

**THE TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<i>Reference</i>	Works & Operations	<i>Classification</i>	Policy
<i>Subject</i>	Lot Grading	<i>Pages</i>	2
<i>Authority</i>	Council	<i>Effective Date</i>	November 8, 2011
<i>Approved</i>	November 7, 2011; Resolution No. 8.2	<i>Index</i>	(formally W/O-018) P/E - 001

**PURPOSE:**

To ensure that (re)developments within the Town of Morden facilitate or maintain surface drainage between neighbouring properties and according to the overall surface drainage designs for, or patterns of, the area in question.

**POLICY:**

The Town commits to providing the structure and resources to implement a permit system to certify that the finished grading of a property under (re)development complies with the finished grades assigned during the application process. The Town also commits to check the finished grades and release any deposit held as a performance bond after approval of final landscaping, according to the terms and conditions of the application.

**PROCEDURE:**

The following is the procedure that the Town will follow when an Applicant (developer, owner, landscaper, builder) wishes to landscape their property:

1. The Applicant completes an “Application for Lot Grading Permit” (the Application) from the Town office prior to the issuance of a building permit from MSTW. MSTW agrees not to issue a building permit until the Applicant has made the appropriate arrangements for the permit from the Town.
  - a. The Application requires payment of a fee (based on the classification of the property) and a deposit, held as a performance bond, to ensure compliance with the terms of the policy and permit.
  - b. The Applicant identifies to whom the deposit should be refunded following completion of finished landscaping.
  - c. The Town’s administrative staff identify whether the property will be affected by a future sidewalk and adjusts the required deposit accordingly.
2. The Town’s administrative staff forward a copy of the application to MSTW as soon as reasonably possible, after which MSTW will process the building permit.
3. In the case where the property is not affected by a future sidewalk: the Applicant notifies the Town of Morden’s Planning & Engineering department at least two weeks prior to taking the first step with landscaping.

4. In the case where the property is affected by a future sidewalk: the Applicant notifies the Town of Morden's Planning & Engineering department at least two weeks prior to construction of the garage pad in order to ensure that the driveway slope accounts for the future sidewalk elevation and slope.
5. Planning & Engineering will set preliminary grading stakes to establish the finished landscaping elevation, and future sidewalk locations and elevations.
6. Following completion of landscaping, the Applicant notifies Planning & Engineering and a final survey is completed to check finished elevations against the permit.
7. Planning & Engineering notifies the Applicant of any adjustments required or approves the finished landscaping as appropriate.
8. The Town releases the Applicant's deposit (less any additional charges and according to the terms and conditions agreed to in the application).
9. The process is complete when the Applicant has met all the conditions of the application.

## NOTES:

The following additional notes are relevant to the Lot Grading Permit process:

1. The Applicant will indicate their intention to complete finished landscaping or their intention to pass on the cost of the application to the subsequent owner. The Application form includes a clause for the Applicant to select their choice.
  - a. The Town will refund the deposit to the party identified on the Application (either Applicant or subsequent owner) at the time that *finished* landscaping is completed.
  - b. It is the Applicant's responsibility to pass on the cost of the deposit should the property be sold before the landscaping is completed.
2. In the event that a developer develops more than one property, they will require one permit per property.
3. Under normal circumstances, if a property owner plans to make changes to an existing property but no changes to the landscaping, they would not require a Lot Grading Permit.
4. Planning & Engineering will use engineered drainage plans where they have been produced for a particular development. In the event that there are no plans available, Planning & Engineering will make every effort to match the existing drainage patterns. The Lot Grading Application process is not intended to relieve a developer from the obligation to prepare a drainage plan for their development.
5. In cases where the Applicant does not comply with the terms of the permit, the Town may, at its discretion, withhold the deposit and use it to conduct any remedial works necessary to bring the finished landscaping into compliance with the permit.