

Bylaw 2008-11

BEING A BYLAW OF THE TOWN OF CROSSFIELD TO REGULATE THE SURFACE GRADES OF PROPERTIES

WHEREAS the *Municipal Government Act* R.S.A. 2000, c. M-26 authorizes a municipality to pass bylaws respecting public utilities, the protection of property and the enforcement of bylaws;

AND WHEREAS the *Municipal Government Act* R.S.A. 2000, c. M-26 authorizes a municipality to deal with development, and provide for a system of permits;

AND WHEREAS it is desirable to ensure that properties are graded at the completion of the construction process in compliance with the approved grades;

NOW THEREFORE THE COUNCIL OF THE TOWN OF CROSSFIELD ENACTS AS FOLLOWS:

INTERPRETATION

1. This Bylaw shall be referred to as The Lot Grading Bylaw.
2. In this Bylaw:
 - (a) "Appeal Board" means the Town of Crossfield Council;
 - (b) "As Built" is a drawing that depicts the final installation configuration (physical or functional);
 - (c) "As Constructed Grade Certificate" means form completed in accordance with Schedule "D" of this Bylaw, and a post-construction Plot Plan bearing the stamp or seal of a :
 - (i) practitioner, as that term is used in the *Land Surveyors Act* R.S.A. 2000 c. L-3;
 - (ii) professional engineer, as the term is used in the *Engineering Geological and Geophysical Professionals Act* R.S.A. 2000 c. E-11; or
 - (iii) registered architect, as that term is used in the *Architects Act* R.S.A. 2000 c. A-44;

- (d) **“Building Grade Plan”** a drawing stamped by a professional engineer indicating the suggested grades for a piece of property which has been authorized by the Town of Crossfield to allow for construction;
- (e) **“Building Permit”** means a building permit issued pursuant to the Town of Crossfield Building Permit Bylaw authorizing construction;
- (f) **“Chief Administrative Officer”** means the person designated by Council as its Chief Administrative Officer, or that person’s designate;
- (g) **“Town”** means the municipal corporation of the Town of Crossfield;
- (h) **“Commercial or Industrial Site”** means any parcel where something other than a Multi-family Housing Development, duplex, semi-detached or single-detached dwelling will be built;
- (i) **“Driveways”** a private road providing access to a yard, garage, house or other building;
- (j) **“Final Building Inspection”** means a written notice or a field notice or similar document issued by a Building Safety Codes Officer prior to occupancy of the building;
- (k) **“Grade Slip”** means a document issued to a Person by the Town, or in the case of a new subdivision issued to a builder by a developer, and containing the approved and required final surface grades and elevations for a parcel of land to which a Building Permit relates;
- (l) **“Lot Grading Tolerance”** means the set of minimum permitted grades and permitted variations, as set in Schedule “C”, between Grade Slip elevation and slope requirements, and the elevations and slopes on a parcel As Built, to which a Building Permit relates;
- (m) **“Multi-family Housing Development”** means a residential development consisting of three or more dwelling units on a parcel of land;
- (n) **“Municipal Government Act”** means the Municipal Government Act, R.S.A. 2000, chapter M-26, as amended or any act passed in replacement of it;
- (o) **“Negative Drainage”** means, on a Parcel with a single detached, semi-detached or duplex dwelling, the continuous downward slope from the property line to the elevation of finished ground surface at any point immediately adjacent to the building on all sides of the Parcel;

- (p) **“Negative Impact” means impairment of or damage to, or the ability to cause impairment of or damage to:**
 - i. the Storm Drainage System;
 - ii. human health or safety;
 - iii. property; or
 - iv. the environment;
- (q) **“Officer” includes a Community Peace Officer, an officer appointed under Section 27 of the Safety Codes Act or a delegate of the Chief Administrative Officer;**
- (r) **“Owner” includes the Person or Persons listed on the title of a parcel of land at the Land Titles Office;**
- (s) **“Person” includes a corporation and other legal entities;**
- (t) **“Person Responsible” includes a builder, general contractor, or an Owner;**
- (u) **“Plot Plan” an overhead view plan that shows the location of the home on the lot and any other information as required in this bylaw;**
- (v) **“Premises” includes lands and buildings or both, or a part thereof;**
- (w) **“Prohibited Material” means any Substance that may, directly or indirectly, obstruct the flow of Water within the Storm Drainage System or may have a Negative Impact, and includes, but is not limited to:**
 - i. soil, sediment, waste or other solid matter;
 - ii. fecal matter, animal waste, dead animals or animal parts;
 - iii. cooking oils and greases;
 - iv. gasoline, motor oil, transmission fluid, and antifreeze;
 - v. solvents;
 - vi. paint;
 - vii. cement or concrete wastes;
 - viii. sawdust, wood, fibreboard or construction material;

