



Corporate Policy No. POL-2505

Application & Submissions Policy
for Subdivision & Development Servicing Bylaw No. 651, 2025

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1.0 ADMINISTRATION

1.1 Purpose

The purpose of this policy is to establish application and submission requirements for the construction of Works and Services in association with the Subdivision or Development of land.

1.2 Objectives

The objectives of this policy are to:

- a. Provide clear, consistent, and transparent standards for the application procedures and submission requirements associated with the design and construction of Works and Services associated with the Subdivision or Development of land.
- b. Enable staff to intake and process applications for the design and construction of Works and Services, with due consideration of the best interest of the Village and in a timely, objective, fair, and consistent manner.

1.2.1 Interpretation

This policy must be read in conjunction with Subdivision & Development Servicing Bylaw No. 651, 2025 (the “SDS Bylaw”) with respect to principles of interpretation, defined terms, and applicability. Defined terms from the SDS Bylaw used in this policy are denoted by capitalization.

Where this policy and the provisions of the SDS Bylaw are in conflict, the provisions of the SDS Bylaw shall take precedence.

1.3 Roles and Responsibilities

The following roles and responsibilities are clarified:

- a. The Approving Officer is responsible for the intake and processing of Subdivision applications under the Development Application and Fee Bylaw. The Approving Officer is the final decision-maker regarding the approval of a Subdivision application and any approval terms, conditions, or requirements.
- b. The Building Official is responsible for the intake and processing of Building Permit applications under the Building Bylaw. The Building Official is the final decision-maker regarding the issuance of a Building Permit and any permit terms, conditions, or requirements.
- c. The Servicing Officer, or, in the absence of an appointed Servicing Officer, the Public Works Manager or Approving Officer, is responsible for the intake and processing of applications to construct Works and Services. The Servicing Officer is the final decision-maker regarding the design and construction approval for Works and Services and any approval terms, conditions, or requirements.

2.0 SUBDIVISION APPROVAL PROCEDURES

The following section outlines the procedural and submission requirements for the intake of Subdivision Approval applications and for the assessment and provision of Works and Services associated with Subdivision under SDS Bylaw, Section 3.0.

2.1 Application for Subdivision Approval

- 2.1.1 A Developer who applies for Subdivision Approval must provide to the Approving Officer a complete application in the Village's standard form, which shall include:
- a. all reports, plans, studies, covenants, and other legal or technical documents as may be required under the Development Application Procedures and Fees Bylaw or at the discretion of the Approving Officer,
 - b. a Preliminary Layout Review Letter for the proposed Subdivision, issued by the Approving Officer not more than 12 months prior to the date of the application for Subdivision Approval, unless an extension is granted by the Approving Officer.
 - c. a Certificate of Final Acceptance issued by the Servicing Officer under [Section 5.7.1](#), or a Servicing Agreement and Performance Security in accordance with [Section 4.0](#), for any required Works and Services;
 - d. confirmation that all applicable fees and charges related to the application have been paid, and
 - e. confirmation that all taxes, impositions, charges (including any latecomer charges), and fees applicable to the land have been paid.
- 2.1.2 The Approving Officer shall not be obliged to grant Subdivision Approval until they are satisfied that:
- a. a complete application, in the Village's standard form, has been made;
 - b. all requirements of the Development Application Procedures and Fees Bylaw have been satisfied;
 - c. all requirements and conditions of the Preliminary Layout Review Letter have been satisfied, including, but not limited to, the provision of Works and Services, dedication of parkland, or dedication of land for Highway use;
 - d. the land is suitably zoned for the proposed Subdivision;
 - e. the proposed Subdivision is in the public interest, including but not limited to consideration of matters under *Section 86(c)* of the *Land Title Act*; and that
 - f. the land is not otherwise unsuitable for Subdivision under the provisions of the *Land Title Act*, the *Local Government Act*, all other applicable legislation and regulations, and all other Village bylaws.

