



**Planning and Economic Development Department
Building Division**
71 Main Street West, 3rd Floor, Hamilton, ON L8P 4Y5
Phone: 905-546-2720 Fax: 905-546-2764
Email: building@hamilton.ca

Application No.

Owner's Undertaking
Lot Grading

A. Project Information				
Street Number		Street Name		Unit Number
City/Town		Province	Postal Code	Telephone Number
Project Description				

WHEREAS the City of Hamilton grading and drainage policies require the site grading associated with the project described above to be designed and reviewed by a Professional Engineer in accordance with the requirements.

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed, and the Professional Engineer (Grading Consultant) being the person retained to prepare the grading plan and provide general review, hereby warrants that:

1. The Professional Engineer (Grading Consultant) has prepared a grading plan in conformance with the criteria outlined on page two herein and ensures water will not accumulate at, or near, the building and will not adversely affect adjacent properties.
2. The form, "Lot Grading Certificate Declaration" will be provided to the Chief Building Official along with an as-built grading plan/final survey. The Building Permit file will remain open, and release of securities withheld, without this documentation.
3. Should the retained Professional Engineer (Grading Consultant) cease to provide services, the Owner will immediately notify the Chief Building Official in writing and retain another Professional Engineer (Grading Consultant) so that general review continues without interruption.
4. Any change to the grading of the property after the building permit is closed may be subject to a Site Alteration Permit and/or a revision to the submitted grading plan.

Owner Initial	P.Eng. Initial
	n/a

The undersigned hereby certifies that he/she has read and agrees to the above

B. Owner Information				
First Name			Last Name	
Street Number		Street Name		Suite/Unit Number
City/Town		Province	Postal Code	Telephone Number

C. Professional Engineer (Grading Consultant) Information and Declaration				
First Name			Last Name	
Company Name (if applicable)				
Street Number		Street Name		Suite/Unit Number
City/Town		Province	Postal Code	Telephone Number

Owner Signature _____ Date _____ Professional Engineer Signature _____ Date _____

The information collected on this form is considered to be a public record. The legal authority to make the information public is City of Hamilton By-law 21-207. The personal information collected on this form is authorized under the Municipal Act, 2001, Section 227, and will be used to contact you and for the administration of the Infill Information Notice. If you have any questions regarding the collection of this information, please contact the Building Division at 71 Main Street West, 3rd floor, (905) 546-2720.

Grading Plan – Minimum Requirements

In preparing the grading plan, the Professional Engineer (Grading Consultant) **shall** comply with City of Hamilton grading and drainage policies/standards including:

- [“Comprehensive Development Guidelines and Financial Policies Manual”](#) – available on the City’s website.
- For **Beach Boulevard**, “Beach Boulevard Master Drainage Plan (1999)” – available from Growth Management Division.
- For **Beach Boulevard**, “Stormwater Ponding Study (2019)” – available from Growth Management Division.
- For Ancaster “ER”-zoned areas, post development flows to be maintained to predevelopment flows for 2-year to 100-year storm events. (Additional information available from Growth Management Division.)
- Compliance with Ontario Building Code (OBC) Article 9.14.6.1. or Article 3.1.18.1. – grading the site so that water will not accumulate at or near the building under construction and will not adversely affect any adjacent properties.

In preparing the grading plan, the Professional Engineer (Grading Consultant) shall consider:

- Compliance with existing grading plans.
- The overall performance of the existing drainage system in the neighbourhood, e.g. blocked swales upstream or downstream, malfunctioning catch basins, excessive runoff due to hard (non-permeable) surfaces, etc.
- The existing drainage pattern in the area of the site and not change the location, direction, or rate of drainage (i.e. not increase runoff) to adjacent properties.
- Location of downspouts/roof leaders, splash pads, area drains, discharge from sump pumps, window wells, walkouts, etc., for both the new construction and adjacent properties.
- Location and dimensions of hard (non-permeable) surfaces, e.g. driveways, walkways, porches, sport courts, retaining walls, etc.
- Locating downspouts so as not to direct flow onto adjacent properties nor render any public sidewalk impassable due to water flow, i.e. not extending downspouts/roof leaders to the sidewalk.
- The ability of the soil to accommodate infiltration of surface water.
- Siltation control methods to prevent erosion or siltation on adjacent properties.

The grading plan **shall**:

- a. Where upon paper, not exceed ISO 216 paper size A1 or 24-inch x 36-inch; where electronic submission, conform to the ePLANS Submission Standards and ePLANS File Naming Standards.
- b. Design side yard and rear yard swales to be located entirely within the property.
- c. Include the description of the nearest geodetic benchmark.
- d. Indicate and detail development features (including Low Impact Development or LID features), e.g. retaining walls, catch basins, area drains, soaking pits, etc.
- e. Indicate direction, minimum slope, depth and side slope of swales and/or embankments.
- f. Indicate direction of surface drainage.
- g. Indicate splash pads for downspouts/roof leaders.
- h. Indicate the lot dimensions and area.
- i. For all structures on the property, indicate the location, dimensions and setbacks to all lot lines.
- j. Indicate the location of septic tanks and tile fields, wells, and above grade utility structures.
- k. Indicate existing and proposed elevations for all lot corners and intermediate points of grade change.
- l. Indicate proposed elevations for all corners of the building.
- m. Indicate the centerline road elevation opposite all lot corners.
- n. Indicate proposed elevations of the basement floor, first floor, garage floor and back of sidewalk.
- o. Demonstrate that the garage floor elevation is at least 0.3 m higher than the back of the sidewalk.