

**THE TOWN OF NEEPAWA  
BY-LAW NO. 3210-22**

**BEING A BY-LAW OF THE TOWN OF NEEPAWA TO REGULATE THE LOT GRADING AND DRAINAGE OF PRIVATE OR PUBLIC PROPERTY IN THE TOWN OF NEEPAWA.**

**WHEREAS** *The Municipal Act* provides in part as follows:

232(1) A council may pass by-laws for municipal purposes respecting the following matters:

- (a) the safety, health, protection and well-being of people, and the safety and protection of property;
- ... (h) drains and drainage on private or public property;
- ... (o) the enforcement of by-laws.

232(2) Without limiting the generality of subsection (1), a council may in a by-law passed under this Division

- ... (e) Subject to the regulations, provide for a system of licenses, permits or approvals, including any or all of the following:

- (i) Establishing fees, and terms for payment of fees, for inspections, licenses, permits and approvals, including fees related to recovering the costs of regulation;
- ... (iii) Prohibiting a development, activity, industry, business or thing until a license, permit or approval is granted.

236(1) Without limiting the generality of clause 232(1)(o) (enforcement of by-laws), a by-law passed under that clause may include provisions...

- (a) providing for procedures, including inspections, for determining whether by-laws are being complied with; and
- (b) remedying contraventions of by-laws; including
  - (i) creating offences;
  - (ii) subject to the regulations, providing for fines and penalties, including the imposition of a penalty for an offence that is in addition to a fine, so long as the penalty relates to a fee, toll, charge or cost that is associated with the conduct that gives rise to the offence, or related to enforcing the by-law;
  - (iii) providing that an amount owing under subclause (ii) may be collected in any manner in which a tax may be collected or enforced under this Act;

**AND WHEREAS** the Council of the Town of Neepawa deems it advisable, expedient and in the public interest that proper lot grades be established and maintained on lots within the Town.

**NOW THEREFORE** the Council of the Town of Neepawa duly assembled enacts as follows:

**TITLE**

1. This By-law shall be known as the "Lot Grading and Drainage By-Law".

**DEFINITIONS**

2. Unless the context otherwise requires:

**"Applicant"** - means owner, or such other person authorized by said owner to make application for a lot grading permit.

**"Building"** - means any structure used or intended for supporting or sheltering any use or occupancy and, without restricting the generality of the foregoing, includes residential, commercial, industrial, and institutional structures.

- “Building Lot Grade”** - means the lot grade elevation of the finished ground surface immediately adjacent to the foundation of a building and at the location so identified on the lot grading permit.
- “Designated Officer”** - means any person appointed to hold the position of Designated Officer as recognized by the *Designated Officer By-Law* of the Town of Neepawa, or any person acting under the delegated authority of such Designated Officer.
- “Downspout”** - means a nominally vertical pipe installed to carry storm water from a roof.
- “Elevation”** - means the vertical distance above or below mean sea level.
- “Exposed Face”** – in relation to a retaining wall, means the visible height of the wall above ground level.
- “Finished Surface”** - means the completed landscaped condition of an area by covering the area with, but not limited to, sod, grass, stone, cement, wood or other substance or material.
- “Foundation”** – means the lowest load bearing part of a structure and for the purpose of this by-law shall mean a slab on grade or grade beam.
- “Land Drainage Sewer”** - means a sewer that carries storm water and surface water, street wash, weeping tile water, and other wash waters or drainage, but excludes domestic wastewater and industrial wastes.
- “Lot”** - means a piece, plot, or parcel of land identified on the lot grade permit.
- “Lot Grade Elevation”** - means the elevation of the finished ground surface at any specific reference point or at any point on the slope between two specific reference points on a lot.
- “Lot Grade Elevation Post”** - means the post or posts placed on a specific lot which has thereon markings indicating the lot grade elevation.
- “Lot Grade Permit”** - means the permit issued by the Neepawa Area Planning District on behalf of the Town to an applicant pursuant to this By-Law wherein the building lot grade (ground elevation) and the lot grade elevations of a specific lot are established.
- “Lot Grading Plan”** - means a plan, prepared by a professional engineer or civil engineering technician or other qualified person or firm as determined by the Town, which provides a Building Lot Grade and a Lot Grade Elevation for a site or lot and provides the elevations for the adjoining properties at the common property line and the elevations on the street and boulevard fronting the subject site or lot. The Lot Grading Plan shall be prepared and be in the form, and contain the information shown on “Schedule “B” attached hereto and forming part of this By-law. At the discretion of the Designated Officer, a Lot Grading Plan may also be prepared by an Owner or Applicant who has at their disposal the appropriate equipment for the determination of levels, and can provide sufficient information acceptable to the Designated Officer.
- “Lot Grading”** - is a general term referring to the combination of lot grade elevations and resultant slopes within a given lot.
- “Owner”** - means the person in whose name a subject property is registered, a lessee, or any person who exercises the power and authority of ownership.
- “Perching”** - means the sloping of soil away from a building, directing surface drainage away from the foundation and window wells to reduce the volume of water flowing to foundation drains.
- “Retaining Wall”** - means a wall designed to contain and support fill which has a finished grade higher than that of adjacent lands.
- “Site”** - means such parcel of land sufficient to permit the placement/construction of a building.
- “Splash Pad”** - means a cast-in-place or precast concrete structure rigidly attached to a building to carry roof runoff and weeping tile water away from the building foundation.

