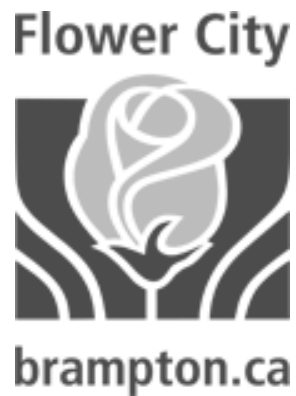


**CITY OF BRAMPTON**  
**WORKS AND TRANSPORTATION DEPARTMENT**  
**BUILDERS INFORMATION MANUAL**



**FOR**  
**SUBDIVISION DEVELOPMENT**

**Facsimile**

Date: \_\_\_\_\_

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_

Attention:

Dear Sir:

RE:                      Subdivision:  
                                    Reg. Plan: \_\_\_\_\_  
                                    File No.:

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A major portion of complaints received in this office are concerning the excess of dirt and dust on roads in new development areas.

The following was approved by City Council on 1988 06 27:

"That the City instructs all developers and builders in new or existing subdivision of the following:

1.        That once any of the houses have been occupied the streets must be cleaned at least once a week and if this is not done, the city has the right to have it done and charge the developer, and;
2.        That once any homes have been occupied that the streets must be kept clear of building materials and dirt or mounds of soil."

Effective immediately, you will be required to have the roads scraped, flushed and swept twice weekly as a minimum. This work is to be completed on the Friday or Saturday and mid week of every week after completion of work by the builders.

On the following morning, an inspection will be completed and if at that time the flushing and sweeping has not been done; arrangements will be made to complete this work with charges being invoiced to you for cost plus the appropriate administration fee.

Cont.... /

This letter will act as formal notice and no further correspondence on this matter will be made.

Please inform all builders working in your development area that they must scrape all mud from the roads as often as necessary to keep streets clean.

Yours very truly,

J. A. Moores, P. Eng.,  
Manager, Development Construction  
Tel: (905) 874-2535 Fax: (905) 874-2599  
[jim.moores@brampton.ca](mailto:jim.moores@brampton.ca)

JAM/sz

cc: Development Administration – Finance  
John Edwin/Luciano Totino – Chief Inspector, Works and Transportation  
Scott Beamish – Works and Transportation  
Dave McKee – Works and Transportation  
John Maxwell – Works and Transportation  
Bob Van Vugt – Works and Transportation  
Matt Talar – Works and Transportation  
Narciso Romero – Works and Transportation  
Developer \_\_\_\_\_

## **LOT GRADING CERTIFICATION PROCEDURE**

The Consulting Engineer is required to advise this Department that he has visited the site to assure himself that the lots, which he is proposing to certify, have been graded and sodded (including elbows and splash pads) in accordance with the overall grading plan. The ground elevation adjacent to the structure must be compatible with the lot grading which has been completed. The above is to be completed as soon as possible after sodding, but not later than two (2) months after placement of the sod.

The Consulting Engineer will then immediately arrange for himself and/or his representative, to visit the site and review each lot in the plan which is to be certified, and to agree on those lots which can be certified by a visual inspection. Further, this inspection is also to reveal those lots, which require more surveying or more work to determine how they can be certified. The Consulting Engineer will then certify all lots where an agreement has been reached by the parties in the field.

The Consulting Engineer will re-survey those lots which cannot be certified by a visual inspection and/or, if necessary, require the builder to do further work in order that such lots can be made certifiable. This work is to commence in a timely manner after the initial inspection. It should be noted that if the builder will not correct the work as instructed by the Consulting Engineer, the responsibility will fall directly upon the developer.

For lots which cannot be certified due to poor grading or due to changes in the type of house built on the lot, the Consulting Engineer, on behalf of the Developer, will prepare a new grading plan(s) for these lots. The revised plan(s) will be submitted to the City and the Builder for approval. The builder will advise the homeowner, if necessary, for approval.

