



# 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

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## GENERAL

Letter From Consultant indicating Submission inclusions

Digital Copies of all materials submitted via Sharefile.

Hardcopies Drawings 1<sup>st</sup> Submission : three (3) full size sets

Hardcopies Drawings: 2<sup>nd</sup> and Subsequent Submissions: as requested by the Town

Comment Response Matrix (comments from previous submission and/or pre-consultation/design meetings)

Cost Estimate & Security Calculation (Detailed cost breakdown of all proposed works including earthworks and summary to Town's format in PDF and Excel format.)

If applicable, Completed Draft Plan Conditions Matrix)

## APPLICATIONS / FEES

Technical Review Fee (Bylaw 2021-17, Schedule C, Item #1, or as amended.)

Water System Form 1

Storm and/or Sanitary Sewer ECA Application

## STUDIES / REPORTS

Functional Servicing/Implementation Report (Sanitary, Water, Traffic, Solid Waste, Utilities, Mail, Snow Storage)

Stormwater Management Report

Storm Sewer Design sheets

Sanitary Sewer Design sheets

Hydraulic analysis/modeling for watermain design

Geotechnical Report

Slope Stability and/or Hydrogeological Report(s), as required

Operation & Maintenance Manuals (for municipal SWM facilities, pumping stations, valve chambers), as required

Other Reports, as required:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DRAWINGS</b> - 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"/>	<b>MISCELLANEOUS</b>
<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: \_\_\_\_\_