

# LOT GRADING REVIEW APPLICATION



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Morinville, AB T8R 1L6  
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Date Received Stamp
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A complete application for processing must include:

- Certification of As-Built Grades (Lot Grading Certificate) prepared by an Alberta Land Surveyor indicating elevations to either rough (clay) or final (sod) grade.
- A completed copy of this application form and checklist.

## PROPERTY INFORMATION

Municipal Address: \_\_\_\_\_

Legal Address: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

## APPLICANT INFORMATION

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(STREET) (MUNICIPALITY) (PROV)

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person/Agent: \_\_\_\_\_ Contact Phone (Cell): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Registered Landowner: *(if same as Applicant, check here: )*

Registered Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(STREET) (MUNICIPALITY) (PROV)

Contact Person/Agent: \_\_\_\_\_ Contact Phone (Cell): \_\_\_\_\_

## SELECTED METHOD OF NOTIFICATION

- Mail to above address.
- Email to above email address.
- Call for pick up (\*indicate preferred number).

## REVIEW PROCESS

The complete application will be reviewed by the Town for compliance with the Designed Grades. After review, a letter stating that the certificate is either; "generally in accordance" with adjustments that can be made in field OR, "not in accordance". Where it is "not in accordance" the applicant must resubmit a revised certificate for review after corrections have been made and pay any applicable re-inspection fees.

Morinville may conduct an independent inspection of the property however the review is based solely on the submitted Certification of As-Built Grades.

Application processing is subject to work volumes, and response times may vary. On average, response to application is generally within 2-3 weeks.

The personal information provided as part of this application is collected under Section 43 of the Safety Codes Act and Sections 295 and 303 of the Municipal Government Act and in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act regulates the collection and disclosure of personal information. The privacy of personal information requested in this form is protected by the FOIP Act and is collected for the sole use of the Town of Morinville.

## LOT GRADING APPLICATION CHECKLIST

**Instructions:**

- The Applicant shall review and certify that the below checklist of requirements are completed and submit this checklist with the Lot Grading Review Application.

ITEM	LOT GRADING REVIEW CHECKLIST	YES	NO
1.	I certify that I have been appointed by the registered owner with the authority to submit a lot grading review application on their behalf.		
2.	I certify that I have reviewed the lot grading on site and the provided certificate of as-built grades and I certify the information to be correct and that it is in compliance with the current Town of Morinville’s lot grading requirements found in the Municipal Engineering Standards.		
3.	I certify that the grades and elevations shown on the certificate of as-built grades for the property are within acceptable tolerances <sup>1</sup> of the approved lot grading plan.		
4.	If as-built grades are out of tolerance, I certify that they are due to necessity of tying into abutting final grades or matching into existing municipal infrastructure. I certify it will not cause drainage issues on the property or to any adjacent property and will not adversely affect the overall grading plan for the area.		
5.	I certify that the grades and elevations on-site and shown on the certificate of as-built grades, including any out of tolerance areas, have been reviewed and accepted by the registered landowner.		

REMARKS:
<p>If the response to any of the above questions is “NO”, please provide detailed explanation and any supporting documents:</p>          

<sup>1</sup>Acceptable tolerances:      Rough Grade:    -10cm to -20cm below design grade  
    Final Grade:    0cm to -10cm below design grade

- Positive Drainage Requirements:
- Minimum slope away from the foundation is 10% for first 2 meters.
  - Yard slopes and common swales have minimum slope of 2%.
  - All drainage is directed away from houses and towards common swales, Natural drainage courses, or storm sewer systems.
  - Downspouts discharge no less than 1.5m away onto splash pads.

**\*Complete list of Lot Grading requirements found within the Municipal Engineering Standards**

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