



Nottawasaga Valley Conservation Authority

Guide to Undertaking a Lot Grading Plan

What is a Lot Grading Plan A lot grading plan shows the existing and proposed surface elevations, all structures existing and proposed, and the drainage patterns of a property.

What is the Purpose of the Lot Grading Plan? The purpose of the lot grading plan is to protect people and property, to prevent basement flooding, protect structures, reduce erosion, ensure proper drainage, avoid drainage issues that may cause flooding or ponding on the subject property or adjacent properties, and to satisfy certain requirements for a complete permit application with the NVCA.

When does NVCA ask for a Lot Grading Plan? NVCA may ask for a lot grading plan when works are proposed within the following regulated areas:

- Flooding
- Slope erosion
- Wetlands
- Wetland Interference Hazard (30 metre buffer)

What Should Be Included on the Lot Grading Plan? When completing the Lot Grading Plan, the following checked items must be included on the final drawing:

Existing and proposed surface/ground elevations of the property, including existing elevations of, the street fronting the property, the existing driveway or proposed driveway works, all corners of each existing or proposed structures, the property lines and boundaries, septic systems, and any drainage structures. Please include the basement, underside of footing, finished first floor, and minimum building opening elevations on the drawing.

Elevations in the drawing are to be referenced to the site-specific topographic survey and geodetic datum used. Please note this on the drawing.

A legend with corresponding entries and a north arrow.

All items/structures to be removed are to be noted on the drawing.

Overland flow details of the existing property and of the proposed development of the property. Please include surface flow arrows, all existing and proposed drainage structures, roof downspout and sump pump outlet locations.

All sediment and erosion control measures with details and notes. Please note that NVCA approves of this [silt fencing](#).

Complete description of any type of fill proposed to be placed or dumped, and the location of any stockpiles. Stockpiles must be contained by silt fencing. If left for more than 30 days, must be stabilized by vegetative cover, erosion mats or other best practices.

- Limits of proposed grading, including where the proposed grading will meet existing grade.
- Any proposed swales including details and cross-sections
- Any proposed retaining walls or landscape walls with details and cross-sections. Please note all retaining or landscape walls over 1 metre will need to be designed by licensed qualified professional engineer
- Include grading details for new or existing culverts, diameter, length, material type, with culvert invert elevations, and flow directions. For new culverts, or culverts replaced that are not like-for-like, they will need to be designed by licensed qualified professional and will need to provide the sizing (diameter and length) and material type.
- Wetland boundaries as staked by NVCA staff or qualified professional.
- Flood hazard limits as defined by NVCA staff or from flood study completed by qualified professional.
- Long Term Stable Top of Slope and 6m emergency access allowance as determined by a qualified geotechnical engineering professional.

Who Should Complete the Lot Grading Plan?

A qualified professional (e.g., Ontario Land Surveyor, Professional Engineer); and all drawings must be signed and stamped by a qualified professional, licensed in the Province of Ontario.

How NVCA Uses a Lot Grading Plan to Make Decisions

NVCA Staff will review the drawing to confirm the proposed development will not:

- Be impacted by hazards;
- Aggravate the existing hazard; and
- Create a new hazard

Based on the drawing, NVCA will determine whether the application can be deemed complete.

Additional Resources

Section 7 of [Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits](#)