



***This supersedes bulletin 2010-003-BG in its entirety.***

The Maple Ridge Watercourse Protection Bylaw 6410-2006 and Subdivision Control Bylaw 4800-1993 require the Developer of a subdivision to meet the design grades as proposed on the Comprehensive Lot Grading Plan submitted as part of the design of the subdivision servicing works. This Bulletin is meant to detail how that requirement must be met prior to either; the application for Building Permits or the issuance of a Certificate of Completion for the subdivision servicing.

The City of Maple Ridge will require a written statement from a BC Land Surveyor (BCLS) stating that the grades on the subdivision are accurately constructed to within 150mm (6 inches) of the Professional Engineer of Record's Comprehensive Lot Grading Plan design. This includes all designated control points such as but not limited to:

- Lot corner grades,
- Developer lawn basin rim elevations, and
- "Top and Bottom" elevations of Developer Retaining Walls.

Further, this letter must confirm that the Developer Retaining Walls' location (in relation to property lines) meets the approved design per Subdivision Control Bylaw 4800-1993, *Schedule C, Page 43, Section 3.3.2.11.*(excerpt attached).

Retaining walls that are the Developer's responsibility are to be installed as part of the subdivision servicing process. Changes in grades due to sloping sites are to be achieved through terracing of the properties where future retaining walls along property lines are the responsibility of individual Builders. The City will not issue a Certificate of Completion for the subdivision servicing nor will it accept any building permit applications until the BCLS verification letter has been supplied in a form satisfactory to the Building Department. (Sample letter to be provided)

It will be the Developer's responsibility to provide the subject letter with the As-Built Lot Grading Plan to Builders, when they are selling the property. All Builders must request this surveyor confirmation letter with the As-Built Lot Grading Plan from Developers as Building Permit applications will not be accepted without the above required documentation.

Allowances can be made if the Developer is the Builder for all the lots but this must be discussed and identified prior to the application for any Building Permits or the issuance of a Certificate of Completion. The Building Department may rely on sign off from a Registered Professional (Civil Engineer of Record) and accept the As-Built Lot Grading Plan issued (signed/sealed) by the Engineer of Record as a confirmation, when Developer and Builder are the same.

The enforcement of this bulletin will take effect February 15, 2015 for all subdivision applications that have not received their Preliminary Review Letter (PRL) or their PRL is dated after February 14, 2015. Exceptions to this would be subdivision applications that have already had this requirement identified

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and listed as an advisory comment in their PRL. Please see the attached excerpt of Watercourse Protection Bylaw 6410-2006.

Excerpt from Maple Ridge Watercourse Protection Bylaw 6410-2006

### **EROSION AND SEDIMENT CONTROL PLAN**

11. Where Construction Works consist of Subdivision and Surveying Works, the final grading of a site must meet the specifications of the grading design requirements set out in either the grading plan or comprehensive grading plan in accordance with the subdivision and servicing agreement. The developer named in a subdivision agreement is responsible for providing the following information, at the developer's cost, before the Building or Engineering Department consider authorizing a lot for building permit issuance or issuance of a Certificate of Subdivision Completion, whichever is the earlier of the two:

- a. provide a comprehensive grading design to the Engineering Department that has been reviewed, signed, and sealed by a qualified Professional Engineer;
- b. a tentative schedule for implementation of the grading construction works in accordance with the comprehensive grading plan and ESC plan;
- c. written verification from a BC Land Surveyor that the Professional Engineer of record's approved grading plan is accurately constructed to within six (6) inches from the approved comprehensive grading plan and/or the approved regular grading plan."

Excerpt from Maple Ridge Subdivision Control Bylaw 4800-1993

#### **Section 3.3.2.11 Lot Grading**

Lots shall be graded in compliance with the lot grading plan. The designated control points on the plan (corner pins, grade changes, lawn basins, swale line and grade) shall be constructed to design elevations. The ground between control points shall be uniformly graded to a tolerance of plus or minus 150mm.

NOTE: The Developer is advised that lot grading is considered an "essential service" and is required prior to the issuance of building permits. To facilitate Building Permit issuance and to provide the builders with accurate site information, the submission and acceptance of the lot grading record drawing(s) is required prior to issuance of the building permit.

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