- ix. yard waste;
 - x. pesticides, herbicides or fertilizers;
 - xi. biomedical waste or general medical waste;
 - xii. hazardous waste;
 - xiii. industrial waste;
 - xiv. soaps or detergents;
 - xv. Water from hot tubs; and
 - xvi. any Substance or combination of Substances that emits and odour.
- (x) "Side Yards" the area between the side of the house and the property line;
- (y) "Storm Drainage" means runoff that is the result of precipitation;
- (z) "Storm Drainage System" means the system collecting, storing and disposing of Storm Drainage, and includes:
- i. the catch basins, sewers and pumping stations that make up the Storm Drainage collection system;
 - ii. the Storm Drainage facilities, structures or things used for storage, management and treatment to buffer the effects of the peak runoff or improve the quality of the Storm Water;
 - iii. the sewers and pumping stations that transport Storm Drainage to the location where it is treated or disposed of;
 - iv. the Storm Drainage outfall structures; and
 - v. the Storm Drainage Facilities; but
 - vi. does not include plumbing or service connections buildings;
- (aa) "Storm Water" means runoff that is the result of precipitation;
- (bb) "Street" means any thoroughfare, highway, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the

public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:

- i. a sidewalk (including the boulevard portion of the sidewalk);
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - iii. if a Street is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be; but
 - iv. does not include a place declared by the Lieutenant Governor in Council not to be a Street.
- (cc) "Subdivision Developer Delegate" means a professional engineer, as the term is used in the Engineering Geological and Geophysical Professionals Act R.S.A. 2000 c. E-11 appointed by the developer of the subdivision to act on their behalf in engineering matters.
- (dd) "Substance" has the meaning of "substance" as defined by the Environmental Protection and Enhancement Act, R.S.A. 2000, chapter E-12, as amended or any act passed in replacement;
- (ee) "Surface Drainage Facility" means any facility or facilities associated with drainage or control of Storm Drainage that is ultimately directed to a Street or control Storm Drainage, and includes, but is not limited to :
- i. a grass swale;
 - ii. a concrete or asphalt walkway, gutter or swale;
 - iii. a drainage control fence or structure; or
 - iv. the sloping and contouring of land to facilitate or control Storm Drainage;
- (ff) "Town Engineer" means a professional engineer, as the term is used in the Engineering Geological and Geophysical Professionals Act R.S.A. 2000 c. E-11 as appointed by the Council to act on the Town's behalf.
- (gg) "Water" means all water in any form on or under the surface of the ground;

- (hh) "Yard Waste" means waste from gardening or horticultural activities and includes, but is not limited to, grass, leaves, plants, tree and hedge clippings, and sod.
3. Nothing in this Bylaw relieves a Person from complying with any Federal, Provincial or Municipal law or regulation, other bylaw or any requirement of any lawful permit, order or licence.
 4. Where this Bylaw refers to any other Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, or any lawful permit, order or licence.
 5. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
 6. All schedules attached to this Bylaw shall form part of this Bylaw. Any revisions to the format of the As Constructed Grade Certificate contained in the schedules approved by the Chief Administrative Officer shall not make the Bylaw invalid.
 7. **Developer:** upon notification by the builder it is the developer's responsibility to correct grade discrepancies on the Building Grade Plan and corresponding Grade Slips, and distribute this information accordingly to all necessary parties such as the Town, affected builders, consultants and architectural control groups.
 8. **Builder:** when a builder identifies a grade discrepancy on site, the builder must contact the Subdivision Developer Delegate to have the grade discrepancy appropriately resolved. The builder is responsible for making the Owner aware that they cannot grade their lot until a final As Constructed Grade Certificate has been completed by the builder.
 9. **Owner:** the Owner must not modify grades until the lot's As Constructed Grade Certificate has been completed by the builder. Modification of the lot grades after an As Constructed Grade Certificate has been completed is not to affect the drainage pattern of the approved grades.
 10. Plot Plans submitted with a Building Permit or an As Constructed Grade Certificate shall show;
 - (a) the Plot Plan shall be drawn to a 1:200 metric scale;
 - (b) all corner grades of lots;
 - (c) top of foundation wall elevations;
 - (d) proposed landscaping grades at all corners of the home, deck/s and garage;
 - (e) drainage pattern of lot;
 - (f) right of way and easement located and labelled
 - (g) indicate the percentage of grades;
 - (h) by dimension from the property line, the location of the proposed building;