**“Storm Water”** - means water from rainfall or snowmelt or a combination of the two, and includes weeping tile water.

**“Street”** - means a road or right-of-way over which the Town has jurisdiction.

**“Surveyor”** - means a person who has received a commission to practice as a surveyor of lands and is registered under the Manitoba Land Surveyors Act or a person who is a Professional Engineer licensed to practice in the Province of Manitoba.

**“Swale”** – means a low tract (depression) of land, especially one that is moist and marshy. Swales are the responsibility of the property owner and can refer to a natural landscape feature or a human-created one.

**“Town”** - means the Town of Neepawa.

**“Wastewater Sewer”** - means a sewer that carries liquid and water carried wastes from residences, commercial buildings, industrial or institutional properties, together with quantities of ground, storm, and surface water that are not admitted intentionally.

**“Water Curb Stop”** – means the water utility property shut-off valve.

### SCOPE

3. This By-Law shall apply to all sites within the Town of Neepawa.
4. The intent of this by-law is to establish regulations governing the grading of property for the purposes of **managing** storm water runoff in order to minimize:
  - a. the infiltration of storm water in to the wastewater sewer system via building foundation drains; or
  - b. any nuisance that may be caused to property by storm water runoff.

### APPLICATION FOR A LOT GRADE PERMIT

5. All lot Owners shall:
  - a. be financially responsible to comply with this by-law;
  - b. shall obtain, or have obtained on their behalf, a Lot Grading Permit; and
  - c. shall complete lot grading of their subject property so as to ensure the building lot grade and the lot grade elevation is in compliance with this By-Law.
6. A Lot Grade Permit shall be applied for:
  - a. at the time of application for a ‘Building Permit’, or a ‘Development Permit’; and
  - b. prior to proceeding with any lot grading work.

Lot Grade Permits shall be issued by the Neepawa Area Planning District Office and shall be in the form as attached hereto as Schedule “A” to this By-Law.

### 7. **Lot Grading Permit Application - Residential (Single, Duplex, Triplex, Fourplex)**

With respect to Lot Grading Permit Applications for single unit residences, duplexes, triplexes and fourplexes, the application shall be accompanied by:

- a. a site plan showing the location of the proposed building and present or proposed driveways, garages, swimming pools, roof downspouts, sump pump discharge pipe, and any other information the Designated Officer deemed to be pertinent to the grading of the lot, including if requested, a Lot Grading Plan for the site.
- b. a plan showing a section of the foundation and first floor of the building to be constructed and any additional section views that the Designated Officer requires for multi-level buildings.

8. **Lot Grading Permit Application – Multi Residential, Commercial, Industrial, Institutional, or Other**

With respect to Lot Grading Permit Applications for multi-residential, commercial, industrial, institutional or other structures, the application shall be accompanied by:

- a. a Lot Grading Plan for the site, and in addition, clearly showing (as applicable):
  - i. building location(s) and building lot grade(s);
  - ii. existing and proposed lot grading elevations both on the site and on immediately adjacent property, public right-of-way, or easements;
  - iii. catch basin locations;
  - iv. land drainage sewer sizes and locations;
  - v. entrances to buildings;
  - vi. private approach locations with dimensions and slopes;
  - vii. roof drain downspouts and sump pump discharge pipe locations;
  - viii. paved areas and curb locations;
  - ix. drainage patterns indicated with arrows and slopes in percentages; and
  - x. any other information the Designated Officer deems to be pertinent to the grading of the lot site.
- b. a plan showing a section of the foundation and floors of the building to be constructed, and any additional section views that may be required.

Lot Grading Permits may also be required for the landscape development of properties, even though new buildings or structures are not planned for a site.

9. In certain instances, and where applicable, the Designated Officer may waive some of the requirements of a Lot Grading Plan.

10. **Existing Lot Grading Changes**

For all elevation changes six (6) inches or greater, an Owner shall obtain a Lot Grading Permit prior to proceeding with any work or landscaping that may alter, or otherwise change the grading of a lot or property in any manner that may affect the existing or established storm water runoff from that or any adjacent property.

11. **Permit Denial**

The Designated Officer may deny the issuance of a Lot Grading Permit where, in his or her opinion, it is in the public interest to do so.

12. **Appeal Process**

The Applicant shall have the right of appeal in writing to the Council of the Town of Neepawa in the instance that a Lot Grading Permit has been denied. If the Applicants' appeal is successful, Council shall authorize the Designated Officer to issue the Lot Grading Permit, with or without conditions.