2.2 Considerations and Limitations for Highway Dedications

- 2.2.1 *Section 513(2)(a)* of the *Local Government Act*: Dedication of land to establish new Highways through lands being Subdivided may be required to adequately access proposed lots, to provide access to lands beyond that being Subdivided, for emergency egress, or for other considerations as outlined in *Section 75* of the *Land Title Act*. Such Highways may be required to be provided without compensation to a maximum depth of 20 m.
- 2.2.2 *Section 513(2)(b)* of the *Local Government Act*: Dedication of land to widen existing Highways fronting the land being Subdivided may be required to be provided without compensation to a depth that is the lesser of 10 m and the difference between the current ROW width and 20 m.
- 2.2.3 *Section 513(3)* of the *Local Government Act*: Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Subdivision cannot be adequately supported, protected, or drained, then additional

ROW width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

- 2.2.4 *Section 513.1 of the Local Government Act:* Where a new Highway or fronting existing Highway is to include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated without compensation.

3.0 BUILDING PERMIT PROCEDURES

The following section outlines the procedural and submission requirements for the assessment and provision of Works and Services associated with Development under SDS Bylaw, Section 4.0.

3.1 Circulation to Servicing Officer

- 3.1.1 Upon receipt of a Building Permit application that would result in any additional residential dwelling units upon a lot or, in the case of non-residential uses, any additional building area with a value greater than 20% of the assessed value of the existing improvements, the Building Official is to refer the application to the Servicing Officer for review of servicing requirements.

3.2 Offsite Works and Services

- 3.2.1 If Works and Services beyond the site being Developed are required to service the Development, the application for Building Permit must include the following:
- A Certificate of Final Acceptance issued by the Servicing Officer under [Section 5.7.1](#), or a duly executed Servicing Agreement with Performance Security in accordance with [Section 4.0](#).
 - Confirmation that any charges over the land in support of Works and Services have been duly executed by the Owner and registered in the *Land Title Office*. Charges may include Highway dedications, covenants, statutory rights-of-ways, easements, approvals, permits, or licenses as may be required by the Servicing Officer. All such charges shall be obtained by the Owner, at the Owner's risk and expense.
 - Any applicable fees according to Fees Bylaw No. 497, 2016.

3.3 Onsite Works and Services

- 3.3.1 If Works and Services are to be provided on the site being Developed, the application for Building Permit must include the following:
- A site servicing plan, a site grading plan, a stormwater management plan, and an erosion and sediment control plan, prepared by a professional engineer and acceptable to the Servicing Officer.
 - Confirmation that any charges over the land in support of Works and Services have been duly executed by the Owner and registered in the *Land Title Office*. Charges may include Highway dedications, covenants, statutory rights-of-ways, easements, approvals, permits, or licenses as may be required by the Servicing Officer. All such charges shall be obtained by the Owner, at the Owner's risk and expense.
 - Letters of Assurance, in the Village's standard form, duly executed for the coordination and assurance of design and construction field reviews of civil works:
 - Schedule A – Confirmation of Commitment by Owner and Coordinating Professional
 - Schedule B – Assurance of Professional Design and Commitment for Field Review

3.4 Connection of Services

- 3.4.1 Connection to the Village's Works shall only be made in accordance with [Section ii](#).

3.4.2 Where a Developer has provided Schedule A and B Letters of Assurance for Works and Services in accordance with Section 3.3.1.c, the Developer shall not be permitted to connect such Works and Services to the Village's Works until they have submitted, to the satisfaction of the Servicing Officer, Schedule C-A and C-B Letters of Assurance.

3.5 Considerations and Limitations for Highway Dedications

3.5.1 *Section 513.2(2)(a) of the Local Government Act:* Dedication of land to establish new Highways through a Development site may be required to adequately access proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress. Such Highways may be required to be provided without compensation to a maximum depth of 20 m.

3.5.2 *Section 513.2(2)(b) of the Local Government Act:* Dedication of land to widen existing Highways fronting a Development site may be required to be provided without compensation to a depth that is the lesser of 10 m and the difference between the current ROW width and 20 m.

3.5.3 *Section 513.2(3) of the Local Government Act:* Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Development cannot be adequately supported, protected, or drained, then additional ROW width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

3.5.4 *Section 513.3 of the Local Government Act:* Where a new Highway or fronting existing Highway is to include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated without compensation.

