

Town of Whitby
575 Rossland Road East,
Whitby, ON L1N 2M8
905.430.4300
whitby.ca



Grading, Servicing and Drainage Permit

A copy of this permit must be maintained on the property to which it applies.
This is not a building permit.

Permit No.: **GSDP-XX-XX**

Site Address: **(insert site address)**

Date of Issue:	(insert date issued)	
Date of Expiry:	(insert date of expiry)	
Renewal Period:	(insert date range for renewal)	
Permit Suspended:	(add Director's signature)	
Permit Revoked:	(add Director's signature)	
Description of Work Authorized:	(Taken from Section 3.1 of Application)	
Legal Description:	CON: LOT: RP: Watershed:	
Issued To:	Applicant Name Company Name Address line 1 Address line 2	Owner Name Company Name Address line 1 Address line 2

Notes:

- For inquiries concerning this permit, please contact Engineering Services at engineering@whitby.ca. For inspections, please contact the Manager, Municipal Construction.
- No construction machinery shall be idling or operating before 7:00 am or after 8:00 pm, or at any time on Sundays, in accordance with the Town of Whitby's Noise Control By-Law.
- All municipal roads must be maintained in the same or better condition than existed prior to the commencement of work and kept free of material and equipment associated with this work, at all times.

GSDP-XX-XX Grading, Servicing and Drainage Permit and Letter of Conditions dated (insert current date). Address for Infill Development Application.

- All safety, erosion control, and housekeeping measures shall be implemented as per the approved Construction Management Report.

Letter of Conditions

Date

Name

Company Name

Address Line 1

Address Line 2

Re: Grading, Servicing and Drainage Permit, GSDP-XX-XX

- Town of Whitby By-law xxxx-xx
- (insert Owner/Applicant name)

Please find attached the approved permit GSDP-XX-XX pursuant to your Grading, Servicing and Drainage Permit application for the site on (insert subject site address).

The following conditions are required as part of the approved permit:

1. This approval gives authorization for the construction of (insert description of works being undertaken), as stated on the Permit.
2. Please be advised that this permit expires on (insert date of permit expiry). The operation must adhere to the approved Drawings and Design Brief as listed; (insert list approved documents), Town of Whitby Design Criteria and Engineering Standards, all applicable By-Laws, including, but not limited to, noise, reduced load roads and tree protection, and ensure compliance with all other regulations and statutes.
3. An inspection of final site grading, servicing and stormwater management (SWM) measures is required to be completed by a member of the Town's Construction inspection staff. An appointment for the inspection must be booked in advance to ensure final grading, servicing and stormwater management measures are in completed and in place prior to any deposits being refunded.
4. Consistent with the Ontario Building Code requirements, a site shall be graded so that water will not accumulate at or near the building and will not adversely affect adjacent properties. The grading consultant will ensure that no new instances of ponding will occur as a result of construction. Any cases that arise will be brought to the Town for review and must be rectified as directed.

5. The Applicant shall:
 - i. Ensure all other parties involved with the Infill Development project are provided with a copy of the signed Permit, Letter of Conditions and approved Grading and Servicing Plans and ensure copies of same are kept on-site.
 - ii. Ensure sufficient space is provided to accommodate drainage swales along the boundary of the proposed lot next to adjacent properties. All grades must match existing grades on lot lines unless written permission from adjacent landowner(s) is provided.
 - iii. Provide any extension request to the Town of Whitby three (3) weeks in advance of the expiry date of the Permit where the specified Grading, Servicing and Drainage Permit activities will be required after the approved expiry date.
 - iv. Ensure all sedimentation controls and silt/protective fencing is in place prior to the commencement of the proposed construction works.
 - v. Notify Construction Inspection staff two (2) days before backfilling of any services and SWM measures and post completion of construction works to arrange for inspection of the site grading, servicing and SWM measures installed as per the approved grading plan(s) in accordance with Condition 3.
 - vi. Ensure all proposed construction activities are in accordance with the approved Construction Management Report.
 - vii. Ensure all construction activities, vehicles, and material storages are contained entirely within the subject property.
 - viii. Ensure all applicable construction signage, with reference but not limited to Ontario Traffic Manual (OTM) Book 7, is in place before construction works begin.
 - ix. Ensure works outlined in the permit (including warming up of equipment) are conducted in accordance with the Town of Whitby's Noise By-Law No. 6917-14, as may be amended or replaced.
 - x. Inform Engineering Services if there are changes to any proposed grading, servicing, and SWM design as approved. Any change in design, and/or scope of works, will have to go through permit amendment.