**LOT GRADING REQUIREMENTS**

13. Lot grading shall be an integral part of the storm water drainage system for the Town.

14. **Lot Grading Permit**

The Lot Grading Permit shall have indicated on it the approved lot grade elevations, and if requested, shall be accompanied by any Lot Grading Plan approved in conjunction with the issuance of the Lot Grading Permit for the site. Any Lot Grading Plan so approved shall become part of the Lot Grading Permit.

**15. Building Lot Grade**

The Building Lot Grade shall be as indicated on the Lot Grading Permit.

**16. Residential Property Lot Grading**

Residential Property Lot Grading (see Schedule "C") shall be typically undertaken in the following manners:

TYPE OF DRAINAGE	METHOD OF DRAINAGE
Rear to Front Drainage	Rear yard drains to front street
Split Drainage to a Back Lane	Rear yard drains to public (back) lane
Split Drainage to Rear Yard Swale	Rear yard drains to a rear drainage swale

**17. Perching of Residential Property**

Residential property shall be graded and landscaped to achieve a 'perching' of soil surrounding the perimeter of a building. The perching shall be constructed to provide effective positive drainage away from the building as set out in Schedule "C".

**18. Lot Line Grading**

Each lot shall be graded in such a manner as to allow storm water to drain along the lot line without ponding or obstruction, in accordance with the Lot Grading Permit. As such, the following grades apply:

- a. A two percent (2%) grade shall be maintained:
  - i. for the first two (2) metres from the house or building foundation in the front and rear yard of a house or building foundation; and
  - ii. for the first one (1) meter on each respective side yard, from the house or building foundation.
- b. Having met the requirements in 18 (a), the grade for the remaining distance(s) to the property line shall be subject to a continuation of the two percent (2%), increasing to no more than four percent (4%).
- c. Grades maintained within the percentages established in 18 (a) and (b), shall require a swale.
- d. Grades in excess of the percentages established in 18 (a) and (b), shall require a retaining wall (refer to Clause 26).
- e. The Designated Officer reserves the right to alter the requirement in 18 (d), if they are of the opinion that a property Owner can remain in compliance with this by-law by landscaping the property in such a manner to direct water to a swale. Such determination of the Designated Officer shall be based on site conditions, current and future development of the general area, any impact to the structure, any potential impact on neighbouring properties, and any other conditions deemed reasonable to make such determination.
- f. Should the foundation relate to a shed, garage or accessory building, the criteria under Clause 25 applies.

**19. Special Site Conditions of Residential Property**

The Applicant shall be responsible for providing and paying for the lot grading design of special site conditions. The requirements of Schedule "C" may be varied to resolve particular site conditions providing the intent of this By-Law is met. Examples of special site conditions include, but not limited to, are:

- a. Corner lots
- b. Restricted side yard lots
- c. Infilling of developed areas:

- i. Attention given to maintaining, as much as reasonably possible, the existing grade as set by the average grade of neighbouring properties.
- ii. Under certain circumstances, existing structures that do not have proper slope away from the foundation to the property line may be required to establish or re-establish the proper grading.
- d. Construction of a garage
- e. Installation of a swimming pool

Any such variation must be approved by the Designated Officer and noted on the Lot Grading Permit.

## 20. **Multi-Residential, Commercial, Industrial, Institutional & Other Lot Grading**

In specific or designated areas of the Town, storm water runoff from multi-residential, commercial, industrial, institutional and other properties may be required to be controlled so as not to exceed the minimum allowable rate of storm water discharge into the Town land drainage system as may be determined by the Designated Officer.

In certain instances, such as hillside lots, large roof displacements and any other extreme situation as determined by the Designated Officer, the Town may require that the property owner obtain an engineered drainage plan and/or a geotechnical report from a qualified engineer.

## 21. **Downspouts**

All building roof downspouts shall:

- a. be located to achieve effective positive drainage away from the building;
- b. discharge through a suitable elbow onto a splash pad, by way of a flip-up roof downspout, or by an equivalent method approved by the Designated Officer;
- c. **not** be located **nor** directed so as to cause storm water to drain directly onto adjacent or neighbouring property or public sidewalks or stairs, and shall be conveyed so as not to cause dampness in the walls, ceilings, or floors at any portion of the building itself or any adjacent building.

## 22. **Sump Pump Discharge Pipe and Pumps**

Sump pump discharge pipes and/or hoses and pipes from pumps for draining surface water shall be located such that effective positive drainage away from the structure is achieved, and shall not be directed so as to cause discharge water or surface water to drain directly onto adjacent property.

Sump pump installation requirements – refer to the Manitoba Plumbing Code and the “*Sump Pump and Sump Pit Regulation and Installation By-Law*”, or any successor by-law, in force and effect for the Town.

## 23. **Wastewater Sewer Connection**

The Building Lot Grade elevation shall be established at sufficient elevation to ensure that the wastewater sewer connection from the building conforms to the Town’s requirements.

Applicants shall conform to the provisions of the “*Water and Wastewater By-Law*”, or any successor by-law, in force and effect for the Town.

