



March 23, 2012

Dear Development and Building Group of the City of Chestermere;

On April 5, 2011, City of Chestermere Mayor and Council passed a Municipal Improvements Policy.

Section 5.7 of The Municipal Improvements Policy states:

5.7 The following standards shall apply with respect to grading within the Subdivision Area/Development Area:

- (a) The finished elevations at all corners of the lot and the ground next to the building shall conform to an approved surface drainage plan. Any changes must be reviewed and accepted, in writing, by the Municipality.*
- (b) Home builders will be required to supply a grading compliance certificate prepared by an Alberta Land Surveyor, showing compliance with finished grade requirements, prior to occupancy.*
- (c) Positive drainage must be established away from the building to the gutter or drainage channels as designed.*
- (d) Weeping tiles and other foundation drains shall meet Alberta Building Code requirements. Disposal of weeping tile and other foundation drainage shall be subject to Municipality's acceptance. Disposal into the sanitary sewerage system is prohibited. In all cases, this will require the provision of a sump pump discharging into a storm sewer system designed to accommodate the anticipated weeping tile flow, or, where storm system connections are not available, into swales alongside and between lots, ultimately discharging into the gutter.*
- (e) Suitable native material may be used for backfill of trench and excavations in respect to the Municipal Improvements. In accordance with good construction practice, all trench and foundation backfill must be adequately consolidated at the time of construction by moisture conditionings and mechanical compaction to ensure that when subsequent natural settlement is complete, that final grades will be acceptable with no adverse impact to adjacent structures. The Municipality will inspect backfill prior to issuance of a Construction Completion Certificate or the Certificate may be issued after provision of appropriate security if weather conditions preclude adequate consolidation and inspection prior to occupancy.*
- (f) Site improvements shall not alter or disrupt the drainage pattern as established in the surface drainage plan.*
- (g) Landscaping and structures such as solid fences, retaining walls and permanent or temporary buildings which may disrupt surface drainage shall not be permitted.*

This portion of the policy pertains to our builders in particular, but we are sending notice to our Developers as well, as it relates to your Development Agreement registered on title for each parcel in your subdivision.

As of **July 23, 2012** the City of Chestermere requires all builders to submit an "as constructed" Grading Compliance Certificate to be reviewed and accepted by the Municipality's staff.

The following are requirements of the Grading Compliance Certificate:

- The Certificate must be provided to the City **prior to** request for inspection and release of Landscaping Deposit, which is submitted by the builder after all building and development permits have been inspected and a Permit Services Report has been generated by the City of Chestermere.
- In the case of a commercial/multi-family/institutional or industrial development, the As Constructed Grade Certificate and Plot Plan must be submitted to the planner prior to DCC inspection request.
- The As Constructed Plot Plan which accompanies the Certificate must be stamped by a professional land surveyor or engineer and show elevations to subsoil, not topsoil.
- The certificate must be provided to the City in the form of an As Constructed Grade Certificate, attached as Schedule A. A plot plan, paid for by the builder, showing all completed grades, according to Engineering Design Standards, must accompany this Certificate (as per template attached as Schedule B).
- The certificate must guarantee that the grades and elevation as built are within the Lot Grading Tolerance of Grade Slip requirements, as set out in the City of Chestermere's Engineering Design Standards (attached as Schedule C).
- **ALL BUILDINGS UNDER CONSTRUCTION AS OF JULY 23, 2012, WILL BE SUBJECT TO THIS NEW PROCEDURE.**
- The City will provide the builder with a Notice of Compliance/Notice of Non Compliance after acceptance of the As Constructed Grade Certificate and approval of release of the Landscaping Deposit (if requested the same time). Sample attached as Schedule D. It is the builder's responsibility to give a copy to the landowner within 7 days of receiving the Certificate.
- It is the builder's responsibility to ensure that the homeowner must not modify grades until the lot's As Constructed Grade Certificate requirements have been completed by the builder and a Notice of compliance has been given by the City.
- It is the builder's responsibility to notify the homeowner that 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, as set out in section 7.23.4 of the City of Chestermere's Land Use Bylaw 022-10, as amended.