- (i) top of footing elevation; and
- (j) all information on the Plot Plan shall be legible.

REQUIREMENT TO SUBMIT CERTIFICATES

11.

- (a) The Person Responsible for applying for the Building Permit for the construction of a semi-detached dwelling or single-detached dwelling must submit to the Town an As Constructed Grade Certificate in accordance with Section 2(c) of this Bylaw respecting the parcel of land and construction to which the Building Permit relates, within TWELVE (12) calendar months of the Final Building Inspection.
- (b) In the case of a Multi-family Housing Development or construction on a Commercial or Industrial Site the Person Responsible for applying for the Building Permit for that construction must submit to the Town an As Constructed Grading Certificate respecting the parcel to which the Building Permit relates, within TWELVE (12) calendar months of the Final Building Inspection for the final building on the parcel.
- (2) Notwithstanding the time to file an As Constructed Grade Certificate set out in subsection (3), an As Constructed Grade Certificate must be filed within TWELVE (12) months of the Final Building Inspection related to staged development of a parcel, if construction has not begun on a subsequent building on the parcel within that time.
- (3) Every As Constructed Grade Certificate required pursuant to this Section must:
 - (a) indicate that a top of footing elevation check has been performed and conforms to the Grade Slip provided by the subdivision developer prior to the installation/construction of the foundation walls and the elevation as shot shall be shown on the Grade Slip submitted with As Constructed Grade Certificate;
 - (b) be accompanied with a Plot Plan drawn in accordance with section 11 of this Bylaw of the lot and be stamped in accordance with Section (2)(c) of this Bylaw;
 - (c) certify that the lot grading as shown on the attached Plot Plan will provide positive drainage for the lot and the drainage of the lot will be taken to a positive nature drainage course or storm sewer system and will not have any adverse affect on adjacent property owners;

- (d) certify that, at the date set out in the certificate, the grades and elevation As Built are within the Lot Grading Tolerance of the Grade Slip requirements, as set out in Schedule "C" of this Bylaw;
- (e) be signed by the Subdivision Developer Delegate to certify that the lot grades have been reviewed and accepted by the developer and responsible Person within TWELVE (12) calendar month of the Final Building Inspection; and

The Person Responsible for applying for the Building Permit to construct the semi-detached dwelling or single-detached dwelling is obligated to file an As Constructed Grade Certificate. If this Responsible Person fails to do so within the times set out in this Section or set out in an extended filing date set by the Appeal Board, commits an offence.

POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

Changing Grade Requirements

12. In the event that the Subdivision Developer Delegate, or a Person Responsible for construction referred to in this Bylaw determines prior or during construction that grades or elevations contained in a Grade Slip and or tolerances indicated in this Bylaw will not achieve adequate site drainage or are otherwise inappropriate, that Person is required to resubmit a revised Plot Plan to the Town's Chief Administrative Officer who will forward same to the Town's contracted Engineering consultants for comments, prior to submitting the As Constructed Grade Certificate.