## 24. **Driveway**

A driveway within a lot shall be constructed such that it will not impede any storm water runoff. No driveway shall restrict or obstruct drainage of storm waters away from the building, nor from the rear yard in “rear-to-front” lot grading. Two percent (2%) grade requirement per Schedule “B”.

Applicants shall conform to the provisions of the “*Driveway Approaches By-Law*”, or any successor by-law, in force and effect for the Town.

## 25. Garages, Sheds and Accessory Buildings

A garage (attached or detached), shall be constructed in such a manner that it will not impede storm water runoff. No garage, shed or other accessory building shall restrict or obstruct drainage or storm waters in the side or rear yard of that lot, nor of adjacent lots.

Any requirements for obtaining a Lot Grading Permit for garages, sheds and accessory buildings shall be assessed as follows:

Lot Grading Permit Required (Yes or No)			
Size of Structure	Foundation	No Foundation	
		Elevation Change is Less Than Six (6) Inches	Elevation Change is Six (6) Inches or Greater
Less than 100 ft <sup>2</sup>	YES	NO	YES
100 ft <sup>2</sup> or greater	YES	NO	YES

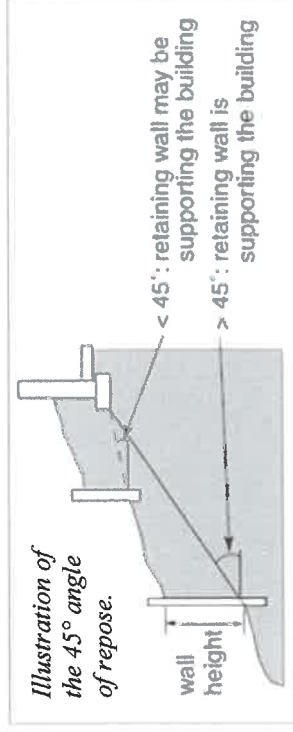
A two percent (2%) grade shall be maintained around the perimeter of all garages, sheds and accessory structures for a distance of one (1) metre.

## 26. Retaining Walls

Any retaining wall with an exposed face of 1.0 m and greater in height, or two or more walls with a total exposed face of 1.0 m and greater, shall require a Building Permit, and be subject to, the fee so charged for a Lot Grade Permit.

Retaining walls with an exposed face of less than 1.0 m may be constructed in conformance with Schedule “D”. However, all retaining walls that form part of a development permit, regardless of height, shall be subject to approval of the Designated Officer.

Retaining walls that support, or are intended to support, ground that is critical to the stability of a building foundation shall require a Building Permit. As such, retaining walls supporting soil or ground shall be considered critical to the stability of the building, if a line drawn from the outer edge of the footing to the bottom of the exposed face of the retaining wall is equal to or greater than 45° to the horizontal.



Retaining walls shall:

- a. be designed and constructed as herein provided and in accordance with Part 4 of the National Building Code of Canada, including any requirement to affix any guards, handrails or safety fencing;
  - (i) guards are required at the top of any retaining wall, where the upper surface by the retaining wall is used to provide support for pedestrian traffic, and there is a difference in elevation of more than 600 mm between the walking surface and the adjacent surface, or where the slope adjacent to the wall is greater than 1 in 1.
- b. be designed to resist the lateral pressure of the retained material;
- c. be designed and constructed to ensure all bracing systems can resist the lateral forces applied to them;

- d. be fastened with non-corrosive fasteners, including any of their supporting structures, or otherwise have the fastening devices protected from corrosion.
- e. where the exposed face exceeds 1.0 m, be designed by a Professional Engineer;
- f. be located completely on private property at the property line;
- g. include the construction of drainage swales along the top and bottom of the wall to divert flows to an acceptable outlet, or have proper drain tile installed that is connected a drainage system;
- h. be constructed of an appropriate material. No railway ties or similar treated timbers shall be permitted;

#### **LOT GRADING CONSTRUCTION**

##### **27. Marking of Residential Property**

The Applicant, upon receipt of a Lot Grading Permit, shall mark the corners of the lot or property with suitable marker stakes.

##### **28. Staking of Lot Grades**

Depending on the circumstances, including any special site considerations, in the instance that the elevation variance from the structure to the lowest property point or curb varies from the maximum grade requirements in Clause 18, by less than ten percent (10%), the Designated Officer has the authority to determine if positive lot grading can be completed to achieve the desired effect, or if the applicant will be required to retain a surveyor to direct the establishment/markings of the lot, the building lot grade elevation and all related lot grade elevations, including elevations at all corners of the lot, for the development of the property.

If, however the elevation variance is ten percent (10%) or greater, the Applicant shall be required to retain a surveyor to direct the establishment/markings of the lot, the building lot grade elevation and all related lot grade elevations, including elevations at all corners of the lot, for the development of the property.

##### **29. Lot Grade Elevation Posts**

No person shall remove, alter or tamper with a lot grade elevation post, which has been installed upon a lot. The Applicant/Owner is responsible for maintaining the posts, including the costs of replacement thereof, if the posts are removed or destroyed prior to the final lot inspection.

