

City of Brampton

**Planning, Building, and Growth Management
Department**

FLOWER CITY



BRAMPTON.CA

Builders Information Manual

For

Subdivision Development

Builder Information for Subdivision Development

There are key responsibilities a Builder must undertake when a subdivision is in the development stages. Communication with their developer and appointed consultants is necessary to having the site progress accordingly. The items are as follows:

1. Site Maintenance
2. Sidewalks
3. Residential Driveways
4. Retaining Walls
5. Lot Grading
6. Privacy Fencing

1. Site Maintenance

The City of Brampton requires that all builders maintain a clean and safe work site for both residents and workers within the subdivision.

Builders must keep building materials and debris off of the entire right-of-way to ensure safety to traveling vehicles. Also, attention must be given on a regular basis for the cleanup of scattered garbage and mud tracking.

A regular cleaning schedule consisting of scraping, flushing, and sweeping is best to maintain a clean worksite. If the site is found unsuitable, a City Representative will issue an order for immediate cleanup of the right-of-way.

Refer to the end of this manual for a sample Street Cleaning Letter.

2. Sidewalks

All sidewalks as shown on the approved engineering plans are to be completed on the entire street no later than six (6) months after the date on which the first dwelling on that street is occupied. When the first dwelling unit is occupied after November 1st of the calendar year, the sidewalk shall be installed by no later than June 30th of the subsequent year.

Occupancy dates must be communicated back to the developer for proper scheduling of concrete sidewalk installation.

3. Residential Driveways

All residential driveways must be paved in accordance with the approved engineering plans and individual plot plans.

A minimum of 150 mm of approved 19 mm crusher run limestone shall be placed and compacted as a granular base in preparation for the paving operation.

Two (2) separate lifts of asphalt comprised of 50 mm of HL8 and 25 mm of HL3A must be placed. The HL8 base asphalt is to be installed prior to the sodding operation and the HL3A top asphalt is to be placed prior to the placement of the top course asphalt of the adjacent roadway.

The driveway slopes shall have a minimum of 2% and maximum 8% grade away from the dwelling. Ensure water shut off valves are properly adjusted to grade before top asphalt placement. The minimum clear distance between the edge of driveways and a utility structure shall be 1.2 m. Whenever possible, a 0.60 m separation shall be provided between driveways.

4. Retaining Walls

All retaining walls must be installed in accordance with the approved engineering plans and individual plot plans.

The Geotechnical Consulting Engineer must be present while the retaining wall is being constructed to approve conformity and site conditions. A Retaining Wall Certificate is required once the work is completed. The Lot Grading Certificate will not be accepted until the Retaining Wall Certificate has been received.

Retaining walls are required where a 3:1 slope exceeds 0.60 m in height. In the event that site conditions are not favorable after the dwelling is constructed, a retaining wall may be utilized to achieve the allowable slope and conform to City of Brampton grading standards.

All retaining walls are to be concrete or of concrete product. The use of timber will not be accepted. The backfill is to be compacted free-draining granular material.

Retaining Walls Cont'd

Retaining walls are to be constructed entirely on the upper lot.

Protective fencing of 1.2 m in height is required where the exposed retaining wall face height exceeds 0.6 m. The structural stability of this wall must be able to withstand any extra forces exerted by the fence as well as the earth loads.

Refer to the end of this manual for a sample Retaining Wall Certification Letter.

5. Lot Grading

All lot grading must be completed in accordance with the approved engineering plans and individual plot plans.

The builder shall complete the sodding of each lot and block no later than six (6) months after the date of occupancy. When the dwelling is occupied between November 1st and June 15th of the subsequent year, the sodding shall be installed by no later than June 30th following such occupancy. Refer to the end of this manual for a sample Lot Sodding (after occupancy) Letter

As an alternative, the builder may install clear crushed stone, in shaded areas (i.e. between narrow lots) where sod is unlikely to flourish.

The Builder must ensure that the clearance between the brick-line and the finished grade for sod meets the current Ontario Building Code standards.

All Lots and Blocks must be certified by the appointed Civil Consultant and City Lot Grading Technician. Refer to the end of this manual for the document which explains the lot grading certification process and a sample Interim and Final Lot Grading Certification Letter.

5. Privacy Fencing

All privacy fences must be completed in accordance with the approved engineering drawings, landscape drawings, and the City of Brampton Fencing Policy.

Privacy fence installation is required after the completion and establishment of grading and sod.

Deposits on Closing by Builders

Often the City of Brampton will receive inquiries from residents asking for builder deposits to be returned to them.

