



## **Purpose:**

To inform owners, designers and contractors of City requirements for site service design drawings when applying for development of Single Family & Duplex Infill Development.

## **Background:**

The City provides a user-pay installation service for site servicing as established in the Engineering Fees and Rates Bylaw No 7553. The fees cover installation costs, but do not include the provision of accurate, field-verified design drawings. Design drawings are necessary to identify the proper location of service connections and all obstructions, and to facilitate the installation process.

In order to have consistent application of servicing requirements for all **Single Detached Dwellings & Duplex** development projects, the City has implemented submission requirements for **Infill Projects**. Applicants will be required to submit a Site Service Drawing to the Building Division at the time of the Initial Permit Application. Prior to the issuance of any Building Permit, the Site Service Drawing must be reviewed and approved by the Engineering Department. This is consistent with requirements for other Single Family & Duplex applications where subdivision and/or development permits are required.

Please use the checklist provided on the next page to ensure the Site Service Drawing prepared contains all information required for City Staff's review.

Project Address \_\_\_\_\_

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

REQUIRED DRAWINGS - SITE SERVICE DRAWING - (3 copies)		Required	On-Plan	
• <b>Site Service Drawing (Site Plan)</b>		✓		
Min. Scale: 1:100 or 1/8"=1'-0"	North arrow ( true north & project north)	✓		
	Full lot footprint showing legal dimension on each side	✓		
	Streets (with name) & lanes shown	✓		
	Easements and Statutory Rights-of-Way	✓		
	Location of proposed buildings & buildings to remain on site with setbacks shown	✓		
	Geodetic Datum <ul style="list-style-type: none"> <li>Existing &amp; proposed elevations at property corners</li> <li>Existing &amp; proposes elevations at building corners</li> <li>Elevation of lowest floor</li> </ul>	✓		
	Driveway & Lane Tie-in (existing & proposed) <ul style="list-style-type: none"> <li>Offset and width from property line</li> <li>Parking location on-site</li> </ul>	✓		
	Finish elev. of sidewalks & driveway	✓		
	Ditch locations and inverts	✓		
	Retaining walls - top and bottom elev.	✓		
	Location of trees & tree protection barrier	✓		
	Landscape & ground covering (sod, asphalt etc.)	✓		
	Locations and offsets from property lines for all connections, existing and/or proposed, including size and invert, at connection point of all connections intended to be used or installed	✓		
	Proposed storm and sanitary service location and invert at building foundation	✓		
	Other Utilities – proposed offset from property line ( <i>Electrical, Natural Gas, Telecommunications, Cable, etc.</i> )	✓		
	Path of utilities through property, from property line to building (From property connection to foundation of building)	✓		
	Rim elevation and invert of sanitary and storm inspection chambers – existing and proposed	✓		
	Rim and invert elevations of any existing manholes within construction area	✓		
	Rim and invert elevations of upstream & downstream sanitary manholes	✓		