Application to Extend Filing Date

- 13.
- (1) The Person Responsible for applying for the Building Permit for the construction of the semi-detached dwelling or single-detached dwelling to which a Lot Grading Permit relates, or a Person Responsible for construction referred to in Section 10, may apply in writing to the Town's Chief Administrative Officer, or his or her delegate, for an extension of time to file an As Constructed Grade Certificate;
 - (2) A non-refundable fee, as set out in Schedule "A" must accompany any written request to extend an As Constructed Certificate filing deadline;
 - (3) An application to extend a filing deadline pursuant to this Section must be submitted to the Town's Chief Administrative Officer, or his or her delegate, at least five (5) clear business days prior to the filing deadline the applicant is seeking to have extended;

- (4) Upon receiving an application for an extension pursuant to this Section, the Town's Chief Administrative Officer, or his or her delegate, may grant an extension of time or refuse to grant an extension of time to file an As Constructed Grade Certificate, and may attach any conditions that he or she considers appropriate;
- (5) A decision of the Town's Chief Administrative Officer, pursuant to this Section may be appealed to the Appeal Board by filing a written notice of appeal with the Town Administration within fourteen (14) days of the date of the Town's Chief Administrative Officer's decision;
- (6) An appeal filed pursuant to the Section must state the name of the appellant, the municipal address of the property to which the decision being appealed from relates, a day time telephone contact number at which the appellant, and an address to which documents in relation to the appeal may be delivered;
- (7) The Appeal Board may confirm, revoke or modify the decision of the Town's Chief Administrative Officer.

GRADED LOTS

14.

- (1) Driveways extended to the Side Yard's property line shall be set back one (1) foot (.3048 meters) from the property line unless provisions are made to allow proper lot drainage. Driveways constructed prior to this Bylaw coming into effect shall not be affected by this Bylaw;
- (2) Lot grading can only be modified from the "As Constructed Grade Certificate" elevations when the drainage pattern of the lot can be maintained as designed;
- (3) Lots graded prior to this Bylaw coming into force shall not be modified to prevent drainage of an existing water drainage course unless authorized by the Town's contracted Engineer, or as otherwise described in items (1) and (4) of this section;
- (4) Walkways installed in Side Yards shall not affect the drainage of the lot unless provisions have been provided to allow for proper lot drainage. Walkways constructed prior to this Bylaw coming into effect shall not be affected by this Bylaw;

WATER, EAVESTROUGHS AND DOWNSPROUTS

15.

- (1) No Person shall allow a flow of Water from a hose or similar device on the Property to be directed towards an adjacent Property if it is that the Water from the hose or similar device will enter the adjacent Premises.
- (2) A Person shall direct any rainwater downspout or eavestrough on the Property towards:
 - (b) the front of the Property;
 - (c) the rear of the Property;
 - (d) a side yard which does not abut another Property; or
 - (e) a side yard which abuts another Property only if there is a minimum of six (6) metres of permeable ground between the outfall of the downspout or eavestrough and the adjacent property.
- (3) Notwithstanding subsection (2), no Person of a Property shall allow a rainwater downspout or eavestrough to be directed towards a neighbouring Property if it is likely that the Water from the downspout or eavestrough will enter the adjacent Property.

DISCHARGES TO THE STORM DRAINAGE SYSTEM

16. Prohibited

- (1) No Person shall Release, or allow to be Released any Prohibited Material into the Storm Drainage System, except as permitted in subsection (2).

Permitted

- (2) The following may be Released into the Storm Drainage System:
 - (a) foundation drainage;
 - (b) Water from a portable swimming pool, decorative pond or fountain, having a capacity of three (3) cubic metres (3000 litres) or less;
 - (c) Water solely from:
 - i. irrigating or otherwise watering a lawn, garden and trees or other landscaping; or
 - ii. washing of single family or semi-detached homes with potable water.

- (d) Water resulting from extinguishing fires;
- (e) a discharge to the Storm Drainage System which has been approved in writing by the Town's Chief Administrative Officer, or his or her delegate,.

UNAUTHORIZED DISCHARGES

17.