4.0 SERVICING AGREEMENTS, SECURITY, & INSURANCE

4.1 Servicing Agreements

4.1.1 Servicing Agreements must be provided in the Village's standard form, duly executed by the Owner in registrable form as a covenant on title under *Section 219* the *Land Title Act*.

4.1.2 The Servicing Officer, in their discretion, may elect to not proceed with registering the Servicing Agreement on title if the Servicing Agreement is associated with a Building Permit application, the value of the Performance Security is less than \$250,000, and the works are limited in scope to the provision of direct utility services and access necessary under the *BC Building Code* for occupancy.

4.2 Performance & Maintenance Security

4.2.1 Performance Security amount is to be determined by the Developer's Engineer based on a viable engineering design and recent construction pricing for similar work within the region. The cost estimate prepared by the Developer's Engineer must be in MMCD format and is subject to verification by the Servicing Officer.

4.2.2 Performance and Maintenance Security may be in the form of a bank draft, certified cheque, irrevocable letter of credit, or surety bond, subject to the following:

- a. For amounts less than \$50,000, only a bank draft or certified cheque is permitted
- b. For amounts greater than \$50,000, a bank draft, certified cheque, irrevocable letter of credit, or surety bond is permitted.
- c. Surety bonds must be provided in the Village's standard form, from an institution regulated by the Office of the Superintendent of Financial Institutions (OSFI), with a minimum credit rating as detailed below:

Rating Agency	Credit Rating
AM Best	A-
Fitch	A+
Moody's	A1
Morningstar DBRS	A (high)
Standard & Poor's	A+

4.2.3 Maintenance Security must be provided in the form of a bank draft or certified cheque, unless the value is greater than \$50,000, in which case an irrevocable letter of credit is also acceptable.

4.3 Insurance Requirements:

4.3.1 The firm employing the Developer's Engineer must obtain and maintain at all times, until one year from the date the Certificate of Final Acceptance is issued, commercial general liability insurance, professional liability insurance, and errors and omissions insurance with a minimum of \$2,000,000 coverage per occurrence with insurance companies and terms satisfactory to the Village.

4.3.2 The Developer must obtain and maintain at all times, until the Certificate of Final Acceptance is issued, Comprehensive Commercial General Liability Insurance with a minimum of \$5,000,000 coverage per occurrence, with insurance companies and terms satisfactory to the Village.

4.3.3 Insurance policies shall name the "Village of Lions Bay" and its employees as an additional insured, shall state that the policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured, and shall state that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice to the Village, delivered to the Village's Corporate Officer.

5.0 PROVISION OF WORKS AND SERVICES

The following section outlines the procedural and submission requirements for the design and construction of Works and Services provided by a Developer under SDS Bylaw, Section 5.0.

5.1 Application for Design Authorization

- 5.1.1 An application for Design Authorization must be made in the Village's standard form and shall include:
- a. payment of applicable fees under the Fees Bylaw, No. 497, 2016
 - b. design drawings in accordance with the technical submission requirements outlined Section 6.0, and
 - c. a cost estimate of the proposed works in MMCD format.

- 5.1.2 The Servicing Officer is not obliged to grant Design Authorization until they are satisfied that:
- a. a complete application has been made,
 - b. the design is in strict conformance with the requirements of the SDS Bylaw and all other Village bylaws or, if not in strict conformance, that all proposed variances have been identified by the Developer's Engineer for review, contain the professional assurance of the Developer's Engineer, and are acceptable to the Servicing Officer, and
 - c. any supporting technical documents, reports (including a Peer Review, if required), studies, or analysis necessary to determine if the proposed design is in strict conformance with this Bylaw, or that proposed variances are acceptable, have been provided by the Developer's Engineer.

5.1.3 Design Authorization expires in conjunction with the expiration of the PLR Letter or Building Permit, as applicable, or after 12 months from the date of issuance, whichever is earlier.