If you have any questions or concerns, please feel free to call our office at 403-207-7075. If it is an engineering question, please send your query to engineeringinfo@chestermere.ca.

Thank-you,

City of Chestermere - Community Growth & Infrastructure

SCHEDULE A

On Company Letterhead

Date

City of Chestermere
105 Marina Road
Chestermere, AB T1X 1V7

Attention: Development Services - Community Growth and Infrastructure

Re: As-Constructed Grade Certificate

Project Address: _____

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

Builder: _____, **BP Applicant:** _____

Subdivision Name: _____, **Phase:** _____

Building Permit Number: _____

I hereby certify that I have been appointed by the builder/applicant as the authority for the property indicated above, and I have reviewed the information below in compliance with the current City of Chestermere Engineering Design and Construction Standards and have performed and/or reviewed the items below and certify that this information to be correct to the best of my knowledge.

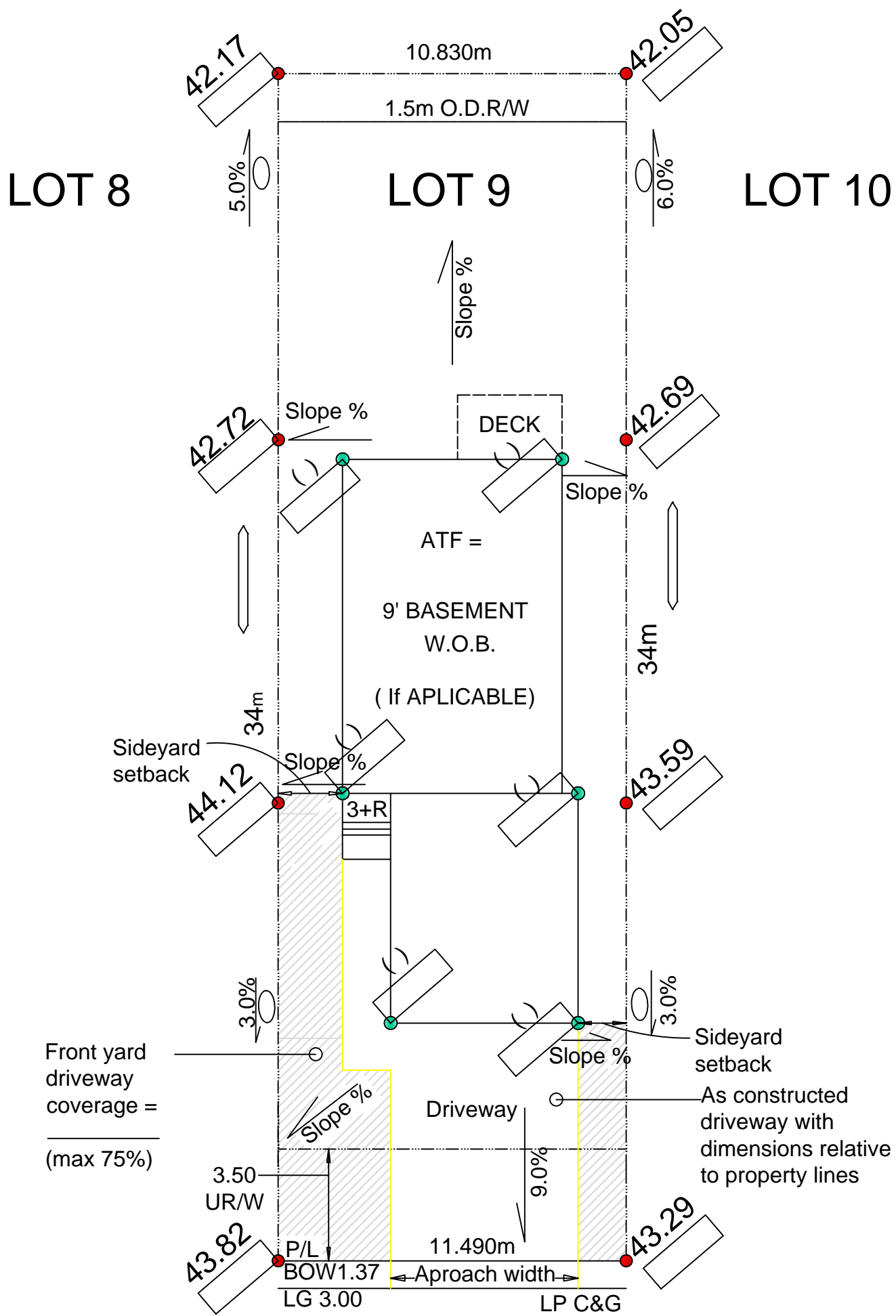
1. I certify that the grades and elevations As Built as provided by the Person Responsible are within the Lot Grading Tolerances of the Grade Slip requirements, as set out in the Engineering Design and Construction Standards and, unless otherwise noted in the attached Grade certificate comments.
2. I certify that the respecting As Built lot grades as provided by the Person Responsible shown on the attached Plot Plan have been reviewed and accepted by the builder.
3. I certify that the lot grading shown on the attached plan will provide positive drainage if 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.
4. I certify that the elevations provided for the top of footing as provided by the Person Responsible conforms to the submitted Grade Slip.

