

Commercial Lot Grading Plan Requirement Checklist

This document applies to all non-residential (commercial, industrial, institutional) developments, residential developments with Major Development Permits (apartments, row houses and other residential developments with multiple buildings), mixed-use (a mix of residential and non-residential) developments, and temporary structures such as storage sheds and sea cans. Exceptions may apply.

The plan must be:

- ☐ Prepared, certified, and sealed by a Professional acceptable to the City Manager (i.e. [Professional Engineer](#), [Registered Architect](#), or [Professional Technologist](#))
- ☐ Drafted in metric units (metres) at an appropriate scale on a minimum ANSI D or ARCH D format

The plan must include:

- ☐ Space near the bottom right hand corner for the City's Approval Stamp
- ☐ Project Name
- ☐ Municipal address, legal description and neighbourhood name
- ☐ Applicant or Builder name and email address (This is for company or builder names only. Do not include personal names and email addresses)
- ☐ Revision Table
- ☐ North Arrow
- ☐ Drawing scale and reference scale bar
- ☐ Datum reference (one or more Alberta Survey Control Markers or other benchmark approved by the City)
- ☐ Legend - identify / differentiate between existing and proposed design grading information
- ☐ Locations and dimensions of legal survey boundaries, easements, right-of-ways, and restrictive covenants
- ☐ Adjacent street name(s)
- ☐ Location of proposed development boundary
- ☐ Proposed surface conditions (sod, asphalt, concrete, gravel, etc.)
- ☐ Location of proposed and/or existing structures, including those on adjacent lands that may affect surface drainage and lot grading design
- ☐ Location of proposed driveways, sidewalks, patios, overhangs, etc.
- ☐ Location of proposed internal and common property swales including slope (%), length (m) and flow direction arrows
- ☐ Cross-section details of proposed swales
- ☐ Direction of major overland drainage route and overflow location.
- ☐ Site contained, private storm drainage system demonstrating compliance with [City of Edmonton Drainage Bylaw 18093](#) and [EPCOR Wastewater Services Bylaw 20865](#)
- ☐ Locations of catch basins, manholes, and area drains of the private storm drainage system
- ☐ Location of retaining walls required to manage surface water within the property
- ☐ Location and details of all **existing** natural and constructed features, including those on adjacent lands that may affect surface drainage and lot grading design:
 - ☐ Trees, watercourses, ditches
 - ☐ Embankments, top-of-bank and top-of-bank setback lines
 - ☐ Utilities (power poles, light standards, hydrants, etc.), bus stops
 - ☐ Services (catch basins, manholes, etc.)

- ☐ Retaining walls, sheds, etc.
- ☐ Existing geodetic elevations at:
 - ☐ Property lines (at approximately 5 m intervals)
 - ☐ Public right-of-way (edge of lane and back of City sidewalk or curb) at projected extensions of property lines
- ☐ Existing and proposed geodetic elevations at:
 - ☐ Property corners
 - ☐ Surface adjacent to all corners of structures, including on adjacent lands
 - ☐ Any other locations that may affect the lot grading
- ☐ Proposed geodetic elevations at:
 - ☐ Structures finished floor
 - ☐ Paved areas (driveways, parking lots, etc.), including the centreline slope (%) to the edge of asphalt, top of curb, gutter
 - ☐ Swale high points, intermediate points (adjacent to building corners), break points and public right-of-way
 - ☐ Catch basin, manhole, and area drain rims
 - ☐ Top of retaining wall (minimum 15 cm above proposed internal swale and 5 cm above adjacent surface grade)
- ☐ Notes:
 - ☐ Grading is subject to approval by the City Manager
 - ☐ Roof downspouts shall be directly connected to the storm service OR be angled to discharge towards the private drainage system and shall not be directed onto adjacent property

- **Additional information may be required at the discretion of the plan reviewer.**
- **Design drawing submissions may be rejected in entirety for lack of critical information, conflicts, unresolved design problems, or incomplete submissions.**

Special lot grading design consideration may be given to:

- Properties that cannot meet the intent of the Drainage Bylaw 18093
- Properties implementing [Low Impact Development \(LID\)](#) facilities.