- (1) Any Person who is contravention of the Bylaw, Releases, or causes or allows any Prohibited Material to be Released into the Storm Drainage System, shall immediately take all reasonable measures to:
 - (a) notify the Town emergency telephone number if there is any immediate danger to human health or safety;
 - (b) notify the Town Public Works Foreman;
 - (c) notify any other Person that may be directly affected by the discharge;
 - (d) mitigate the discharge, including, but not limited to, taking measures to prevent the obstruction of the Storm Drainage System or measure to prevent a Negative Impact; and
 - (e) cover and clearly mark all hoses used to direct Water to the Storm Drainage System to protect from injury.
- (2) Nothing in this section relieves a Person from complying with the requirements of any federal or provincial law or regulation, other bylaw or any requirements of any lawful permit, order, or licence.

RESTRICTIONS AFFECTING SURFACE DRAINAGE

18.

- (1) Except where a Parcel has Negative Drainage, no Person shall allow downspouts, eavestroughing, piping or other means of directing Storm Drainage on a Parcel to terminate within 2 metres of:
 - (a) a reserve;
 - (b) a Surface Drainage Facility, except where such Surface Drainage Facility is located in a Side Yard; or
 - (c) a Street.

- (2) No Person shall directly connect or allow direct connection of downspouts, eavestroughing, piping or other means of directing roof drainage to a foundation or weeping tile.
- (3) Except in an emergency, no Person shall direct or pump impounded Water from a Parcel to the Storm Drainage System without written consent of the Town's Public Works Department Foreman.
- (4) If a sump pump is required in any building the Owner shall install at the time of construction, a Sump Pump Discharge as part of the building's foundation drain so as to allow discharge directly to the storm sewer, or discharge to the surface.
- (5) The Sump Pump Discharge shall comply with all Town Bylaws and other applicable legislation and regulations. The Owner shall be solely responsible for ensuring the Sump Pump Discharge is properly designed, installed, operated and maintained.
- (6) No Person shall suffer or permit roof drainage or pumped subsurface drainage from a building to be discharged:
 - (a) directly onto a permeable ground surface within one meter of a building for all buildings that have a basement or a level below the finished ground surface;
 - (b) directly onto an adjacent lot or a Town right of way;
 - (c) to a location where soil erosion will or could occur;
 - (d) to a location where the flow of Water or accumulation of Water would adversely affect or have potential to adversely affect the stability of an adjacent or neighbouring slope;
 - (e) to a location where the flow of Water or accumulation of Water would or could adversely affect a slope or environmentally sensitive area; or
 - (f) in such a way as that it would or could create a nuisance, hazard or damage to neighbouring public or private property.
- (7) No Person, except for employees or agents of the Town, or other Persons with the specific authorization of the Town, shall obstruct, remove, regrade or alter or maintain, suffer or permit any such obstruction, removal, regarding or alterations of a Surface Drainage Feature within a registered right of way or Drainage Easement.

- (8) No Person, except employees or agents of the Town, or other Persons with the specific authorization of the Town, shall alter or maintain alterations of the surface elevations or surface grades within Town lands.
- (9) The Town shall not be held liable for any damages caused by a contravention of any sections in this part of the Bylaw.
- (10) No Person, except employees or agents of the Town, or other Persons with specific authorization of the Town, shall install a culvert or driveway within a public right of way.
- (11) The Owner of a lot shall at all times comply with the terms and conditions of any easement agreement, utility right of way, caveat or restrictive covenant document related to drainage that has been registered against the title to the Lot.
- (12) The Owner of a Lot is responsible for all maintenance of Surface Drainage Features located on the Lot unless otherwise notified by the Town Engineer.
- (13) The Owner of a lot is responsible for erecting and maintaining any erosion prevention device that may be required to protect the Lot or neighbouring Lots from damage due to erosion.
- (14) The Owner of a Lot shall ensure that any Storm Water exiting the Lot is free of hazardous contaminants.
- (15) No Person shall discharges or suffer or permit the discharge of any Substance other than Storm Water directly into the Town's storm sewer without written approval from the Chief Administrative Officer, or his or her delegate,.

INTERFERENCE WITH THE STORM DRAINAGE SYSTEM

19.