5.2 Application for Permission to Construct

- 5.2.1 An application for Permission to Construct must be made in the Village's standard form.
- 5.2.2 The Servicing Officer is not obliged to grant Permission to Construct until the Developer provides, to the satisfaction of the Servicing Officer, all documents, forms, or securities as may be required, which may include, but not be limited to:
- a. confirmation of Design Authorization for the proposed Works and Services, issued not more than 12 months from the date of application for Permission to Construct;
 - b. Letters of Assurance, in the Village's standard form, duly executed for the coordination and assurance of design and construction field reviews of civil works:
 - i. Schedule A – Confirmation of Commitment by Owner and Coordinating Professional
 - ii. Schedule B – Assurance of Professional Design and Commitment for Field Review
 - c. an executed Servicing Agreement and Performance Security;
 - d. a certificate of insurance, in the Village's standard form, from both the Developer's Engineer and the general contractor;
 - e. confirmation of the general contractor's qualifications, experience, and WorkSafe BC clearance;
 - f. a construction schedule, a public notification plan, and a traffic management plan; or
 - g. confirmation that any other permits required by other jurisdictions (i.e., Vancouver Coastal Health, BC Hydro, Provincial, or Federal) in relation to the provision of the Works and Services have been obtained.

5.3 Application to Connect Works and Services

- 5.3.1 An application to connect Works and Services to the Village's Works must be made in the Village's standard form at least two weeks in advance of the planned connection date.
- 5.3.2 The Servicing Officer will not be obliged to permit a Developer to connect Works and Services to the Village's systems until:
- a. a complete application has been made;
 - b. the Developer's Engineer has certified that the Works and Services to be connected are ready to be used for their intended purpose and provided all supporting documentation as may be applicable from those required under [Section 5.5](#);
 - c. the Developer has provided a tie-in plan detailing the logistics of the connection work acceptable to the Servicing Officer;
 - d. the Developer has arranged for the Developer's Engineer and the Servicing Officer to be present for the witnessing of the connection;
- 5.3.3 The Servicing Officer may, at their discretion and if applicable, refuse to permit the connection until:
- a. the Approving Officer has issued the Subdivision Approval or the Building Official has issued Building Permit, or the Developer has entered into a Servicing Agreement in accordance with Section ;
 - b. the Developer has deposited with the *Land Title Office* all subdivision plans for highway dedications, all covenants, or any other documents required by the Village to be registered as a condition of Subdivision Approval, Building Permit issuance, or Permission to Construct; or
 - c. the Developer has paid any applicable fees or charges related to the connection, including but not limited to latecomer charges;

5.4 Request for Latecomer Agreement

- 5.4.1 If the Developer is required to provide Excess or Extended Services at their cost and wishes to enter into a latecomer agreement for potential cost recovery, they must notify the Servicing Officer in writing prior to making an application for Substantial Performance.
- 5.4.2 The Servicing Officer is not obliged to accept a request for latecomer agreement until the Developer provides, to the satisfaction of the Servicing Officer:
- a. a written technical report to inform the Servicing Officer's determination of the Excess or Extended portion of the Works and Services,
 - b. the estimate of the cost for the Excess or Extended portion, prepared by the Developer's Engineer and verified by the Servicing Officer, and
 - c. a draft latecomer agreement in the Village's standard form.

5.5 Application for Substantial Performance

- 5.5.1 When the Developer's Engineer determines that Substantial Performance of the Works and Services has been achieved, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer:
- a. a Certificate of Substantial Performance in the MMCD format, including, if applicable, a schedule of deficiencies with a deficiency cost estimate,
 - b. Letters of Assurance, in the Village's standard form, duly executed for the assurance of coordination, construction field reviews, and compliance:
 - i. Schedule C-A – Assurance of Coordination of Professional Field Review
 - ii. Schedule C-B – Assurance of Professional Field Review and Compliance
 - c. record drawings, supporting documents and data, field reviews, and testing records, as outlined in Section 6.0.
- 5.5.2 When the Servicing Officer has received all required documents and records from the Developer's Engineer and is satisfied, upon inspection, that the Works and Services have reached Substantial Performance, the Developer must provide to the Village:
- a. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full,
 - b. confirmation from a *BC Land Surveyor* that all survey pins and monuments within the construction area have not been disturbed or destroyed as a result of construction activities,
 - c. confirmation that all agreements, rights-of-ways, and covenants in relation to the Works and Services have been duly executed and deposited with the *Land Title Office*, and
 - d. an executed Servicing Agreement with Maintenance Security.