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, and tree planting, etc.

The City must insist that the prospective residents be properly informed, either in writing, in the form of a notification in sales offices, or by the posting of signs at the construction office, to minimize such enquires.

Street Sweeping / Cleaning Letter

Date: _____

Attention:

Re: Street Sweeping/Cleaning
Subdivision:
File No.: C _____
Reg. Plan: 43M- 1 _____
21T - _____

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

Effective immediately, as per the conditions of the subdivision agreement, you will be required to have the roads, internal and external (as required), to be scraped, flushed and swept twice weekly as a minimum. This work is to be completed on the mid-week and the Friday or Saturday of every week.

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

Regards,

Michael Zambri
Supervisor, Development Construction
Tel: (905) 874-2527, Fax: (905) 874-5982
michael.zambri@brampton.ca

LT/KL

cc: Development Administration – Finance
_____ - Inspector, Planning, Building, and Growth Management
_____ - Developer

Retaining Wall Letter

Date: _____

City of Brampton
Planning, Building & Growth Management
2 Wellington Street West
Brampton, ON
L6Y 4R2

Attention: Mr. Luciano Totino C.E.T.
Manager, Development Construction

Dear Sir:

RE: Retaining Wall Certification
(Name of Subdivision)
(Registered Plan Number), (21T Number)
(Lot _____)

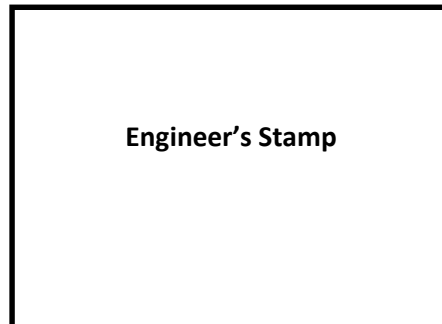
We hereby certify that the retaining wall at the above location has been constructed in accordance with the design drawings prepared by _____.

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,

[Signature of Engineer]

For: [Name of Engineering Firm]



(NOTE: This form is to be submitted prior to the lot grading certificate. The lot grading certificate will not be accepted until the retaining wall certificate has been submitted.)

Lot Sodding (after occupancy) Letter

DATE:

*(Subdivision Name)*_____

*(Address)*_____

Attention:

Re: Lot Sodding
(Subdivision Name)
Reg. Plan: 43M-xxxx
File No: C__W__.
21T- _____

Our records and field inspections indicate that there are lots within the captioned subdivision, which were occupied after June 15th, **(Year)**. Your subdivision agreement requires all residential lots and blocks to be sodded within six months after the date of occupancy, except for dwelling units occupied between November 1 **(Year)** and June 15 **(Year)**, which must be sodded by June 30 **(Year)** following such occupancy.

Please ensure that this work is completed by June 30th, **(Year)**. Should the work remain outstanding, the City will arrange to complete it at the developer’s expense, which will include our stipulated administration fees.

I trust that we will receive your full co-operation in this regard and I suggest that you call ***(Lot Grading Inspector Name)*** at ***(Office Phone Number)*** with a schedule of the anticipated completion date. Further, be advised that no other notices will be given.

Regards,

Michael Zambri
Supervisor, Development Construction
Tel: (905) 874-2527 Fax: (905) 874-2582
micheal.zambri@brampton.ca

(Administrative Staff Initials)

cc: ***(Name)*** – Lot Grading Technician, Planning, Building & Growth Management
(Name) - Developer

Pending: June 30, (Year)

Lot Grading Certification Procedure

The Consulting Engineer will forward Plot Plans to the Lot Grading Technicians for review. Plot Plans are to be reviewed and stamped by the Lot Grading Technician. Any changes to reviewed Plot Plans must be re-submitted to Lot Grading Technician for approval.

When Lots/Blocks are ready for inspection, the Consultant Engineer is required to advise the Lot Grading Technician that they have been graded and sodded in accordance with the reviewed plot plans and overall grading plan. The inspection is to be completed **no earlier than two (2) months** after placement of the sod. The Consultant Engineer will create a deficiency list for all Lots and Blocks during the inspection. The completed deficiency list will be forwarded to the Builder and Lot Grading Technician as soon as possible. The work to correct the noted deficiencies is to commence by the Builder no later than two (2) weeks after the initial inspection. Once all the deficiencies on the list are rectified, the Consultant Engineer is to arrange for a re-inspection with the Lot Grading Technician. All repairs will be to the satisfaction of the Civil Engineering Consultant and Lot Grading Technician. 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.