Once the lots have been inspected and have been certified in the field, we will accept the Consulting Engineer's lot grading certificate. This in no way relieves the developer of his responsibility to rectify any grading deficiency problems that may arise prior to assumption of this subdivision.

Please find attached lot grading certification letters which must be utilized.

Immediately prior to assumption, a final grading certificate must be submitted indicating that all properties in the development have been developed in conformity with the approved overall grading plan.

**RE: SOD INSTALLATION**

(Sample letter for Builders to provide to Homeowners)

We have commenced our grading and sodding program and in the event of vacations, please make arrangements with someone to maintain the grass as outlined below. Please ensure that external faucets are accessible and in good working order as they are required to maintain the newly sodded areas.

New sodded areas should be watered continuously for several days. After the initial soaking period, sod should be watered for about TWO HOURS a day, morning and evening for the next two weeks, do NOT over water. Saturation of sod can be just as deadly as lack of water during the first months.

During the first month and rainy periods, you should minimize the use of newly sodded areas especially drainage related areas between the houses to prevent ponding areas being created by footprints, wheelbarrows, etc.

No fertilizer should be applied for at least two months after the new sod is placed.

Please keep the foregoing information in mind while maintaining your newly sodded lot and we are confident that you will be pleased with the results.

In addition, we would remind you that in accordance with the terms of your Agreement of Purchase and Sale that you are not permitted to install fences, gardens, and patios, pools, etc. until the lot has been graded, sodded, and certified by the Developer's Consulting Engineer.

Before a swimming pool can be installed the appropriate permits must be obtained from the City of Brampton. The layout of the pool and the associate grades must be reviewed and approved by the Civil Consultant for the subdivision.

For further information or any questions, please contact:

\_\_\_\_\_  
Consulting Engineer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Builder/Developer

\_\_\_\_\_  
Telephone Number

## **SIDEWALK, SOD AND FENCE INSTALLATIONS**

### **1. SIDEWALK**

All sidewalks as shown on the approved engineering plans are to be completed no later than six (6) months after the date on which the first dwelling unit construction on a lot on that street is occupied, except where the first dwelling unit is occupied after November 1st in any year, in which case all of these works shall be completed by no later than June 30th in the following year.

### **2. SODDING**

- ii) The builder shall complete lot sodding on each lot shown on the plan no later than six (6) months after the date of occupancy of the dwelling unit constructed on that lot, except for dwelling units to be occupied between November 1st and June 15th of the following year, in which case the lot sodding shall be completed by June 30th following such occupancy.
- ii) For an alternative, the builder may install clear crushed stone (in accordance with the approved grading plans) in shade areas (narrow lots) where sod is unlikely to flourish.
- iii) The builder must ensure that the grade be a minimum of 150mm (6") below the brickline and or be a minimum of 200 mm (8") below aluminum siding.

### **3. PRIVACY FENCE**

Privacy fences are required upon the completion of sodding.

## **DRIVEWAYS**

All residential driveways must be paved from curb to street lines or curb to sidewalks where required, with a minimum of 150mm of 19mm crushed run limestone and must have two (2) separate lifts of asphalt comprised of 50mm HL8 and 25mm of HL3A.

The HL8 is to be installed at the time of the sodding of the lot while the HL3A is to be installed prior to the placement of the top course of asphalt pavement on the roadway.

The driveway slopes shall be a minimum of 2% and maximum 8%. The minimum clear distance between the edge of driveways and the utility structure shall be 1.2m.

Whenever possible, a 0.60m separation shall be provided between driveways.