- (1) Any Person who owns or occupies a Parcel on which a Surface Drainage Facility is located shall ensure that:
 - (a) no building or other structure is constructed, erected, placed, or allowed to remain on or over the Surface Drainage Facility; and
 - (b) the Surface Drainage Facility remains clear of soil, silt, yard waste, debris, ice, snow or other matter which may obstruct, restrict or prevent the flow of Storm Drainage within the Surface Drainage Facility or the Storm Drainage System.

- (2) Notwithstanding subsection (1), a fence may be constructed over a Surface Drainage Facility provided that there is a vertical clearance over the top of the Surface Drainage facility of at least 0.15 metres (six (6) inches).

All landscaped areas shall be designed so as to facilitate effective surface drainage and must clear any Surface Drainage facility of at least 0.90 metres (thirty six (36) inches).

ENFORCEMENT

20.

- (1) Any Person who contravenes any provisions of this Bylaw by:
- (f) doing any act or thing which the Person is prohibited from doing;
 - or
 - (g) failing to do any act or thing the Person is required to do;
- is guilty of an offence.
- (2) Any Person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding ten thousand (\$10,000) dollars and in default of payment of any fine imposed, to a period of imprisonment not exceeding six (6) months.
- (3) Where an Officer believes that a Person has contravened any provision of this Bylaw, the Officer may commence proceedings against the Person by issuing violation ticket pursuant to the *Provincial Offences Procedures Act*, R.S.A. 2000 c. P-34.
- (4) Where there is a specified penalty listed for an offence in Schedule "B" to this Bylaw, that amount is the specified penalty for the offence.
- (5) This Section shall not prevent any Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedures Act*, R.S.A. 2000 c. P-34, or from laying an information in lieu of issuing a violation ticket.
- (6) The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of doing any thing or paying any fees, charges or costs from which that Person is liable under the provisions of this Bylaw or any other bylaw.
- (7) The Town is not required to enforce this Bylaw. In deciding whether or not to enforce this Bylaw, the Town may take into account policy

considerations, including available municipal budget and personnel resources.

TRANSITION AND COMING INTO FORCE

21.

- (1) This Bylaw shall apply to construction pursuant to any Building Permit with an application dated on or after June 17th, 2008.
- (2) This Bylaw comes into force on October 21st, 2008.

Bylaw No. 2008-06 is hereby repealed in their entirety.

READ A FIRST TIME THIS 21st DAY OF October, 2008

READ A SECOND TIME THIS 21st DAY OF October, 2008

READ A THIRD TIME THIS 21st DAY OF October, 2008

EXECUTED THIS 21st DAY OF October, 2008



MAYOR Phil McCracken



CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

Cost of Permits

<u>Permit</u>	<u>Fee</u>
As Constructed Grade Certificate (Refundable deposit per ground floor dwelling unit Refunded after submission of As Constructed Grading Certificate)	\$1,000.00
Non-Refundable Administration Fee for Review of the As Constructed Grade Certificate (to be paid at time of As Constructed Grade Certificate Deposit)	\$250.00
Non-Refundable Application Fee for Filing Extension	\$100.00
Non-Refundable Application Fee for Filing Extension once Schedule "E" letter sent	\$250.00

Schedule "B"

Fines & Penalties

<u>Section</u>	<u>Charge</u>	<u>Specified Penalty</u>
s.10	Failure to obtain Lot Grading Permit prior to beginning of construction	\$500.00
s.13	Failure to file an As Constructed Grade Certificate	\$500.00
s.16	Failure to comply with Section 16 of this bylaw	\$500.00
s.17	Failure to comply with Section 17 of this bylaw	\$1,000.
s.18	Failure to comply with Section 18 of this bylaw	\$1,000.
s.19	Failure to comply with Section 19 of this bylaw	\$1,000.
s.20	Failure to comply with Section 20 of this bylaw	\$10,000
s.21	Failure to comply with Section 21 of this bylaw	\$500.00

Schedule "C"

The following tolerances and minimum grades apply to the construction of semi-detached or single-detached dwelling.

