

LOT GRADING REVIEW APPLICATION



PLANNING & ECONOMIC DEVELOPMENT

2nd Floor, 10125 – 100 Ave
Morinville, AB T8R 1L6 T
780.939.4361

SUBMIT TO:
Development@morinville.ca

Date Received
Stamp

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)

Landowner Email:(optional) _____ Landowner Signature: _____

SELECTED METHOD OF NOTIFICATION

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

REVIEW PROCESS

The completed application will be reviewed by the Town for compliance with the Designed Grades. Following the review, the Town will issue a letter indicating that the Certification of As-Built Grades is either:

“Generally in accordance” – minor adjustments may be completed in the field; or

“Not in accordance” – the applicant must make the necessary corrections and resubmit a revised Certification of As-Built Grades for review.

Applicable re-inspection fees may apply.

The Town may conduct an independent inspection of the property; however, the review and determination are based on the submitted Certification of As-Built Grades. Application processing times are subject to current work volumes and may vary. The average response time is approximately 2 to 3 weeks.

The Lot Grading Review Letter will be provided to both the applicant and the registered landowner, where the landowner has provided an email address.

Personal information is collected for the purpose of processing your application form and will be used to contact you regarding your application. Collection is authorized under section 4(c) of the Protection of Privacy Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be inputted into an automated system to generate content to make decisions, recommendations, and predictions and may be included on reports that are available to the public as required or allowed by legislation. Your information will only be used solely for the purposes related to 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 ¹ 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:

If the response to any of the above questions is "NO", please provide detailed explanation and any supporting documents:

¹Acceptable 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