5.6 Application for Total Performance

- 5.6.1 When the Developer's Engineer determines that Total Performance of the Works and Services has been achieved and the Maintenance Period has expired, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer:
- a. a Certificate of Total Performance in the MMCD format;
 - b. updated record drawings, supporting documents and data, field reviews, and testing records if Works and Services were modified during the Maintenance Period; and
 - c. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full.

5.7 Certificate of Final Acceptance

- 5.7.1 If, upon inspection, the Servicing Officer is satisfied that the Works and Services have reached Total Performance and the requirements of [Section 5.6.1](#) have been met, the Servicing Officer shall issue a Certificate of Final Acceptance of the Works and Services.

6.0 ENGINEERING DRAWING SUBMISSION REQUIREMENTS

6.1 Drawing Submissions

- 6.1.1 The Village requires engineering drawings to be prepared using the publicly available MMCD AutoCAD Civil 3D template and in the general MMCD format and style.
- 6.1.2 Drawings submitted shall contain sufficient information and details so as to provide for detailed design review and constructability and as noted in the following subsections. All drawing submissions must be authenticated in accordance with EGBC Guidelines. Incomplete, substandard, or unsealed submissions will be returned to the professional engineer with a short letter of explanation as to why the drawings are being returned and without any detailed review comments.
- 6.1.3 Initial drawing submissions shall include:
- two full-sized hard-copy civil drawing set,
 - a digital PDF version of the civil drawing set, and
 - a Schedule A Letter of Assurance.
- 6.1.4 Subsequent drawing submissions involving changes to the previous submission must contain numbered revision clouds where changes were made; submissions to consist of:
- two full-sized hard-copy drawing sets for all project disciplines,
 - a digital PDF version of the drawing sets for all project disciplines, and
 - a revision tracking spreadsheet, with itemized descriptions of all changes and how comments were addressed, numbered to correspond to the revision clouds on the drawings.
- 6.1.5 Once the Servicing Officer advises the Developer's Engineer that the drawing submission is acceptable, the Developer's Engineer must remove all revision clouds and submit:
- two full-sized hard-copy drawing sets for all project disciplines,
 - a digital PDF version of the drawing sets for all project disciplines,
 - the AutoCAD Civil 3D model files, containing the design information used to prepare the authorized drawings, and
 - Schedule B Letters of Assurance from all project disciplines.
- 6.1.6 The Servicing Officer may review the design drawings and calculations to verify general compliance with the Village of Lions Bay requirements but is not responsible for the adequacy or accuracy of the Professional Engineer's design. Any errors or omissions will be the sole responsibility of the Professional Engineer whose seal appears on the drawings.

6.2 Design Drawing Requirements

6.2.1 *General*

Drawing submissions shall incorporate the following:

- Elevations must be shown in metric geodetic datum. All survey work must be tied into an accepted benchmark using NAD83 UTM 10 data. The reference benchmark and elevation must be shown on the

design drawing. All existing rights-of-way and easements and their permitted uses must be confirmed through the *Land Title Office*.

- b. Drawings shall have a base plan compiled from topographic survey for surface features, utility records for non-critical underground utilities, and utility locates for critical underground utilities such as for tie-in locations and elevations, minimal-separation crossings, or where records do not exist. Any information received from the Village of Lions Bay on existing services must be used as a guide only. Verification of locations and elevations must be checked and confirmed by a qualified professional. The Village of Lions Bay takes no responsibility for the exactness of service information obtained from Village of Lions Bay files and drawings.
- c. Standard sheet size is A1 metric size 594 mm x 841 mm.
- d. A north arrow, existing and proposed road names must be shown on the design drawings.
- e. All drawing sheets are to be submitted complete with title block in the lower part of the sheet referencing the Village of Lions Bay file number.
- f. Dimensioning of drawing must be given from an existing or proposed iron pin or lot line.
- g. All new works must be drafted in bold dashed lines.
- h. Road chainage must be tied to an iron pin from the start of construction.
- i. Plans must show the legal layout of roads and properties, with all legal descriptions (lots and plan numbers) and dimensions (to the nearest 0.01m). Plan must also show existing house numbers and registered statutory rights-of-way.
- j. A cover sheet must be prepared and attached to the front of all drawing sets. The cover sheet must note the Professional Engineer's company name and contact information, the applicant's name and contact information, the Village of Lions Bay file number, the legal description of the lands involved, a site plan at a 1:5000 scale, and a drawing index. The plan must note all existing and proposed roads and buildings as appropriate. The cover sheet may be utilized to show the drainage catchment area.

