



Standard Practice

Building Services Division: Lot Grading

Subject Title:	Lot Grading Standard Practice
Standard Practice No:	SP.01.22
Date Issued:	July 8, 2022
Date Revised:	
By-law Reference:	Fill By-law 2002-78 Building By-law 2014-18

A. Purpose

To provide clarification for the Town's acceptance of lot grading plans, grading certificates, and addressing drainage concerns with respect to private property.

B. Background

Construction of new buildings or additions on parcels of land less than or equal to .8ha (2 acres) in size, require a lot grading plan that is designed by a Professional Engineer, Certified Engineering Technologist, or an Ontario Land Surveyor. The design ensures that the proposed building and lot drainage meet the intent of the approved subdivision grading plan, or where no approved plan exists, is designed under good engineering practices to ensure that the lot grading does not adversely affect neighbouring properties.

Town residents often contact the Town of the Blue Mountains staff to help resolve grading complaints that are considered civil in nature.

Lot grading and drainage control measures are regulated under the Town of The Blue Mountains Fill By-law and Building By-law.

C. Standard Practice: General Requirements

Lot grading plans are prepared by design professionals at the request of the developer, contractor, owner, or an agent of the owner. Town building staff do not hold the same level of qualifications, knowledge, and experience as design professionals for the preparation or certification of grading plans. Town staff accept grading plans and certificates from these design professionals but do not approve them.

Lot grading plans are reviewed by the Building Department when a permit application is received to confirm compliance with the overall grading plan within a plan of subdivision, the zoning regulations, the *Ontario Building Code*, and good engineering practices.

Upon completion of the final lot grading, the design professional that prepared the accepted grading plan shall issue a Lot Grading Certificate to the Town confirming that the as-built condition of the property has been constructed in accordance with the accepted grading plan and to good engineering practices. The Town reserves the right to refuse a Final Lot Grading Certificate for items listed on the certificate as incomplete.

The Building Department shall conduct a general site inspection or final inspection once a Final Lot Grading Certificate has been received, to review the lot grading and ensure that matters identified during previous inspections have been completed.

Upon completion of the grading, the developer, contractor, owner, or an agent of the owner shall advise the purchaser and/or tenants that the lot has been graded to the accepted plan and a grading certificate has been provided to the town. A copy of the Final Grading Certificate shall be provided to the purchaser and/or tenant.

The purchaser and/or tenant shall have a 30 day period in which to contest any grading issues. Should the purchaser not contest the Final Lot Grading Certificate, the purchaser will then assume full responsibility for the lot grading beyond that point. Purchasers are not permitted to modify or alter the grading of their lot without prior written approval from the Town of The Blue Mountains.

Where no grading certificate has been provided to the Town within 30 days from the issuance of an Occupancy Permit, the owner and/or tenant assume responsibility of the lot grading.

D. Lot Grading Information

Property owners assume ownership of the lot grading when they purchase the property. Altering the grades on the property shall not be permitted unless approval has been obtained from the town.

Occasionally grading issues arise between neighbours around existing property drainage. Many of these issues can be resolved with open communication by all that have been or may be impacted. Grading issues are civil matters and not the responsibility of the Town.

Town representatives are not mandated to act as mediators to solve disputes, however, they will investigate lot grading issues and enforcement under the Town's Fill By-law and Building By-law.

E. Reference Information

Fill By-law 2002-78

Building By-law 2014-18

F. Attached

None

G. Review Cycle

This standard practice will be reviewed annually by the Chief Building Official.



Tim Murawsky CBCO
Chief Building Official
Planning and Development Services Department
Building Services Division
CBO@thebluemountains.ca
519-599-3131 extension 261