
Submission Requirements for Engineering Drawings

The following submission requirements and supporting documents must be addressed prior to or in conjunction with an application for engineering drawing review.

Submission Requirements

1. Subdivision Authority Approval including:
 - a) All conditions addressed and shown on the Engineering Drawings
 - b) Confirmation from the appropriate department if the condition has changed or is no longer required
 - c) Correct staging, or support from the Subdivision Officer for revised staging
2. Approved Concept and Preliminary Plan (Prior to the circulation of Arterial Roadway Drawings only)
3. Approved Neighbourhood Design Report (NDR) or applicable amendment (as required)
4. Approved Outfall Location Study (OLS) by Parks + Biodiversity (Prior to the circulation of Outfall Drawings only)
5. All Supporting Documents listed below uploaded into ePlan

Supporting Documents uploaded into ePlan

1. A cover letter that includes:
 - a) A description of the work in general terms
 - b) An explanation of how each Servicing Agreement condition outlined in the Subdivision Authority Approval has been met
 - c) If no street lighting is required, statement indicating that *“No street light installations, removals, relocations or cable work required”*
2. A letter of declaration that includes:
 - a) A listing of all design elements that do not meet the City’s Design and Construction Standards or high level documents such as the NDR, HNA, Concept Plan, etc. including justification or explanation
 - b) A summary of any previous discussions or decisions made respecting the project
3. Complete set of Engineering Drawings including:

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- a) Power and Street Lighting
 - b) Landscaping
 - c) Gas, or at minimum, a sketch plan of the Gas alignment
 - d) One (1) set of cross sections
4. Storm and Sanitary Sewer Calculations including Catch Basin Calculations
 5. Erosion and Sedimentation Control Report
 6. [Geotechnical Report](#) or Supplementary Geotechnical Report (as required)
 7. [Slope Stability Report](#) (as required)
 8. Swale Calculations (if applicable)
 9. Letter/Report justifying any deviation from Drainage Standards or the NDR (if applicable)
 10. Water Pipe Inventory (can be included on the drawings)
 11. [Joint Restraint Calculations](#) (if applicable)
 12. [Thrust Block Calculations](#) (if applicable)
 13. Any additional Hydraulic Network Analysis required prior to submission of Engineering Drawings
 14. Street Lighting Design Folder
 15. [Roundabout Design Submission Requirements](#) (if applicable)
 16. [Environmental Screening Report](#) (ESR)

Application for Servicing Agreement

The following supporting documents are required to be submitted in conjunction with an application for a Servicing Agreement:

1. Current Certificates of Title for all properties falling within the Subdivision Boundary
2. A completed [Construction Cost Submission](#) form for the work being completed including testing and contingency, signed by the Consultant's Project Engineer
3. The tentative Plan of Subdivision, labelled Schedule "B", with the development boundary outlined in red. The Schedule "B" must include the name and stage of subdivision, name of the Developer, the Subdivision Authority Approval number and date, and the assessable area calculations. [Sample Schedule "B"](#).
4. Confirmation that the construction costs for the purpose of calculating Drainage Assessments have been accepted by Drainage Services (if applicable)
5. Confirmation that the construction costs for the purpose of calculating Arterial Roadway Assessments have been accepted by Development Coordination (if applicable)
6. Confirmation that the construction costs for any water transmission mains the purpose of the watermain rebate program have been accepted by EPCOR Water Services Inc. (if applicable)