##### **30. Compliance with Lot Grading Permit**

The Applicant shall ensure that all lot grading of a lot or property is completed in accordance with the requirements of the Lot Grading Permit, and within twelve (12) months of the issuance of the Lot Grading Permit.

No person shall vary any lot grading such as to result in a lot grade or lot grade elevation being in violation of that as set forth in the Lot Grade Permit for the said lot.

##### **31. Inspection & Verification**

It shall be the responsibility of the Applicant to request the Designated Officer to complete the final lot inspection and verification at the point of substantial completion. When the Designated Officer has determined that the Applicant has met the requirements of the Lot Grading Permit, he or she shall verify the final lot grading for the subject lot.

##### **32. Extension of Time for Completion of Works**

Notwithstanding Clause 30, the Designated Officer may extend the time for completion of the lot grading where in his or her opinion, the circumstances so warrant an extension. Only one extension will be considered and depending on time of year, the Designated Officer has the authority to determine the length of an extension, however such extension shall be no greater than twelve (12) months.



### **LOT GRADING FEES AND DEPOSITS**

33. Prior to the issuance of a Lot Grade Permit, the Applicant shall be required to pay:
- a non-refundable Lot Grade Permit fee to the Planning Office; and
  - a refundable (subject to Clause 34), non-interest-bearing Lot Grade Deposit, issued to the Town of Neepawa, to be held in trust.

<b>Lot Grade Permit &amp; Deposit</b>	
Lot Grade Permit Fee ( <i>Non-refundable</i> )	\$75.00
Lot Grade Deposit ( <i>Non-interest bearing</i> )	\$500.00

34. **Lot Grading Deposit Refund**

A Lot Grading Deposit shall be retained by the Town until such a time as the lot grading is substantially completed and all obligations of the Applicant pursuant to a Lot Grading Permit have been met. Following a positive inspection and verification confirming compliance with any lot grading requirements, the Designated Officer shall provide approval for the refunding of the deposit to the original applicant or receipt holder.

In the instance that works remain uncompleted upon expiry of the time frame cited in Clause 30 and any extension granted in Clause 32, any such deposit held by the Town may be kept by the Town and/or used to remedy any lot grading deficiencies, provided however that the Town shall first cause reasonable notice to be given to the applicant to have same corrected.

### **RESPONSIBILITY OF PROPERTY OWNERS**

35. **Maintenance of Lot Grading**

The Owner shall be responsible to ensure the maintenance of all lot grades which were established and approved by the Town prior to the passage of this By-Law or established by a Lot Grading Permit.

36. **Control of Storm Water**

The Owner shall be responsible to ensure that any storm water originating on his or her property is not directed nor permitted to flow onto adjacent property in a manner that would adversely affect or be detrimental to that property.

37. **Maintenance of Downspouts, Sump Pump Discharge Pipes/Pumps & Splashpads**

The Owner shall be responsible to ensure that roof downspouts, sump pump discharge pipe, pumps and splashpads, or their approved equivalent, are maintained so as to meet the requirements set forth in this By-Law.

38. **Water Curb Stop**

The Owner shall be responsible to maintain the Water Curb Stop. If the Owner requires the curb stop to be raised or lowered, only employees of the Town shall be allowed to do so. If the Water Curb Stop is damaged by any other person other than Town employees, the Owner, at their expense will pay the associated costs for the replacement of the Water Curb Stop. Such work to be completed by the Town. Water Curb Stops must always be left at surface level (finished landscaping) and never buried.

### **INSPECTIONS**

39. The Designated Officer, or anyone appointed by the Designated Officer, is authorized to enter any property within the Town for the purpose of survey, observation or inspection associated with enforcement of compliance with this By-Law, and may enter upon the land at any reasonable time, without the consent of the Owner.

### **ENFORCEMENT**

40. **Non-Compliance**

Where, in the opinion of the Designated Officer:

- a. the lot grading has not been completed in accordance with the Lot Grading Permit; or
- b. the lot grading has not been properly maintained and drainage is not achieved in accordance with the previous established and approved Building Lot Grade and Lot Grade Elevations or with the Lot Grading Permit and the requirements of this By-Law; or
- c. the location and maintenance of downspouts, sump pump discharge pipe and splash pads had not been completed or maintained in compliance with this By-Law; or
- d. there are reasonable grounds to believe that a contravention of this By-Law has been committed or exists;

the Designated Officer may initiate action under the provisions of the *Enforcement By-Law* in force and effect for the Town. Any work so required to be carried out by the Town shall be levied against any Lot Grading Deposit so held by the Town, and if no deposit is so held, or the costs of the work exceeds the value of the deposit so held, the Town may charge the cost of such excess against the Applicant or property owner. If left unpaid, the Town may add such amount to the Tax Roll of the subject property and recover same in the like manner as taxes.

For the purpose of ordering an Owner to complete corrective work, any such order made by the Town, shall be acted upon during the period of May 1<sup>st</sup> to October 31<sup>st</sup> in each year, subject to snow cover and wet conditions. If a property is sold or transferred in the period of November 1<sup>st</sup> to April 30<sup>th</sup> in each year, and the corrective work has not been completed, the order shall be transferable to a subsequent property owner.

