

**APPENDIX 22**  
**City of Hamilton**  
**Landscape and Grading Plan Requirements**

**PLAN REQUIREMENTS FOR APPROVAL OF LANDSCAPE AND GRADING PLANS PURSUANT TO SECTION 41 OF THE PLANNING ACT, R.S.O., 1990**

**1. SUBMISSION REQUIREMENTS**

- (a) NINE (9) copies of Landscape Plan (folded legal size\*);
- (b) NINE (9) copies of Grading Plan (folded legal size\*); and
- (c) ONE (1) copy of Landscape and Grading Plan reduced to 11" x 17".

**\*NOTE:** ALL PLANS MUST BE FOLDED WITH MAXIMUM SIZE OF 8 ½" X 14" (LEGAL SIZE) AND IN SEPARATE SETS WITH THE TITLE BLOCK VISIBLE IN THE LOWER RIGHT HAND CORNER OF THE DRAWING SHEET. PLANS WILL NOT BE ACCEPTED IF THIS REQUIREMENT HAS NOT BEEN COMPLIED WITH. ROLLED UP PLANS WILL NOT BE ACCEPTED.

**2. PROFESSIONAL STAMP**

Plans must be prepared and stamped by a qualified professional architect, engineer, or landscape architect. Where the Landscape and Grading plans are prepared and stamped by different professionals, each professional shall sign off on the others plan.

**3. SCALE**

Plans must be in metric scale 1:50; 1:100; 1:200; 1:400; 1:500

**4. LANDSCAPE PLAN**

To show the landscape treatment of the project including:

- Location of all proposed plant material, planting beds and sodded areas, and other surface treatments
- Location of existing vegetation to be retained or removed
- Location of existing or proposed trees (species and diameter) and vegetation on the adjacent road allowance. For existing trees, tree preservation methodology to be shown on landscape plan

- Location of existing and proposed fire hydrants
- Location of traffic signs
- Plant list showing index, name, size, quantity, etc.
- Location of pathways, play areas, special activity areas, open space area, and interior walkways, stairs, escalators, activity areas, building entrances and doorways
- Location of any outdoor lights
- Location and treatment of garbage collection areas
- Curbing and wheel stops
- Incorporation of barrier free access design features
- Fencing, including privacy fencing or screening
- Listing of play equipment (if applicable)

#### 5. NOTES ON LANDSCAPE PLAN

The following notes must be shown on the Landscape Plan:

1. Any plant material or \*play equipment substitutions require the approval of the City of Hamilton.
2. Plant material, \*play equipment and fencing shall be minimum to be provided by the owner. Any additions must comply to the Zoning By-law.  
  
**\*PLAY EQUIPMENT TO BE INCLUDED IN NOTES #1 AND #2, IF APPLICABLE, TO RESIDENTIAL PROJECTS.**
3. Any sodding, planting or work on lands abutting the property from the lot lines to sidewalk and curbing, shall be to the satisfaction of the City.
4. All landscaping shall be installed prior to the end of the first growing season following occupancy of the development.
5. Unless otherwise specified all landscaped areas to be sodded.
6. Unless otherwise specified all undeveloped areas shall be undisturbed and kept free and clear of debris and maintained.

#### 6. GRADING PLAN

- (a) Existing detail required:

- i) All road elevations at centre line and road edge at 15 m intervals.
  - ii) Sidewalk elevations - if existing, at 15 m intervals.
  - iii) All lot corner elevations plus maximum 15 m square grid internally (including 15 m internal profile along all property limits) in addition to sidewalk profile.
  - iv) Major grade change elevations
  - v) Sufficient grades external to the site, chosen to be representative of the drainage pattern adjacent to and surrounding the lands being developed
  - vi) Any existing drainage courses
- (b) Proposed detail required:
- i) Property corner and intermediate lot line elevations (especially at the approaches)
  - ii) Ground elevations at all building corners as well as at all grade changes
  - iii) Invert elevations of all swales or ditches
  - iv) Top elevation of catch basins
  - v) Drainage and directional arrows which conform to the proposed elevations
  - vi) Elevations of individual internal driveways where a depressed garage exists
  - vii) Typical cross-section of interior drives
  - viii) Top and bottom retaining wall elevations at start/end and at 15m interval along wall
  - ix) Typical cross-section of retaining walls
  - x) Where sidewalks are to be installed internally, an additional cross-section typical of individual driveway approaches (i.e.

perpendicular to centreline of interior drives as opposed to individual driveway) is required.

- xi) Any existing drainage courses traversing the site must be resolved with the proposed development.
  - xii) Incorporation of barrier free access design features.
- (c) Legend detailing all symbols used, e.g. catch basins, retaining walls, road, property line, building line, existing and proposed elevations.
- (d) All elevations should be shown as follows:
- i) Existing 797.3
  - ii) Proposed (797.3)
- (e) Drainage must remain internal to the site unless otherwise approved by the City's Manager of Development Engineering.
- (f) Every parking area, where storm sewers are available, shall be drained by catch basins and storm water yard sewers as follows:
1. Parking areas with less than 500 m<sup>2</sup> shall be drained as directed by the City's Manager of Development Engineering.
  2. Parking areas with grass surfaces shall be drained as directed by the City's Manager of Development Engineering.
  3. Parking areas with all other surfaces and larger than 500 m<sup>2</sup> shall have at least one catch basin for each 500 to 1,000 m<sup>2</sup> unless designated by a Professional Engineer, and approved by the City's Manager of Development Engineering.
- (g) All elevations must be to Geodetic Datum and a description of the bench mark used must be included on the plan.
- (h) Location and type of fire hydrants existing and proposed.

## 7. NOTES ON GRADING PLAN

1. Any changes in grades and catch basins require the approval of the City's Manager of Development Engineering.

2. All driveways from property lines for the first 7.5 m shall be within 5% maximum grade, thereafter, all driveways shall be within 10% maximum grades.
3. The approval of this plan does not exempt the owner's bonded contractor from the requirements to obtain the various permits/approvals normally required to complete a construction project, such as, but not limited to the following:
  - Road cut permits
  - Sewer permits
  - Approach approval permits
  - Relocation of services
  - Committee of Adjustment
  - Encroachment agreements (if required)

**NOTE: INCOMPLETE PLANS WILL BE RETURNED RESULTING IN DELAYS OF PROCEDURE – PLEASE ENSURE ALL INFORMATION IS INCLUDED AND ALL PRINTING IS CLEAR AND LEGIBLE.**