## **RETAINING WALLS**

- Retaining walls are required where a 3:1 slope exceeds 1m in height.
- All retaining walls are to be concrete or concrete product; the use of timber will not be accepted. The backfill is to be compacted free-draining granular material.
- Retaining walls are to be constructed entirely on the upper lot so that the tiebacks do not cross property boundaries.
- All retaining walls are to be designed, approved and stamped by a Consulting Engineer specializing in structural engineering. The design must be accompanied by calculations clearly demonstrating that it is structurally satisfactory for the particular location and soil type.
- The detailed drawing shall have a note indicating:
  1. The subject walls have been designed in accordance with accepted engineering principles; and
  2. The wall is suitable for the geotechnical condition of the site and for the type of loading.
- The detail drawing shall show a weeping tile and incorporate a filter cloth envelope.
- The installations are to be inspected during construction and certified in writing by the Consulting Engineer as to conformity to design and suitability for the site conditions. The Lot Grading Certificate will not be accepted until the Retaining Wall Certificate has been submitted.
- For retaining walls 0.6m in height or less, approved lightweight slabs using tiebacks will be permitted. A Geogrid fabric or equivalent must be utilized as the tie back medium.
- For retaining walls greater than 0.6m, the following systems may be utilized:
  - (i) A concrete tie-back system, and
  - (ii) A heavy block system
- Protective fencing of 1.2m high is required where the exposed retaining wall face height exceeds 0.6m. The structural stability of this wall must be able to withstand any extra forces exerted by the fence as well as the earth loads.
- Retaining walls shall not be located less than 1.0m from noise wall footings except where absolutely necessary at the discretion of the Consultant and as designed and certified by a structural engineer for both walls.

### **DEPOSITS ON CLOSING BY BUILDERS**

The City is not a party to the taking of deposits by builders from homeowners on closing. Homeowners are given the impression that the City is holding deposits for such items as lot grading, driveway paving, tree planting, etc.

The City must insist that the prospective residents be properly advised, either in writing, in the form of a notification in sales offices or by the posting of signs at sales offices.

### **SITE MAINTENANCE**

The City of Brampton requires that all builders keep building materials and debris off the asphalt roadway to ensure the safety of the motoring public. Also, strict attention to keep the site clean and free of scattered garbage and debris on a regular basis is of the utmost importance.

**PRINT NAME OF SIGNER & TITLE**

I, \_\_\_\_\_ a Consulting Engineer  
in the Province of Ontario, do hereby certify that Lot No. \_\_\_\_\_  
in the Registered Plan No. \_\_\_\_\_ have been completed in  
a satisfactory manner in accordance with the approved lot grading  
plans and in accordance with the required separation between the ground  
and the brick line/ siding.

CONSULTING ENGINEER: \_\_\_\_\_  
(Signature)  
  
\_\_\_\_\_  
(Title)

- NOTES:**
1. This form is to be submitted from time to time on an interim basis as lots are completed.
  2. An Engineer's stamp is required on this letter.

Date: \_\_\_\_\_

The Corporation of the City of Brampton  
Works and Transportation Department  
8850 McLaughlin Road, Unit 2  
Brampton, Ontario  
L6Y 5T1

Attention: \_\_\_\_\_  
J. A. Moores, P. Eng.  
Manager, Development Construction

Dear Sir:

**Re: Name of Subdivision**  
**Registered Plan Number**  
**Lot # (s)**

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We hereby state that the lot grading in the above subdivision adheres in principal to the grading as proposed on the original approved Engineering Plans and in accordance with the required separation between the ground and the brick line/siding.

Trusting the above meets with your approval.

Yours very truly,

NOTES: 1. This form is to be submitted when all lots are completed and certified, and prior to final acceptance.

**2. A Consulting Engineer's stamp is required on this letter.**

The Corporation of the City of Brampton  
Works and Transportation Department  
8850 McLaughlin Road, Unit 2  
Brampton, Ontario  
L6Y 5T1

Attention: J. A. Moores, P. Eng.  
Manager, Development Construction

Dear Sir:

Re: \_\_\_\_\_  
(Subdivision)

\_\_\_\_\_  
(Registered Plan Number)

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Construction of the Retaining Wall

We hereby certify that the retaining wall at the above location has been constructed in accordance with the design drawings prepared by \_\_\_\_\_ .

We also confirm that the wall is suitable for the type of loading and for the geotechnical condition of the said location.

Yours very truly,

\_\_\_\_\_

**ENGINEER'S STAMP REQUIRED ON THIS LETTER.**