

Development Engineering Permit and Application

Grading Certifications

The Development Engineering Permits and Applications (DEPA) are generally for residential site alteration, swimming pool, etc. Grading Certification and Stormwater Device Certification are to be submitted when requesting for final inspection for the purpose of security releases.

All certifications are to be signed by an Ontario Land Surveyor (OLS) or a qualified Professional Engineer of Ontario (P.Eng.). On-site inspection by the OLS or P.Eng. must be completed within 30 days prior to signing the certification. The following certificate templates are to be used:

Certificate 1. Lot Grading Certification

To be used for grading works such as swimming pool, site alteration, retaining walls, etc.

Certificate 2. Lot Grading and Stormwater Device Certification

To be used for grading and storm devices.

Certificate 3. Stormwater Device Certification

To be used for stormwater devices. This certification is used in conjunction with certification 1.

Sample: Certification 1 - Lot Grading Certification by Qualified P.Eng. or OLS

(COMPANY LETTERHEAD)

(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits, Inspections & Road Corridor

Dear Sir/Madam:

Re: **Grading Certification**

(name of property owner)
(property address)

(application number)

With regard to the above property and permit, a visual inspection was completed on _____, in conjunction with the review of the approved stamped plans, dated _____. The inspection was completed within 30 days prior to the date of this certification.

I certify that the lot grading and drainage elements forming part of the approved plans have been completed and conform to the proposed grades as shown on the approved plans, to support all drainage coming off or passing through the lot. The lot has been fully stabilized with sod or other suitable ground cover. The work completed on this lot does not adversely impact the neighbouring properties. This certification does not infer that the adjoining lands are appropriately graded.

(Where a new or renovated home is constructed, the following paragraph must be included.)

Additionally, all roof leaders/downspouts are placed and outlet in accordance with the approved plan. Where the sump pump outlets to grade, the outlet point is located in accordance with the approved plan.

Yours truly,

(P.Eng or OLS; Stamp, signed and dated)

(Signature and Position at Company)

Sample Certification 2 - Lot Grading and Stormwater Device Certification by Qualified P.Eng.

(COMPANY LETTERHEAD)
(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits, Inspections & Road Corridor

Dear Sir/Madam:

Re: Grading and Stormwater Device Certification

(name of property owner)
(property address)
(application number)

With regard to the above property and permit, a visual inspection was completed on _____, in conjunction with the review of the approved stamped plans, dated _____. The inspection was completed within 30 days prior to the date of this certification.

I certify that the lot grading and drainage elements forming part of the approved plans have been completed and conform to the proposed grades as shown on the approved plans, to support all drainage coming off or passing through the lot. The lot has been fully stabilized with sod or other suitable ground cover. The work completed on this lot does not adversely impact the neighbouring properties. This certification does not infer that the adjoining lands are appropriately graded.

(Where a new or renovated home is constructed, the following paragraph must be included.)

Additionally, all roof leader/downspouts are placed and outlet in accordance with the approved plan. Where the sump pump outlets to grade, the outlet point is located in accordance with the approved plan.

(Where other required stormwater devices are installed, the following paragraph must be included.)

All stormwater devices, dry-wells, catchbasins, piping and connections required have been installed in accordance with the approved plan/s.

Yours truly,

(P.Eng; Stamp, signed and dated)

(Signature and Position at Company)

Sample: Certification 3 - Stormwater Device Certification by a Qualified P.Eng.

(COMPANY LETTERHEAD)
(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits, Inspections & Road Corridor

Dear Sir/Madam:

Re: Stormwater Device Certification

(name of property owner)
(property address)
(application number)

With regard to the above property and permit, a visual inspection was completed on _____, in conjunction with the review of the approved stamped plans, dated _____ . The inspection was completed within 30 days prior to the date of this certification.

I certify that all stormwater devices, dry-wells, catchbasins, piping and connections required, have been installed in accordance with the approved plan/s.

Yours truly,

(P.Eng; Stamp, signed and dated)

(Signature and Position at Company)