Where an order to comply with this By-Law is issued, it may require the owner of the property at their expense, to prepare or have prepared by a Professional Engineer, Architect or Landscape Architect a Lot Grading Plan (new or revised), as part of any corrective or remedial measures.

#### **COMPLAINTS**

41. Any person may allege a violation of this By-Law by filing a written complaint with the Designated Officer in such form, and with such particulars, as the Designated Officer may from time to time require.

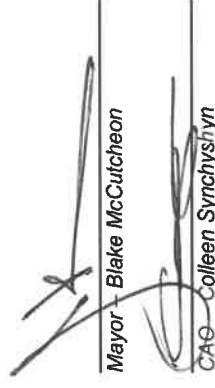
#### **GENERAL PENALTIES**

42. In addition to any other penalty provided in this by-law or the *Enforcement By-Law*, any person who contravenes, disobeys, refuses or neglects to obey any provision of this By-Law will be charged double the Lot Grade Permit Fee and any associated costs.

#### **COMING INTO FORCE**

43. This By-law shall come into force, and take effect on its passing.

**DONE AND PASSED** by the Council of the Town of Neepawa duly assembled in the Province of Manitoba this 15<sup>th</sup> day of February, 2022.



Mayor - Blake McCutcheon  
CAO - Colleen Synchshyn

Read a first time this 1<sup>st</sup> day of February, 2022  
Read a second time this 15<sup>th</sup> day of February, 2022  
Read a third time this 15<sup>th</sup> day of February, 2022

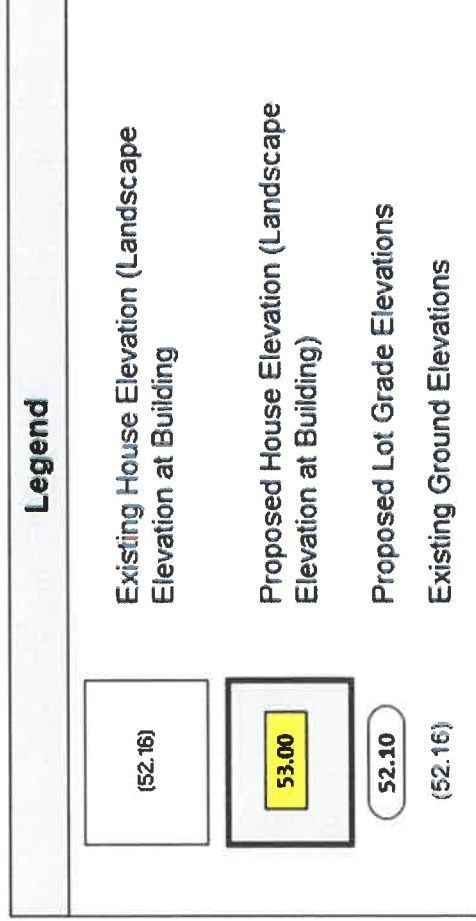
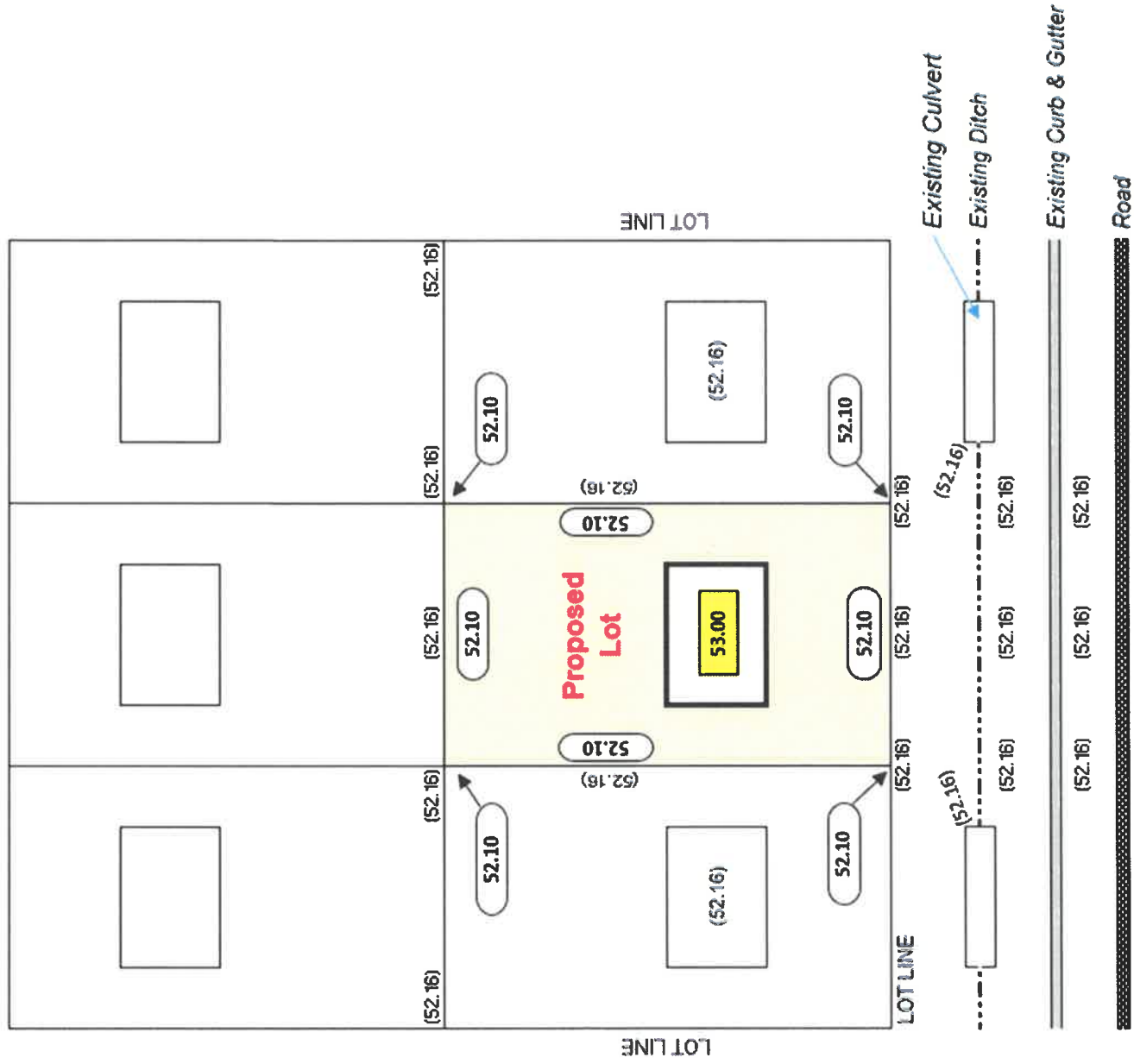
**SCHEDULE "A" – LOT GRADING PERMIT**