Lots/Blocks which may require a major change on site than previously approved requires the use of Letter A (Interim Lot Grading Variance Certification Letter) with an attached revised As Construct Plot Plan. All adjustments on site must be approved by the Civil Engineering Consultant.

Lots/Blocks that have been cleared of any deficiencies and conform to the approved Plot Plan and overall Grading Plan can be certified using Letter B (Interim Lot Grading Certification Letter).

Once all Lots and Blocks are certified within the subdivision, Letter C (Final Lot Grading Certificate) must be submitted indicating that all properties in the development have been constructed in conformity with the approved overall grading plan. This in no way relieves the Developer of his responsibility to rectify any grading deficiencies that may arise prior to assumption of the subdivision. If applicable, this letter must note that vacant Lots/Blocks have positive drainage with no standing water, and that approved erosion control is in place.

The following Lot Grading Certification Letters must be used and will only be accepted for this lot grading certification procedure. **Letters A and B are to be submitted on an interim basis as lots are inspected and certified. Letter C is to be submitted once all lots are certified prior to assumption.**

LETTER A

INTERIM LOT GRADING VARIANCE CERTIFICATION LETTER

Date: _____

City of Brampton
Planning, Building & Growth Management
2 Wellington Street West
Brampton, ON
L6Y 4R2

Attention: Mr. Luciano Totino C.E.T.
Manager, Development Construction

Dear Sir:

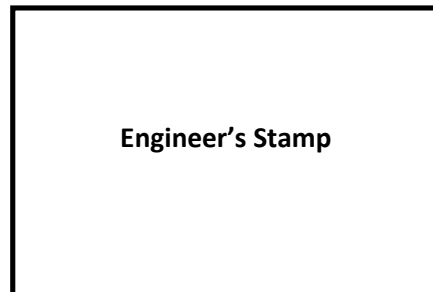
Re: Interim Lot Grading Variance Certification
(Name of Subdivision)
(Lot or Block No.)
(Registered Plan Number), (21T Number)

I have checked the field elevations with respect to the final grading on the above lot(s)/blocks(s) and hereby state that the final grading is not in accordance with the approved grading plan. However, it is satisfactory with revisions to the official grading plan as indicated on the attached drawing. I hereby certify that a variance in grading will not alter the overall drainage on the adjacent properties as specified on the overall grading plan.

Yours truly,

[Signature of Engineer]

For: [Name of Engineering Firm]



LETTER B

INTERIM LOT GRADING CERTIFICATION LETTER

Date: _____

City of Brampton
Planning, Building & Growth Management
2 Wellington Street West
Brampton ON
L6Y 4R2

Attention: Mr. Luciano Totino C.E.T.
Manager, Development Construction

Dear Sir:

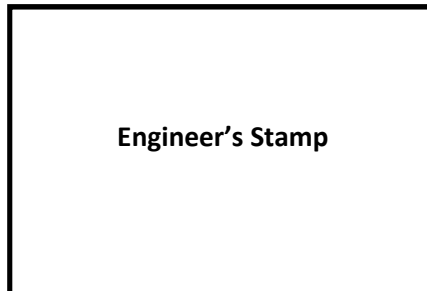
Re: Interim Lot Grading Certification
(Name of Subdivision)
(Lot(s) or Block(s) No.)
(Registered Plan Number), (21T Number)

I have determined the field elevations with respect to final grading on the above lot(s)/blocks(s) and do hereby certify:

1. Where manholes and catch basins are present on property, all have been raised to the final grade, are uncovered and in a clean condition.
2. Driveways have been constructed to the latest City Standard.
3. The building construction and the grading of the lot is In conformity with the overall grading plan.

Note: Slight modifications to the actual grading may have been implemented but all modifications have been reviewed and accepted by the Development Construction Section.

Yours truly,



[Signature of Engineer]

For: [Name of Engineering Firm]

LETTER C

FINAL LOT GRADING CERTIFICATION LETTER

Date: _____

City of Brampton
Planning, Building & Growth Management
2 Wellington Street West
Brampton, ON
L6Y 4R2

Attention: Mr. Luciano Totino C.E.T.
Manager, Development Construction

Dear Sir:

RE: Final Lot Grading Certification
(Name of Subdivision)
(Registered Plan Number), (21T Number)

We hereby state that the lot grading in the above subdivision adheres in principle to the grading as proposed on the original approved Engineering Plans.

Trusting that the above meets with your approval.

Yours truly,

[Signature of Engineer]

For: [Name of Engineering Firm]

