

Water and Sewer Servicing  
 EPCOR Drainage Services  
 2000, 10423 – 101 Street  
 Edmonton, Alberta T5H 0E8  
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# Drainage Plan Submission Checklist

\*Prior to any plan submissions being accepted, this checklist **must** be completed and signed by the engineering consultant responsible for the drainage design concept. This checklist is to be included as part of the submission package.

**\*Only submissions that are complete will be accepted and reviewed\* Contact 780 496-5444 for details.**

<b>Project Name:</b>			
<b>Civic Address:</b>			
<b>Legal Description:</b>	<b>Lot:</b>	<b>Block:</b>	<b>Plan:</b>
<b>Development Permit #:</b>			<b>Permit Issued?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

<b>Engineering Consultant:</b>		
<b>Contact Name:</b>	<b>Phone #:</b>	<b>Email:</b>

**Submission Requirements: (Ensure the following items have been checked and included with your submission)**

## Cover Letter

- Details of project & contact information

## Site Servicing Plan

- 3 full size copies. Legible and uncluttered using an appropriate **metric scale only** (Minimum scale 1:1000 Maximum page size A1)
- Plan signed/stamped by an Alberta Professional Engineer or Alberta P.Tech Eng. (with applicable scope of practice)
- Title block:
  - Project name
  - Project address and full legal description

- Drawing name
- Scale
- North arrow
- Space on plan for markups, notes and approval stamp (Minimum 300mm x 150mm)
- All Property lines and dimensions
- All abutting Streets, Avenues, and Lanes clearly shown and labelled (key plan if required)
- Identify and label any onsite easements, utility right of ways, restrictive covenants, and/or registered caveats (Attach copies of all documentation registered on title)
- Note on plan: The owner/developer must conform to the requirements of the City of Edmonton Erosion and Sedimentation Control Guidelines and Field Manual
- Identify and locate all existing water, sanitary, and/or storm services entering the site along with dimensions to the nearest property line
- Identify all services being utilized for the development. For all services not being utilized, clearly indicate: Not in use, proposed to be abandoned
- Show sampling manholes for both sanitary and storm services (900mm dia. Min.) within 3m of property line
- Indicate all new water, sanitary, and/or storm services required for the development including size, entry location, and invert elevation at property line
- Minimum slope achieved on city portion of proposed sewer services (2% sanitary 1% storm)
- Development on **one separately titled parcel** (no cross parcel servicing) or currently in the process of parcel consolidation (attach letter of intent from owners legal representative including an approximate date of registration)
- Display all underground utilities and surface infrastructure within the city right of way (including water and sewer mains, water and sewer services from opposite side of right of way, gas, power, telecommunications, light standards, poles, trees, traffic signals, pedestals, retaining walls, fencing and signage)
- Outline of all existing and proposed buildings and structures onsite. All surface conditions (pavement, gravel, and landscaping), parking, and loading areas clearly defined.

## Site Grading Plan

- 3 full size copies. Legible and uncluttered using an appropriate **metric scale only** (Minimum scale 1:1000 Maximum page size A1)
- Plan signed/stamped by an Alberta Professional Engineer, Alberta P.Tech Eng. (with applicable scope of practice), or Registered Architect
- Title block:
  - Project name
  - Project address and full legal description
  - Drawing name
  - Scale
- North arrow
- Space on plan for markups, notes and approval stamp (Minimum 300mm x 150mm)
- All Property lines and dimensions
- All abutting Streets, Avenues, and Lanes clearly shown and labelled
- Identify and label any onsite easements, utility right of ways, restrictive covenants, and/or registered caveats (Attach copies of all documentation registered on title)
- Note on plan: The owner/developer must conform to the requirements of the City of Edmonton Erosion and Sedimentation Control Guidelines and Field Manual
- Surface Drainage for entire development is self-contained (no cross parcel overland drainage). Private storm drainage system demonstrating compliance with the Drainage Bylaw 16200
- Existing surface elevations within the property as well as adjacent properties, based on geodetic datum
- Outline all existing and proposed buildings and structures onsite. All surface conditions (pavement, gravel, and landscaping), parking, and loading areas clearly defined
- Proposed design elevations at frequent intervals around the perimeter of the property and throughout the site, based on geodetic datum. Include surface elevations adjacent to all foundation walls and/or concrete slabs
- Proposed direction of surface drainage flows indicated by arrows and % slopes (1.5% min slope on landscaping and gravel. 0.75% min slope on hard surfaces)
- Identify and label any retaining walls and/or swale locations showing design grades (include cross sections and details)
- Clearly indicate all roof downspouts and sump pump discharge pipes **directly** connected to onsite storm system (multi-family developments)

- Display onsite storm lines, direction of flow, manholes, catch basins, and rim elevations
- Identify Survey Benchmark (ASCM)
- Show location & elevation of overflow point on plan
- Lowest building opening MUST be 150mm above the overflow point

<b>Storm Water Management Plan</b> (If applicable)
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- 3 full size copies. Legible and uncluttered using an appropriate **metric scale only** (Minimum scale 1:1000 Maximum page size A1)
- Plan signed/stamped by an Alberta Professional Engineer or Alberta P.Tech Eng. (with applicable scope of practice)
- Title block:
  - Project name
  - Project address and full legal description
  - Drawing name
  - Scale
- North arrow
- Space on plan for markups, notes and approval stamp (Minimum 300mm x 150mm)
- Property lines and dimensions
- All abutting Streets, Avenues, and Lanes clearly shown and labelled
- Note on plan: The owner/developer must conform to the requirements of the City of Edmonton Erosion and Sedimentation Control Guidelines and Field Manual
- Facilities and means demonstrating compliance with stormwater management controls and onsite storage requirements
- Display onsite utility lines, manholes, catchbasins, invert elevations and rim elevations
- Clearly indicate the size and location of all flow restriction devices/orifice plates
- Outline of maximum ponding and/or storage areas including top of pond elevations and spillover location)
- Outline of all basin boundaries within site (if applicable)
- Specify the locations of all roof drains (if applicable). Include type of roof drain and specifications (make, model, maximum flow, etc.)
- Indicate overflow points
- Stormwater management calculations and tables showing:
  - Total development area (hectares)

- Average runoff coefficient
- Required onsite ponding volumes (cubic meters)
- Ponding volumes achieved (show calculations)
- Maximum allowable site outflow rate (cubic meters per second)
- Flow restriction / orifice sizing calculations (millimeters) / data sheets

\*Note: Minimum size of round, sharp edged orifice shall be 50mm

**General Drainage Requirements: (Check all items that apply to the development)**

- First 1m in front of loading dock connected to sanitary system. Attach plan / profile of loading dock & connection.
- Parkade Ramp Trench Drain: If covered, must be connected to sanitary; If uncovered, must be connected to storm
- Backflow valves on looped water services shown on plan
- Holding tank details
- Previous Discussions / Meetings with Drainage Services Staff regarding proposed development – Include notes, e-mails, etc. & names of Drainage contacts
- Pre-Application meeting with Sustainable Development? – Include meeting date, POSSE Job #, notes, correspondence, etc.
- Encroachments, Crossing Agreements, etc. : Provide documentation
- Other utilities / infrastructure being relocated to accommodate location of proposed water and/or sewer services? Provide documentation / correspondence from affected utility.

**NOTES / COMMENTS:**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE PRINT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_