets to property lines, retaining walls and buildings.
4. The site plan must show the driveway locations with the anticipated grade.
5. Surface drainage cannot be directed the full length of a lot. Lots must be graded to direct all rear yard surface drainage to a rear yard lawn drain and all front yard surface drainage to a front yard lawn drain. These lawn drains must be shown on the site plan.
6. Changes to the as-built lot grading plan will not be permitted except in cases where extenuating circumstances can be proven. In these instances, the builder must apply to the Building Department for a revision to the as-built plan. If accepted the applicant must have the subdivision's design engineer provide a revised as-built lot grading plan (full size set) at their cost.
7. Any retaining walls shown on the as-built lot grading plan must be shown on the site plan and clearly labeled as developer-built wall or builder-built wall. Changes to builder-built designated walls will not be permitted unless it can be demonstrated that the revision will not impact the adjoining property as it relates to drainage, slope stability or grades. Changes to these walls must follow the process listed in item 6 of this section.
8. Any retaining walls required for landscaping purposes or to accommodate specific house designs that do not impact the adjoining property or the overall lot drainage do not require a revision to the as-built grading plan. These walls must still be shown on the site plan and must comply with the District's retaining wall policy.
9. If the Building Department has determined that the lot needs review by a geotechnical engineer or if a geotechnical covenant is registered on title then the site plan will be required to be sealed by a geotechnical engineer.
10. Elevation changes between lots are assumed to be graded uniformly from lot to lot. If the applicant proposes to change grades between lots, then it is that applicant's responsibility to install any retaining structures. Any retaining walls must comply with the City's retaining wall policy.
11. For rural or suburban lots, changes in elevations from the accepted lot grading plan will be permitted if the applicant has demonstrated that they have addressed any overland drainage issues to ensure that surface flows from one lot do not escape to or from adjacent properties. Additional measures may be required at the house construction stage if the inspector determines that there has not been adequate measure taken (additional lawn drains, drainage swales, etc). A revised lot grading plan will not need to be provided from the subdivision's civil engineer.
12. The Erosion and Sediment (ESC) Control plan submitted with the building permit must comply with the as-built grading plan and cannot alter the design grades of a lot. The ESC measures can be installed after building permit application and must be in place prior to construction beginning on the site.



Building Department Site Plan Guidelines (Lot Grading Requirements) cont'd

Subdivisions with a Comprehensive Lot Grading Plan (no as-built)

This section applies to all subdivisions that have received building permit applications prior to October 1, 2011. Please refer to the "Subdivisions with an As-Built Grading Plan" section for site plan requirements. It is recognized, though, that these subdivisions do not have an as-built grading plan and that discrepancies may exist between the comprehensive lot grading plan on file in the Building Department and the actual finished grades on site.