6.2.2 **Key Plan**

A key plan must be provided to 1:2500 scale and must include the following:

- a. A plan of adjacent roads and existing lots with roads named and legal description of adjacent lots given.
- b. The civic address and the property being subdivided or developed shown shaded.
- c. The contours at 2.0 metres intervals except on very steeply sloping ground where 5 metre intervals will be accepted.
- d. If the subdivision or development is to be developed in stages, each proposed stage is to be shown clearly outlined and in the order of development indicated.
- e. The location of existing survey monuments.

6.2.3 **Composite Utility Plans**

The Composite Utility Plan is to be at a 1:1000 or 1:500 scale and must show:

- a. all proposed Works including water, sanitary and storm sewers, electrical, telephone, gas, street lighting, non-standard service connections;
- b. all appurtenances such as hydrants, valves, manholes, catch basins, transformers, and community mail boxes complete with all offsets, locations and dimensions;
- c. rights of way and easements including widths, covenant boundaries;
- d. lot boundaries with lot numbers, dimensions, bearings, and areas;
- e. control station monuments; and
- f. the site legal boundaries outlined with a bold line.

6.2.4 **Road Plans & Profiles**

The following information must be shown on road plan and profile drawings:

- a. Show all iron pins adjacent to the works and the existing ground elevation at each pin or proposed pin.
- b. Both plan and profile must be tied to an iron pin, preferably near or at 0+000 chainage. If the chainage exceeds 120 m, a second tie must be shown.
- c. Show the road width, curb, edge of pavement and sidewalk offsets measured from the property line where applicable.
- d. Road profiles must show the gutter of curb and/or centreline of road elevations.
- e. Detail the road construction with a typical cross-sectional view.
- f. The profile must be shown at true centreline length and provided in as close relationship as possible to the plan.
- g. Locate catch basins in accordance with specifications.
- h. Locate barricades.
- i. Locate ditches and centre of pavement in road construction by offsetting to property line.
- j. Existing and proposed critical driveway locations within the subdivision or development must be shown as well as a profile of each driveway from the road centreline to the end of the driveway within the property.
- k. Chainage of the BC and EC for horizontal curves must be shown together with the centreline radius. Curb radii are not required if the centre line radius and road width are shown, except on curb returns at intersections if other than 8 metres, at the end of cul-de-sacs, and on any curbs where alignment is not directly related to the centreline radius.
- l. The percent grade to two decimal places must be shown on the profile together with the following information on vertical curves:
 - i. the station and elevations of BVC, EVC, and PVI;
 - ii. the external value;
 - iii. the length of vertical curve;
 - iv. the elevation and station at 20 metre intervals and the low spot of sag curves;
 - v. the % grades of the adjacent vertical alignment; and
 - vi. the K value for vertical curves.
- m. On super elevated curves and cul-de-sacs on vertical and horizontal curves, show a profile of each curb or the edge of pavement (no centreline profile).
- n. Road cross-sections must be scaled at 1:100 horizontal and 1:50 vertical and must note the existing ground elevation, the proposed elevations of the road centreline, the curb and gutter (or road edge), the invert and top of any ditches, centreline of trails or sidewalks, and property lines. Cross-sections are required at 20 metre intervals. Additional sections may be required or requested where excessive cuts or fills are involved. Side and back slopes are to be shown.
- o. Each sheet must have a typical cross section.
- p. Show pavement markings and traffic control signs on all drawings.

6.2.5 ***Sanitary & Storm Sewer Plans & Profiles***

The following information must be shown on the profile:

- a. size, type and class of pipe, class of bedding;
- b. percent grades to two decimal places. If critical, mark "CR" after the grade, if not critical, show the minimum grade thus: (1.08% min.);
- c. invert elevations at both inlet and outlet of manholes;
- d. rim elevations on all manholes and catch basins;
- e. existing Sanitary Sewer and Drain where required.