LOT GRADING PERMIT APPLICATION	
<b>Project Location &amp; Owner (on Title)</b>	Civic Address: _____
	Legal Description: _____
	Name: _____ Phone #: _____
	Address: _____ E-Mail: _____
<b>Applicant (if different)</b>	Name: _____ Phone #: _____
	Address: _____ E-Mail: _____
<b>Contractor (if different)</b>	Name: _____ Phone #: _____
	Address: _____ Site Contact: _____
<b>Type of Work (Select One)</b>	<input type="checkbox"/> Single-Unit Home <input type="checkbox"/> Duplex/Triplex/Fourplex <input type="checkbox"/> Deck <input type="checkbox"/> Hot Tub/Swimming Pool <input type="checkbox"/> Single-Unit Home (with attached garage) <input type="checkbox"/> Multi-Unit (5+) <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Re-Landscaping <input type="checkbox"/> Semi-Detached Home <input type="checkbox"/> Shed/Garage <input type="checkbox"/> Residential Alteration
<b>Office Use (Fees)</b>	Date Paid: _____ Permit Issuer (signature): _____ Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque    Permit Issuer (print): _____ Lot Grade Permit Fee: <input type="text"/> Date Issued: _____ Lot Grade Deposit: <input type="text"/> PERMIT #: _____
	<p style="text-align: center;"><b>SUBMISSION REQUIREMENTS</b></p> <input type="checkbox"/> Site Plan with location of driveways, garages, swimming pools, roof downspouts, sump pump discharge pipe et al. <input type="checkbox"/> Plan showing foundation and first floor section & other section views as required. <input type="checkbox"/> Lot Grading and Drainage Plan - drainage patterns with arrows, slope, elevations, etc. (per By-Law).
	I, _____, hereby declare that I am, or represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Lot Grading & Drainage By-Law. I/We will notify the inspection authority of any proposed changes to the plans submitted with this application.  The applicant hereby understands that this application does not permit the commencement of construction until such a time that a permit has been issued. Further by way of signature below, the applicant agrees that information submitted on this application is true and correct.  <b>NOTE: This information is being collected under the authority of the Town of Neepawa Lot Grading &amp; Drainage By-Law and will be used to process the application. This information may be used to provide statistical data. The information is protected by the provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the Town of Neepawa.</b>
	_____ Signature - Owner/Agent
	_____ Date of Application

