

Title: Foundation Elevations & Lot Grading	Internal/External
Department: Planning and Protective Services	Policy Number: PPS-006
Approval Date: May 16, 2017	Implementation Date: Immediate

**This is the amended version and replaces the Policy approved February 3, 2015*

BACKGROUND

There have been recurring issues with lot drainage, flooding and grading within subdivision developments in relation to building foundations and lot grading that is not installed/completed in accordance with the Approved Grading Plan. Foundations have been installed too low or too high with respect to the surrounding land and/or streets, making the property or adjacent properties more likely to flood. Further, in many cases, the lot grading is not completed in accordance with the Approved Grading Plan.

PURPOSE/OBJECTIVE

The purpose of the Foundation Elevations & Lot Grading Policy is to ensure that all residential and commercial buildings, relative to the lot grading, are constructed in accordance with the Approved Lot Grading Plan and to ensure that building foundations are constructed to ensure compliance with the Approved Lot Grading Plan.

DEFINITIONS

'Approved Building Location Plan' refers to a Building Location Plan containing the information as specified in Section 1(a) of this policy, and prepared by a professional as outlined in Section 1(a) of this policy.

'Approved Lot Grading Plan' refers to the approved lot grading plan prepared by a professional engineer licensed to practice in the Province of Newfoundland and Labrador and approved by the Town of Paradise.

'Overall Grading Plan' refers to the overall grading plan for a subdivision development approved by the Town of Paradise.

'Surveyor's Real Property Report' refers to a Real Property Report prepared by a certified Newfoundland Land Surveyor.

POLICY STATEMENT

To ensure that developments are constructed in conformance with Approved Lot Grading Plans and that buildings are located in accordance with approved plans, the following requirements have been put in place regarding building foundations and lot grading.

REQUIREMENTS AND PROCEDURES

1. Building Location Plan

- (a) Prior to reviewing a building application, the Town requires the submission of a proposed building location plan. In the case of commercial or industrial buildings (including apartments or condominiums of more than 4 units), the proposed plan must be prepared by a certified Newfoundland Land Surveyor, a Professional Engineer (licenced to practice in NL), or an Architect (licenced to practice in NL). For residential dwellings (including apartment buildings or condominiums containing four (4) units or less), the proposed building location may be prepared by an Engineering Technician/Technologist (AETTNL certified) or by any of the above noted professionals. The proposed location plan shall contain the following information:
 - i. Building setback, sideyards, and rearyards;
 - ii. Proposed top of concrete elevations. If a foundation has a stepped foundation, the top of concrete must be provided for all elevation changes;
 - iii. Corner elevations and proposed finished grades. Grades must conform to the Approved Lot Grading Plan, and in the case of residential subdivisions, grades must also conform to the Overall Grading Plan;
 - iv. All easements located on the lot (proposed or existing); and
 - v. All infrastructure including but not limited to, fire hydrants, utility poles, ditches/swales (proposed and/or existing) etc.
- (b) The proposed building location plan is considered the “*approved plan*” if it bears the approved stamp of the Town of Paradise and the signature of a Town Official who has been granted the authority to approve the location plan.
- (c) Any revisions to the Approved Building Location Plan **must** be submitted to and approved by the Town.

2. Surveyor’s Real Property Report

- (a) Prior to the backfill inspection of a building foundation, the applicant/builder is required to have a Surveyor’s Real Property Report submitted to the Town for approval. **No further construction** of the building will be permitted until the Town has accepted the Surveyor’s Real Property Report. The Surveyor’s Real Property Report shall confirm that the foundation has been installed in accordance with the Approved Lot Grading Plan and

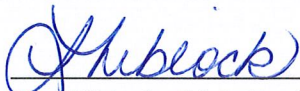
shall contain the following information:

- i. Building setback, sideyards, and rearyards;
 - ii. Top of concrete elevation. If a foundation has a stepped foundation, the top of concrete must be provided for all elevation changes; and
 - iii. Corner elevations and proposed finished grades (grades must conform to the Approved Lot Grading Plan).
- (b) If the Surveyor's Real Property Report confirms that the foundation has not been located as per the Approved Building Location Plan and/or approved elevations, *the Town may require the removal of the foundation.*

3. Occupancy Permit

- (a) Prior to an Occupancy Permit being issued for the building, all lot grading must be completed in accordance with the Approved Lot Grading Plan as per the following:
- i. Where landscaping has been completed on the lot, lot grading must be completed to within six (6) inches (15.24 cm) of the elevations indicated on the Approved Lot Grading Plan.
 - ii. Where landscaping has not been completed, the lot grading must be within one (1) foot (30.48 cm) of, *but not exceeding*, the elevations indicated on the Approved Lot Grading Plan.
- (b) To confirm that the lot grading has been completed in accordance with the Approved Lot Grading Plan, a Lot Grading Certificate, prepared by a Newfoundland Land Surveyor, shall be submitted to the Town for approval. The Lot Grading Certificate shall contain the following information:
- i. Building setback, sideyards, and rearyards;
 - ii. Top of concrete elevation. If a foundation has a stepped foundation, the top of concrete must be provided for all elevation changes;
 - iii. The lot corner elevations and all existing grades. Grades must be in compliance with the requirements outlined in Section 3 (a) of this Policy.
 - iv. All easements located on the lot; and
 - v. All ditches/swales.
- (c) The Lot Grading Certificate is considered "*approved*" if it bears the approved stamp of the Town of Paradise and the signature of a Town Official who has been granted the authority to approve the location plan.

Signature: _____



Lisa Niblock, CAO (Acting)

Date: _____