ITEM	ACCEPTABLE GRADE TOLERANCES BETWEEN GRADE SLIP & AS BUILT	OVER-RIDING MINIMUM GRADES	OTHER
Top of Footing Verification	±0.15 meters (6 inches)	Top of footing must not be lower than the recommended lowest top of footing per Grade Slip	If the house or building constructed with minimum entrance grades below minimum grade (MG) or Registered Minimum Grade (RMG) specified, 0.08 meters (3.15 inches) maximum tolerance
Side Yard gradient		5% grade	Alberta Building Code requires that exterior walls must extend not less than 150 mm (6 inches) above finished ground level
Front and rear lot gradient		2% grade	Alberta Building Code requires that exterior walls must extend not less than 150 mm (6 inches) above finished ground level
Concrete Driveways, sidewalks and patios		2% grade from garage entrance or house or building foundation wall to back of curb edge of pavement or sidewalk	Not applicable to Driveways in cases where below-grade garages are approved pursuant to a development permit
Walkout foundations only – rear grade to the top of walkout wall	Minimum 0.15 meters (6 inches)	Minimum 0.15 meters (6 inches) And a 2% grade	Alberta Building Code requires that exterior walls must extend not less than 150 mm (6 inches) above finished ground level

Schedule "D"

On Company Letterhead

Date

Town of Crossfield
P.O. Box 500
Crossfield, Alberta
T0M 0S0

Attention: Town of Crossfield, Chief Administrative Officer

Re. As Constructed Grading Certificate

Building Permit#

Project Address:

Legal Description: Lot , **Block** , **Plan**

Builder:

Developer Name:

Subdivision Name:

Phase:

I hereby certify that I have been appointed by the developer as the Subdivision Developer Delegate for the property indicated above and I have reviewed the information below in conformance with the current Town of Crossfield Lot Grading Bylaw and have performed and or reviewed the items below and certify that this information to be correct to the best of my knowledge.

1. I certify that the grades and elevations As Built are within the Lot Grading Tolerances of the Grade Slip requirements, as set out in Schedule "C" of the Town of Crossfield's Lot Grading Bylaw;
2. I certify that the respecting As Built lot grades shown on the attached Plot Plan have been reviewed and accepted by the developer;
3. I certify that the lot grading as shown on the attached plan will provide positive drainage of this property and will be taken to a positive natural drainage course or storm sewer system and will not have any adverse affect on adjacent property Owners; and
4. I certify that the elevations provided for the top of the footing as provided by the Person Responsible conforms to the submitted Grade Slip.

Name of Subdivision Developer Delegate (print)

Title of Subdivision Developer Delegate (print)

Signature of Subdivision Developer Delegate

Schedule "E"

Town of Crossfield
Progress through friendship

Date

To Person Responsible

Re: Lot Grading

Notice of Non-Compliance

The Town of Crossfield serves notice to the Person Responsible of Lot _____, Block _____, Plan _____ that the lot grading requirements of the Town of Crossfield have not been met for this lot as of _____ (date).

Condition of Bylaw No. _____ Bylaw for the Regulation of Surface Grades of Properties, stated that an As Constructed Grade Certification Package was to be submitted to the Town within TWELVE (12) months of final inspection of the building.

This letter is notice that a response is required within TWO (2) weeks, _____, (date of respond) or a violation ticket in accordance with Section (22) of the Town of Crossfield Lot Grading Bylaw may be issued.

Note An extension can be requested in accordance with Section (15) of the Town of Crossfield Lot Grading Bylaw.

Your prompt attention to this matter would be appreciated.

Respectfully,

Town of Crossfield
Development Officer/Assistant Development Officer

Schedule "F"

Town of Crossfield
Progress through friendship

Date

Builders Name
and Address

Attention:

Re: As Constructed Grading Certificate

Building Permit#

Project Address:

Legal Description: Lot , **Block** , **Plan**

Builder:

Developer Name:

Subdivision Name:

Phase:

The Town of Crossfield Chief Administrative Officer has received and reviewed the "As Constructed Grade Certificate" submitted for the above property and is satisfied with the contents of this certificate.

The closure of this file is being based on the builder and Subdivision Developer Delegate certifying that the grades of the above property conform to the Town of Crossfield Lot Grading Bylaw No. .

Please forward a copy of this letter to the homeowner of the above property for their information.

Respectfully,

Town of Crossfield
Development Officer/Assistant Development Officer.