



SLAVE LAKE

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-24-1008
Policy Title:	Lot Grading	Issue Date:	03-12-2024

1. PURPOSE

- 1.1. The purpose of this policy is to:
 - 1.1.1. Ensure that Lot Grading within the Town of Slave Lake is developed in a cohesive and responsible manner limiting the impact to new and existing developments and lots.
 - 1.1.2. Ensure that the Lot Grading inspections and required follow-up correspondence are carried out in a timely fashion.
 - 1.1.3. Ensure that Lot Grading adheres to the Town's Development Standards and Procedures.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake will ensure clear direction and procedures are maintained, followed, and communicated with respect to Lot Grading.

3. DEFINITIONS

- 3.1. Development Officer means a Development Officer of the Town of Slave Lake.
- 3.2. Development Standards and Procedures means the Town of Slave Lake's minimum design standards for the design, construction, and installation of Municipal Improvements.
- 3.3. Final Grades means the as-built grades on a lot established once topsoil has been placed on top of the approved rough grade.
- 3.4. Grade means a gradient or slope.
- 3.5. Landowner means the person shown as the owner of the land on the current Land Title.
- 3.6. Lot means any land or property located within the Town of Slave Lake.

- 3.7. Lot Grading means the shaping and sloping of the land to direct surface drainage away from structures and adjacent properties and toward a public road.
- 3.8. Lot Grading Certificate means a post-construction stamped or sealed document that shows final as-built grades of a lot in comparison with design grades that were previously approved by the Town of Slave Lake.
- 3.9. Lot Grading Compliance means a letter issued by the Town once it has been determined that the lot grading for a lot complies with the Lot Grading Plan, the Subdivision Design Grades, the Development Standards and Procedures and Lot Grading Inspection.
- 3.10. Lot Grading Plan means a document submitted with the development permit application that shows existing and proposed grades for a lot.
- 3.11. Lot Grading Respecting Compliance means a letter issued by the Town once it has been determined that the lot grading for a lot does not comply with the Lot Grading Plan, Subdivision Design Grades, the Development Standards and Procedures or a Lot Grading Inspection. A Lot Grading Respecting Compliance letter may also require the developer/landowner to alter the grades or correct deficiencies in the lot grading.
- 3.12. Permanent means something that is lasting or intended to last or remain uncharged indefinitely.
- 3.13. Permanent Structure means a structure on the subject lands that is constructed and intended to be Permanent. Examples of Permanent Structures are, but not limited to, residential dwellings, detached garages, industrial, commercial, and institutional buildings.
- 3.14. Property means any lot or land located within the Town of Slave Lake.
- 3.15. Rough Grade means the backfilling of the foundation walls and the shaping of a lot to conform to the Subdivision Design Grades, where applicable, and the approved Lot Grading Plan. Rough Grade does not include the placement of topsoil.

3.16. Subdivision Design Grades means a Lot Grading Plan for a subdivision, prepared in accordance with the Development Standards and Procedures, which has been approved by the Town of Slave Lake and establishes the grades on each lot within a subdivision.

3.17. Town means the Town of Slave Lake.

4. GUIDELINES

4.1. Procedure and Responsibility

4.1.1. Chief Administrative Officer (CAO) ensures the Lot Grading Policy is implemented and followed.

4.1.2. Director of Planning and Development ensures the Lot Grading for all lots within the Town is completed in accordance with the prevailing Development Standards and Procedures, Land Use Bylaw, Property Drainage Bylaw, and the Lot Grading Policy.

4.1.3. Town Council approves the Lot Grading Policy and any amendments thereto.

4.2. Standards/Guidelines

4.2.1. In accordance with the Development Standards and Procedures and the Land Use Bylaw, the Town of Slave Lake will require the submission of a Lot Grading Plan and a Lot Grading Certificate for any new developments that include a permanent structure.

4.2.2. The Town will ensure lots are graded in accordance with the Development Standards and Procedures, the Land Use Bylaw and the Property Drainage Bylaw and will require lot grading for developments that include a permanent structure.

4.2.3. The Town will provide a clear and transparent process that is communicated and followed by developers, landowners, and the Town.

4.3. Policy Procedures

4.3.1. Lot Grading Plan

- 4.3.1.1. Upon application for a development that will include any permanent structure, a Lot Grading Plan, prepared by an Alberta Land Surveyor or by a Professional Engineer, will be required. The Lot Grading Plan shall be prepared in accordance with the Development Standards and Procedures, the Subdivision Design Grades, where applicable, and Land Use Bylaw.
- 4.3.1.2. For all lots where Subdivision Design Grades exist, the Lot Grading Plan shall include existing and proposed grades and shall propose a Grade pattern i.e., split lot, rear to front, or front to rear grading that is established in the Subdivision Design Grades. The proposed grades should match the Subdivision Design Grades.
- 4.3.1.3. For all lots where Subdivision Design Grades do not exist, the Lot Grading Plan shall include existing and proposed grades and shall propose a Grade Pattern i.e., split lot, rear to front, or front to rear. Finally, the Lot Grading Plan shall demonstrate how the proposed grades will properly tie into the existing grades on adjacent properties.
- 4.3.1.4. Within ten (10) business days of receipt of a Lot Grading Plan the Development Officer will conduct a Lot Grading Plan Review. The Review will include the comparison of the Lot Grading Plan to the Subdivision Design Grades, where applicable, and the Development Standards and Procedures.
- 4.3.1.5. If the Lot Grading Plan meets with the requirements of the Subdivision Design Grades, where applicable, and the Development Standards and Procedures, the applicant is notified, in writing, that the Lot Grading Plan is acceptable.

