



Terms of Reference:

Site Servicing, Drainage and Grading Plan

Town of Milton
January 2023

Disclaimer: Terms of Reference documents will be reviewed and updated as necessary to reflect current policies, practices and accepted standards.

1. What is the purpose of this?

A site servicing, grading and drainage plan ensures that the proposed development is integrated with neighbouring lands and demonstrates serviceability of water, wastewater and stormwater for the development lands.

2. Who should prepare this?

This plan should be prepared by a registered professional engineer qualified in municipal engineering. The plan must be stamped, signed and dated by a professional engineer, licensed in the Province of Ontario.

3. When is this required?

A site servicing, grading and drainage plan may be required as part of the following application(s):

- Zoning By-law Amendment;
- Draft Plan of Subdivision/Condominium;
- Site Plan Control;
- Part Lot Control;
- Consent (on a site-by-site basis); and,
- Minor Variance (on a site-by-site basis).

4. Why do we need this?

The purpose of this plan (or series of plans) is to demonstrate the grading required to properly drain stormwater water from the development site, steering water away from building structures and to prevent flooding on or adjacent to the lands being developed. This plan also demonstrates the coordinated location of below grade water, wastewater and stormwater services to ensure safe horizontal and vertical separation of services at an appropriate depth to prevent freezing. Depending on the type of application, this plan ensures compliance with the Building Code Act, Environmental Protection Act, Ontario Water Resources Act, Planning Act, Conservation Authorities Act and Accessibility for Ontarians with Disabilities Act (either singularly or combined) as well as Town and Region infrastructure planning studies. This information also is used to identify construction-related permits that will be required to support the development application, such as permits or approvals required by the Town, Conservation Authority, Region of Halton and the Province of Ontario.

5. What else should we know?

Lots submitted within an unassumed subdivision should be approved by the developer's engineer as for conformance to the overall subdivision design, prior to review by the Town.

When a development is located adjacent to a Regional roadway then the site servicing, grading and drainage plan must also address what the impact of storm drainage from the development has on the Regional road and/or associated Regional drainage system.

Depending on the scope of the development proposal, this may be one engineering drawing or a series of multiple engineering drawings.

Refer to the Town's Engineering and Parks Standards Manual (2019).

6. What other resources are there?

Town of Milton - Engineering and Parks Standards Manual (2019)

*Contact Town of Milton Engineering Staff by email to Engineering@milton.ca

Check if your lot is located in an unassumed subdivision.

*Contact Town of Milton Engineering Staff by email to Engineering@Milton.ca

Check if your site falls within Conservation Halton's regulation limit, please visit Conservation Halton's GIS Planning and Permits Map

<https://camaps.maps.arcgis.com/apps/webappviewer/index.html?id=a2928bf280194294a402711f8ff284a>

Halton Region - Development Engineering Review Manual (DERM)

*Contact Halton Region Staff

Halton Region - Water & Wastewater Linear Design Standards Manual

<https://www.halton.ca/The-Region/Regional-Planning/Planning-Applications/Download-Engineering-Design-Guides-Manuals>

Halton Region - Water and Wastewater Master Plan

<https://www.halton.ca/For-Residents/Roads-Construction/Infrastructure-Master-Plans>

Halton Region - Development Charges Background Study (Sept 2022) and related reports, By-Law 25-22

<https://www.halton.ca/The-Region/Finance-and-Transparency/Financing-Growth/Development-Charges-Background-Study>

Halton Region - Urban Services Guidelines

<https://www.halton.ca/Repository/Urban-Services-Guidelines>

Ontario Ministry of the Environment, Conservation and Parks - Stormwater Management Planning and Design Manual (2003 Guideline)

<https://www.ontario.ca/document/stormwater-management-planning-and-design-manual-0>

Ontario Ministry of the Environment, Conservation and Parks - Design Guidelines for Sewage Works

<https://www.ontario.ca/document/design-guidelines-sewage-works-0>