The following information must be shown on the plan:

- f. information on horizontal curves as detailed in paragraph 6.11;
- g. pipe offsets from property line; and

- h. the grade of any service connection from the upper end to the drop to the main if other than two percent.

The following additional information must also be shown on the appropriate part of the drawing:

- i. sanitary sewer manholes and cleanouts must be lettered in consultation with Village of Lions Bay staff;
- j. storm drain manholes, cleanouts and silt traps must be numbered in consultation with Village of Lions Bay staff;
- k. structural detail of all manholes not covered by MMCD Standard Drawings;
- l. cross sections and plan views of any swales or ditches required for the subdivision or development;
- m. details regarding any storm water retention or treatment facilities required for the development;
- n. where an open ditch drainage system is proposed, note the size of future driveway culverts required to conform to the design.

The information requested in this Bylaw for on-site sanitary sewerage systems must be shown and detailed on a suitably scaled drawing. Information and details regarding soils tests, treatment proposed and sewage disposal system proposed must be adequately and accurately detailed and noted on the drawings or attached submissions.

6.2.6 **Watermain Plans & Profiles**

The following information must be shown on the plan and profile drawings:

- a. size, type, and class of pipe;
- b. class of the pipe bedding;
- c. elevations and grades of the pipe;
- d. ground profiles and pipe cover; and
- e. valves, bends, fire hydrants, other appurtenances, etc. are to be shown complete with chainages; and
- f. all other requirements of the water utility.

The full pipe must be shown for the watermain on the profile.

All crossover points with sewers must be noted and shown to be protected in accordance with the water utility requirements.

The design drawings for a private utility must be provided.

6.2.7 **Streetlight Plans**

The following information must be shown on streetlighting plans:

- a. Location, type and wattage of luminaries complete with ducting information to be shown.
- b. Details of service base and wiring must be shown if not as per standard drawings.

6.2.8 **Third-Party Utility Plans**

The following information must be shown on shallow underground and overhead utility plans:

- a. Dimension the offset from property line and/or iron pins of the existing underground conductors or mains and the location of all appurtenances related to the system including house connections. Refer to the appropriate utility for complete details of existing underground installations. Offsets to be verified through the appropriate utility.
- b. Show proposed overhead or underground hydro/telephone/cable service schematically.
- c. Dimension the location of all poles, both existing and proposed, from the pole surface face to property line and/or iron pin.

6.2.9 **Lot and Site Grading Plans**

The Lot Grading Plan is to be at a 1:1000 or 1:500 scale and must show:

- a. pre-development ground contours in dashed lines extending 30 m beyond site boundary;
- b. post-development ground contours in solid lines;
- c. post-development elevations at corners of each proposed lot;
- d. drainage swales and easement and right of way boundaries;
- e. catch basins and lawn basins with rim elevations;
- f. storm and sanitary sewer service locations and elevations at property boundary;
- g. retaining walls integral to lot grading design and to be built by Developer;
- h. areas of cut and fill deeper than 1.5 m deep; and
- i. building envelope in accordance with the Zoning Bylaw and the minimum basement elevation on each lot.

6.2.10 **Stormwater Management Plans**

The Storm Water Management Plan is to be at a 1:1000 scale and must show:

- a. location plan of complete watershed at scale to fit;
- b. post-development contour lines at 1 m intervals for slopes less than 20%, otherwise 2.0 m intervals, showing match to pre-development contours which must extend 30 m beyond the site legal boundary;
- c. directional arrow on each lot indicating the prevailing post-development slope of the land;
- d. the proposed minor (10-year return) storm sewer system with inlet and outlet structures, and connections to existing, drainage systems;
- e. proposed major (100-year return) post-development flood routes, with connections to existing drainage systems, shown by arrows and indicating whether piped or overland;
- f. minimum basement elevations, service connection locations, and service elevations at property line;
- g. storm detention/infiltration facilities;
- h. legend;
- i. applicable general notes; and
- j. design table with information for each segment of proposed main including catchment area in hectares, run-off coefficients, time of concentration, rainfall intensity, major and minor flow volume, pipe size, slope and capacity both existing and proposed.