4.3.1.6. If the Lot grading Plan does not meet with the Subdivision Design Grades, where applicable, and the Development Standards and Procedures, the applicant is notified, in writing, of the deficiencies and is required to submit an amended Lot Grading Plan. Amended Lot Grading Plans will undergo the same review and process outlined in sections 4.3.1.2 to 4.3.1.5.

4.3.2. Lot Grading Certificate

- 4.3.2.1. Upon completion of the Final Grades the developer/landowner shall submit a Lot Grading Certificate prepared by an Alberta Land Surveyor or by a Professional Engineer, showing proposed grades, as approved on the Lot Grading Plan, and the final lot grades. The Lot Grading Certificate shall be prepared in accordance with the Development Standards and Procedures and shall contain all information necessary to properly evaluate the final lot grading.
- 4.3.2.2. Lot Grading Certificates prepared at rough grade will not be accepted by the Town. The developer/landowner will be required to submit another Lot Grading Certificate prepared after final grades are achieved.
- 4.3.2.3. Within ten (10) business days of receipt of the Lot Grading Certificate the Development Officer shall conduct a Lot Grading Certificate Review. The review will include a comparison of the Lot Grading Certificate with the Lot Grading Plan, the Subdivision Design Grades, where applicable, and the Development Standards and Procedures.
- 4.3.2.4. Within ten (10) business days of receipt of the Lot Grading Certificate and once the Lot Grading Certificate Review is complete, the Development Officer will conduct a Lot Grading Inspection. This is a visual inspection of the final grades and

will determine if the Lot Grading Certificate represents the physical on-site conditions. The Planning Department will conduct two (2) Lot Grading Inspections at no charge and all additional inspections thereafter will be charged at a rate established in the Planning and Development Fees Bylaw.

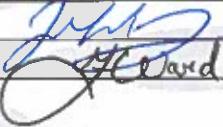
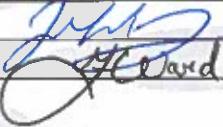
- 4.3.2.5. Within five (5) business days of conducting the Lot Grading Inspection outlined in Section 4.3.2.4, the Development Officer will inform the developer/landowner of the results of the inspection by issuing, in writing, either a Lot Grading Compliance letter or a Lot Grading Respecting Compliance letter. The Lot Grading Respecting Compliance letter shall indicate deficiencies and any required work.
- 4.3.2.6. Once the required work has been completed, as outlined in the Lot Grading Respecting Compliance letter, another Lot Grading Inspection is conducted in accordance with Section 4.3.2.4.
- 4.3.2.7. Within five (5) business days of conducting the Lot Grading Inspection outlined in Section 4.3.2.4., the Development Officer will inform the developer/landowner of the results of the inspection by issuing, in writing, either a Lot Grading Compliance letter or a Lot Grading Respecting Compliance letter. The Lot Grading Respecting Compliance letter shall indicate deficiencies and any required work.
- 4.3.2.8. If it is determined through the Lot Grading Plan Review and the Lot Grading Inspection outlined in Section 4.3.2.4. that the developer/landowner has completed the required alterations to correct the lot grading; and if it is determined that it is not reasonable and practical to achieve Lot Grading Compliance, a Lot Grading Respecting Compliance letter will be issued. This letter will advise the developer/landowner that they cannot achieve Lot Grading Compliance and as such will not be

required to submit a new Lot Grading Certificate. The letter will further notify the developer/landowner that any and all liability associated with the non-compliance of the lot grading will be the responsibility of the landowner.

4.3.2.9. Once snow has fallen on the ground and there is the presence of frost it is very difficult to determine if a lot is graded in accordance with the Lot Grading Certificate or the Development Standards and Procedures. Further, frost heaves can alter the overall appearance of the lot, therefore leading to a misrepresentation of the actual grades. As such, Lot Grading inspections will not be conducted during winter months (i.e., Nov 1st to May 31st).

4.3.2.10. Lot Grading Certificates received during the winter months as outlined in Section 4.3.2.9. will undergo a Lot Grading Inspection the following spring.

5. **APPROVAL and REVISION CONTROL**

ISSUED BY	APPROVED BY:	DATE:
Chief Administrative Officer		2024/04/23
Mayor		2024/04/23