

**LOT GRADING POLICY  
For 1 and 2 Family Dwellings**

1. The Essex Region Conservation Authority shall be requested to establish more workable and reasonable flood plain levels for infill situations in order to alleviate conflicting grade/flooding problems to abutting properties.
2. For infill situations, a lot grading plan shall be provided at the time of application for a permit specifying:
  - a. the existing lot elevations at the rear lot line, at the side lot line and at the foundations immediately adjacent to the new construction;
  - b. the proposed elevation of the new structure;
  - c. the proposed method of controlling surface drainage.
3. For subdivisions the following shall apply:
  - a. The developer shall retain a consulting engineer to prepare a comprehensive lot grading plan which shall illustrate the general topography of the area and the proposed elevations at the corners of the rear lot line, at the low point of the swale, at the corners of the front lot line and around the perimeter of the new dwelling.
  - b. The applicant for a building permit shall submit an individual site plan, illustrating the location of the new dwelling on the lot, the proposed elevation around the foundation of the structure and at the corners of the lot, at the low point of the swale and the method of controlling surface drainage.
4.
  - a. The applicant shall provide a deposit to the Building Commissioner in an amount as per the Lot Grading Deposit Schedule (refer to Appendix "B" attached) prior to the issuance of a permit to ensure the adherence to the lot grading plan.
  - b. The amount of the deposit shall be based on the percentage of improper grading occurrences by the applicant for the previous two years from the date of the issuance of the permit.
  - c. For applicants who are building their own home, the deposit shall be \$2,000.00.
  - d. Deposits shall be refunded, without interest, upon acceptance of the lot grading certificate by the Building Commissioner.
5.
  - a. Permits issued for 1 and 2 family dwellings shall not be finalized until a certificate has been obtained from a surveyor verifying that the lot grading has been completed in accordance with the approved lot grading plan. In this context, the site work shall be deemed to be completed once the topsoil has been placed and fine graded or the sod has been installed.
  - b. For the purposes of this policy, a surveyor shall mean an Ontario Land Surveyor, Architect, Professional Engineer, Certified Engineer Technologist or a Certified Survey Technologist.
  - c. Unless as permitted in Item d. of this subsection, this lot grading policy shall not supersede any approved lot grading plan forming a part of an existing subdivision agreement.
  - d. Minor adjustments of up to 100 mm. may be accepted on the condition that the surveyor certifies that the resultant changes will not adversely impact on the drainage of the individual lot or the adjoining property.
  - e. Where the builder or owner has deviated from the approved lot grading plan, the site shall be regraded and a new certificate provided from the surveyor at the builder's or owner's expense.