### SCHEDULE "B" – LOT GRADING PLAN

### Part A

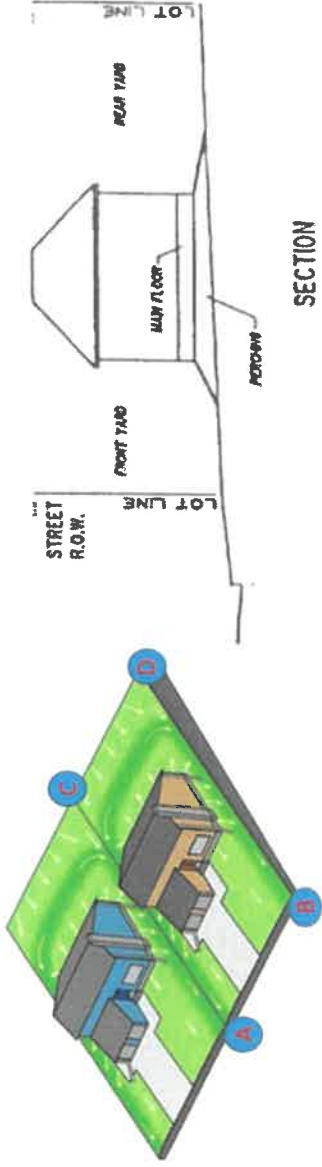
*(Diagrams are for illustrative purposes only)*





**SCHEDULE "C" – RESIDENTIAL PROPERTY LOT GRADING**

**Rear-to-Front Drainage**



A & B = Front Corner Lot Grade Elevations

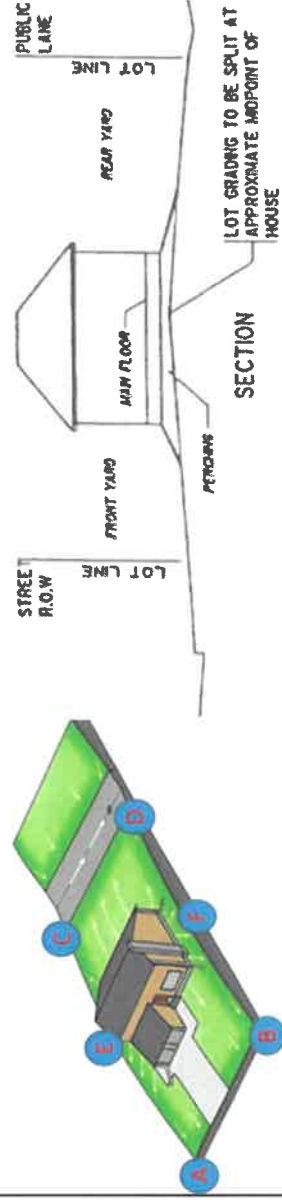
C & D = Rear Corner Lot Grade Elevations

← Grading Slope Direction

The rear lot line is the high point on the lot.

Surface water on the property is drained to side yard swales along the common lot line and out the front of the property toward the street.

**Split Drainage to a Back Lane**



A & B = Front Corner Lot Grade Elevations

C & D = Rear Corner Lot Grade Elevations

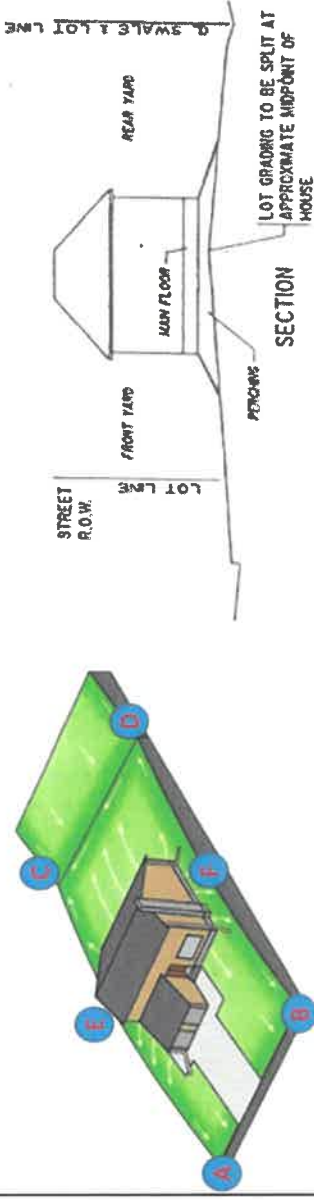
E & F = Typical Side Lot Grade Elevation

← Grading Slope Direction

The highest elevation is set near the midpoint on the property.

Surface drainage then flows to the street and to the rear lot line and onto the lane.

**Split Drainage to a Rear Yard Swale**



A & B = Front Corner Lot Grade Elevations

C & D = Rear Corner Lot Grade Elevations

E & F = Typical Side Lot Grade Elevation

← Grading Slope Direction

The highest elevation is set near the midpoint on the property.

Surface drainage then flows to the street and to the rear lot line and onto a rear yard swale.

**Notes:**

- 1) Perching to extend beyond foundation walls as follows:
  - a) Front & Rear - 2.0 metre (minimum)
  - b) Side - 1.0 metre (minimum)
- 2) Perching to be elevated - 75mm minimum
- 3) Perching slope (finished) to be as follows:
  - a) Front & Rear - 4% (minimum)
  - b) Side - 4% (minimum)
- 4) Lot grade elevations are to be determined in accordance with the Town criteria established for this purpose and to be shown on the lot grade permit.
- 5) Building lot grade shall be as indicated on the Lot Grade Permit.

**SCHEDULE "D" – RETAINING WALL SYSTEMS**