Name of Surveyor/Engineer (print)

Signature

Professional Engineer/ALS Stamp,
Signature & Permit to Practice

AS CONSTRUCTED GRADING CERTIFICATE



SCALE: IN METRIC

Legend

- | | | | |
|-------|---|--|-----------------------------------|
| | ~ Swale Design Grade | | • Adjacent Lot Status |
| 43.29 | ~ Existing Grade (Metric Geodetic) | | • (indicate one of the following) |
| | ~ As constructed Grade (Survey Date _____) | | • Vacant |
| | ~ as constructed Slope (As Calculated Between Survey Points) | | • Under, Construction |
| () | ~ Proposed grade (plot plan) | | • loamed |
| | ~ Front yard area including driveway | | • Seeded |
| | | | • Sodded |
- Elev = _____
(Survey Date _____)

SCHEDULE C

Lot Grading Tolerances

The following tolerances and minimum grades apply to the construction of single-detached, semi-detached, duplex dwellings, Multi-family Housing Developments, and construction on Commercial and Industrial Sites.

| Item | Acceptable Grade Tolerances Between Grade Slip & As Constructed | Over-Riding Minimum Grades | Other |
|--|---|--|---|
| Top of Footing Verification | ±0.15 metres (6 inches) | Top of footing must not be lower than the recommended lowest top of footing per Grade Slip | If house or building constructed with minimum entrance grade below minimum grade (MG) or Registered Minimum Grade (\$MG) specified, 0.08 metres (3.15 inches) maximum |
| As constructed grades for landscape after loaming | ±0.15 metres (6 inches) | 2% grade | Maximum grade ratio of 3:1 without a retaining wall |
| Areas within 1.2 metres of house or building foundation wall under decks and cantilevers | | 4% grade | |
| Concrete driveways, sidewalks, and patios | | 2% grade from garage entrance or house or building foundation wall | Not applicable to driveways in cases where below-grade garages are approved pursuant to a development permit |
| Multi-family Housing Developments and Commercial or Industrial Sites | | | Trap-low areas must have volume capacity set out in Storm Water Management Report (Drainage Plan) |

Source: City of Chestermere Engineering Design and Construction Standards





SCHEDULE D

Date

Builder's Name and Address

Attention: Applicant's Name

Re: As Constructed Grade Certificate - *Notice of Compliance*

Building Permit# _____ **Project Address:** _____

Legal Description: _____

Builder: _____ **BP Applicant:** _____

Subdivision Name: _____ **Phase:** _____

The City of Chestermere Development Services Department 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 based upon the Builder and Builder/Applicant's Delegate certifying that the grades of the above property conform to the City of Chestermere's Engineering Design Standards and Municipal Improvements Policy # 308.

It is your responsibility to forward this Notice of Compliance to the landowner within 7 days of receipt.

Respectfully