6.3 **Record Drawing Requirements**

6.3.1 Record Drawings shall consist of the authorized design, accurately revised to reflect actual construction recorded in accordance with MMCD Specification 01 33 01, as amended by the supplementary specifications.

6.3.2 Record Drawings must contain the following declaration, as recommended by EGBC Quality Management Guidelines – Guide to the Standard for the Authentication of Documents:

“The seal and signature of the undersigned on this drawing certifies that the design information contained in these drawings accurately reflects the original design and the material design changes made during construction that were brought to the undersigned’s attention. These drawings are intended to incorporate addenda, change orders, and other material design changes, but not necessarily all site instructions.

The undersigned does not warrant or guarantee, nor accept any responsibility for, the accuracy or completeness of the as-constructed information supplied by others contained in these drawings, but does, by sealing and signing, certify that the as-constructed information, if accurate and complete, provides an as-constructed system which substantially complies in all material respects with the original design intent.”

Record Drawings may not contain any additional disclaimers or limitation statements.

6.3.3 Record Submission shall include:

- a. two full-sized hard-copy civil drawing set,
- b. a digital PDF version of the civil drawing set,
- c. the AutoCAD Civil 3D model files, containing the design information used to prepare the Record Drawings, and
- d. a Schedule C-A Letter of Assurance and Schedule C-B Letters of Assurance from all project disciplines.

6.3.4 Record Submission drawings shall include:

- a. Site plan showing offsets and location of all Works and Services including service connections;
- b. Detailed plan-profile drawings for road works, water, sanitary sewer and storm sewer systems showing elevations, inverts, off-set, pipe materials, bedding, backfill and chainages reference to legal boundaries;
- c. Stormwater management plan;
- d. Lot grading plan with finished ground elevations at all lot corners, back of cur or sidewalk, any change in grade across the lot, lawn basins and manholes, and with inverts of swales and showing zoning bylaw building envelop and minimum basement elevation on each lot and any feature that may affect the construction of a building. Uniform grades between lot corners will be assumed to a tolerance of +/- 150mm;
- e. Street light plans showing make, model, type of luminaire unit, illumination levels achieved with the light spacing, locations of service bases, photocells, and hydro service entrances;
- f. Plans and details for which there are no MMCD or District standard (pump stations, etc.) complete with any operating manuals; and
- g. Final geotechnical report, if required, addressing all recommendations and details of the preliminary report, confirming construction techniques, applications and details including placement and compaction of fill materials in excess of 1.5m, stability of cut and fill slopes and embankments equal to or greater than 1:2.

6.4 Cost Estimate Requirements

6.4.1 Cost estimates for Works and Services to be owned by the Village shall be prepared in the MMCD Unit Rate Contract format, grouped under MMCD Specification headings.

6.4.2 Cost estimates shall be authenticated by the Developer's Engineer on the basis of the design information and quantities contained therein. The Village understands pricing is subject to variability and are based on past pricing, not future pricing. The Village will accept cost estimates containing additional declarations related to assumptions and limitations for unit rate pricing supplied by others, provided that unit rate prices shall be based on recent, similar, and nearby work with appropriate contingencies applied.

7.0 STANDARD FORMS & TEMPLATES

Contact the Servicing Office for the following standard forms and templates

7.1 Letters of Assurance

Schedule A	Confirmation of Commitment by Owner and Coordinating Professional Registrant
Schedule B	Assurance of Professional Design and Commitment for Field Review
Schedule C-A	Assurance of Coordination of Professional Field Review
Schedule C-B	Assurance of Professional Field Review and Compliance

7.2 Application Forms

- A-1 Application for Design Authorization
- A-2 Application for Permission to Construct
- A-3 Application to Connect Works and Services
- A-4 Application for Substantial Performance
- A-5 Application for Total Performance
- A-6 Application for Latecomer Agreement
- A-7 Application for Subdivision Approval

7.3 Standard Templates

- B-1 Servicing Agreement Template
- B-2 Certificate of Insurance Template
- B-3 Surety Bond Template
- B-4 Latecomer Agreement Template
- B-5 Cost Estimate Template

7.4 Certificates

- C-1 Certificate of Substantial Performance
- C-2 Certificate of Total Performance
- C-3 Certificate of Final Acceptance