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- xii. Comply with, and ensure all on-site contractors comply with, all applicable Provincial Orders, Provincial and Regional Public Health directives and guidelines.
 - xiii. Submit a Sealed Final Grading Certificate to Construction Staff upon completion of all grading works. The form shall be in accordance with Section D7.04, Page D-13. This is required for release of the development LC's, including Sodding Deposit.
6. When moving material, it is the Contractor's responsibility to abide by the half load restrictions that may apply at the time of hauling material.
 7. The Applicant acknowledges that the securities may be drawn upon at the Director of Engineering Services sole discretion, to remedy any deficiency in the approved works and to correct or complete works under this permit.
 8. The Town reserves the right to modify and provide additional conditions as required by site conditions, performance, and orderly management of the construction site.
 9. Financial securities in the amount of \$_____, collected for Lot Grading/Sodding will be released once the proposed works are completed to the Town's satisfaction.
 10. Financial securities in the amount of \$_____, collected for Infiltration Trenches, LID's and retaining walls will be released once the proposed works are completed to the Town's satisfaction.
 11. Financial securities in the amount of \$_____, collected for Grading, Drainage and Erosion Control Works will be released once the proposed works are completed to the Town's satisfaction.
 12. Financial securities in the amount of \$_____, collected for external works will be released once the proposed works are completed to the Town's satisfaction.

Please note that the approval of the Grading, Servicing and Drainage Permit does not imply the approval or acceptance of any development application or building permit.

Please be advised that a Road Occupancy Permit may be required from Town of Whitby Corridor Management Division/Operations Centre. Please contact the Manager, Right-of-Way Services for more information.

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For any required tree removals, please contact the Town's Landscape Architect, Development Control, Design and Technical Services for more information.

The Applicant acknowledges the approved permit is specific to the noted scope of work. Any changes will require an amendment to the approved permit.

Should you have any questions or require any clarification, please call the Engineering Services Department.

Yours truly,

XXXXXXX,
Development Services Technician
xxxxxxxxxxx@whitby.ca
XXX.XXX.XXXX

ACKNOWLEDGEMENT

I agree to abide by By-Law xxxx-xx and the terms and conditions outlined herein to regulate the construction of an Infill Development in the Town of Whitby.

Statutory Declaration

I, the undersigned, as the owner or as an agent authorized to act on behalf of the owner of the subject property identified in this application, declare that the information contained in this application is true and correct to the best of my knowledge. I further declare that I will abide by the provisions of Town of Whitby Infill Development By-law xxxx-xx and any applicable terms or conditions.

By completing this declaration and signing below, I understand that failure to comply with Town of Whitby Infill Development By-law xxxx-xx and any applicable terms or conditions is an offence, and that upon conviction, I, as the owner/agent of the subject property may be liable to penalties prescribed pursuant to the Municipal Act, 2001.

Hold Harmless and Indemnification:

The applicant shall indemnify and save harmless The Corporation of the Town of Whitby ("Town of Whitby"), its employees, officers and/or agents, from and against any and all claims, actions, losses, expenses, costs, demands, suits, liabilities or damages of every nature and kind whatsoever arising out of or as a result of the actions of the applicant, its agents, or employees.

Insurance:

The applicant, at its sole cost and expense, shall carry and maintain in full force and effect the following forms of insurance:

Comprehensive General Liability:

Comprehensive general liability insurance including personal injury, contractual liability, owners' and contractors' protective coverage, contingent employer's liability, property damage, medical payments, products and completed operations, and non-owned automobile liability in an amount of not less than two million dollars (\$2,000,000) for claims arising out of one occurrence.

Such insurance policy shall be in the name of the applicant and shall name the Town of Whitby as additional insured. The applicant's broker or insurer will complete the attached Town of Whitby Certificate of Insurance form with no amendments.

Automobile Liability:

Automobile liability coverage, for all licensed vehicles and equipment, evidencing two million dollars (\$2,000,000) per occurrence against claims for bodily injury and/or property damage.

I hereby grant the officers of the Town of Whitby and/or any person in the company of the officer's permission to enter the site for the purpose of inspection for compliance with the conditions in this application and/or for performing any work necessary to bring the site into compliance with said conditions.

Note: This permit and supporting documents and any other documentation received relating to the application, may be released, in whole or part, to other persons in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M.56, as amended.

I, _____, the Applicant, acknowledge receipt of this Letter of Conditions and agree to abide by the conditions contained herein.

Owner/Applicant Signature: _____

Owner/Applicant Printed Name: _____

Date: _____

Approval Signature: _____

GSDP-XX-XX Grading, Servicing and Drainage Permit and Letter of Conditions dated
(insert current date). Address for Infill Development Application.

Approval Printed Name: _____

Approval Date: _____