



Engineering Submission Requirements

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PROJECT:

TOWN PLANNING FILE #:

DEVELOPER:

CONSULTANT:

CONSULTANT CONTACT:

SUBMISSION #:

DATE:

The following documents are required for an engineering submission package to be deemed complete for Development Engineering review. This list applies for **pre-servicing, subdivision, and site plan reviews**. If deemed incomplete, the package will be returned to the consultant.

Note: Fourth and subsequent submissions are subject to fees in Town Bylaw 2021-17, and as amended.

Bold check box = Required.

Regular check box = Required if applicable or updated since last submission.

1ST SUBMISSION
2ND & SUBSEQUENT SUBMISSION
FINAL SUBMISSION

			GENERAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter From Consultant indicating Submission inclusions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies of all materials submitted via CD, USB, or Sharefile.
<input type="checkbox"/>			Hardcopies Drawings 1 st Submission : three (3) full size sets and one (1) 11"x17" size set
	<input type="checkbox"/>	<input type="checkbox"/>	Hardcopies Drawings: 2 nd and Subsequent Submissions: one (1) 11"x17" size set and/or as required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comment Response Matrix (comments from previous submission and/or pre-consultation/design meetings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost Estimate & Security Calculation (Detailed cost breakdown of all proposed works including earthworks and summary to Town's format in PDF and Excel format.)
			APPLICATIONS / FEES
<input type="checkbox"/>			Development Agreement Application Form (pre-servicing/subdivision/site plan)
<input type="checkbox"/>			Technical Review Fee (Bylaw 2021-17, Schedule C, Item #1, or as amended.)
	<input type="checkbox"/>	<input type="checkbox"/>	Water System Form 1
	<input type="checkbox"/>	<input type="checkbox"/>	Storm and/or Sanitary Sewer ECA Application
			STUDIES / REPORTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Functional Servicing/Implementation Report (Sanitary, Water, Traffic, Solid Waste, Utilities, Mail, Snow Storage)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewer Design sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Sewer Design sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic analysis/modeling for watermain design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope Stability and/or Hydrogeological Report(s), as required
	<input type="checkbox"/>	<input type="checkbox"/>	Operation & Maintenance Manuals (for municipal SWM facilities, pumping stations, valve chambers), as required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Reports, as required:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Reports, as required:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DRAWINGS - To include legal survey base with property/environmental boundaries to Town Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet (development name, consultant, developer, drawing index, key plan, and legend)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One copy of the Proposed Registered Plan or Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phasing and Orientation plans, as required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordination plan (incl construction access routes, lane/road closures required, provisions during construction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal plans, as required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Servicing plan (including pre-servicing limits and provisions, as required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading and Lot Grading plans (incl measures to ensure positive drainage at rough grades)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Off-site Grading plan, as required (incl temp stockpiles, sediment and erosion controls, site access controls. Supply proof of authorization from land owner, if other than Town.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management and Drainage plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Drainage plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Distribution plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan and Profile drawings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Facility plans (incl outlets, watercourse improvements, sequencing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment and Erosion Control plans (incl site access controls, stockpiles, sequencing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical Road Cross-section(s) and notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific Structure details, as required (bridges, culverts, headwalls, retaining walls, watercourse crossing, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail plans (incl notes, sections, water pumping/storage/sewage pumping/low pressure facilities, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External works as required, including limits of works and extent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Signage/Pavement Marking plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Composite Utility plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streetlighting and Photometric Analysis plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MISCELLANEOUS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A digital copy in ".dwg" (Auto CAD) format of the complete set of engineering drawings in accordance with the Town drawing requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence in writing that agreements are in place with Bell Canada, Cable TV, and Hydro for the installation of these utilities in a common trench in the prescribed locations on road allowances within plan of subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence in writing that an agreement is in place with Union Gas for the installation of their utility in the prescribed location on road allowances within the plan of subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence in writing that satisfactory arrangements are in place with Canada Post for the location of mailboxes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of all required agency approvals i.e. GSCA, MECP, NEC, NVCA, MTO etc. for construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communications Plan for Construction

Engineer of Record Statement:

I, _____, a Professional Engineer in Ontario and member or employee of a consulting firm with membership with the Consulting Engineers of Ontario, have reviewed the current submission and confirm it strictly conforms with the current Town of Blue Mountains Engineering Standards, and all applicable design documents of other relevant agencies.

Signature: _____ Date: _____