



PROVIDING MORE

EPCOR Drainage Services

Electronic Plan Submission

EPCOR Drainage - Public Services has transitioned to an electronic plan submission and review process. Use the following information when submitting electronic drawing packages to our office.

Requirements:

- All submission packages are to be sent to wass.drainage@epcor.com
- Subject line of the email should include: plan submission description, project name, address, submission # (eg. Site Servicing Plan for Review - John Doe Multi-Family Condo 12345-67 Avenue - First Submission)
- Ensure the Drainage Plan Submission Checklist (attached) is complete and included with your submission. **Only submissions that are complete will be accepted and reviewed**
- Drawing files must be in vector PDF format
- Drawings must be stamped and signed by a professional engineer
- Each drawing must include a metric bar scale in the title block as a calibration reference for the reviewers
- Each drawing must provide space near the bottom right corner of the page for EPCOR's approval stamp
- Supporting files may be in Microsoft Word, Excel, or searchable PDF format
- If revisions are required, indicate the reason for the revision and how any previous comments have been addressed with your revised submission package. Include any supporting documentation

Additional Notes:

- Applicants will be notified by email when the original submission has been received by our office
- During review, any required revisions will be communicated to the applicant via email. An email read receipt is required in order for our office to ensure the information has been received
- Once the drawings have been approved by our office, a notification email along with the approved plans will be sent to the applicant
- In order to eliminate unnecessary delays, ensure all submission requirements have been fulfilled and any previous comments from our office have been adequately addressed and/or resolved

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 your submission package to wass.drainage@epcor.com.

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

| | | | |
|-----------------------|------|----------------|--------|
| Project Name: | | | |
| Civic Address: | | | |
| Legal Description: | Lot: | Block: | Plan: |
| Development Permit #: | | Permit Issued? | Yes No |

| | | |
|-------------------------|----------|--------|
| Engineering Consultant: | | |
| Contact Name: | Phone #: | Email: |

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

Cover Letter

Details of project & contact information

Site Servicing Plan

Legible and uncluttered using an appropriate **metric scale only**

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 for EPCOR Drainage approval stamp (bottom right)

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 (1200 mm diameter) for both sanitary, and/or storm services required for the development including size, entry location, and invert elevation at the 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

Legible and uncluttered using an appropriate **metric scale only**

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 for EPCOR Drainage approval stamp (bottom right)

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

Surface Drainage for entire development is self-contained (no cross parcel overland drainage).

Private storm drainage system demonstrating compliance with the Drainage Bylaw 18100 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 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

Display onsite storm lines, direction of flow, manholes, catchbasins, area drains and rim elevations

Identify Survey Benchmark (ASCM)

Show location & elevation of overflow point on plan

Lowest building opening **MUST** be 150 mm above the overflow point

Ensure Sufficient slope away from building (10% for first 2.0 m on grass, 0.75% on hard surface)

Stormwater Management Plan (if applicable)

Legible and uncluttered using an appropriate **metric scale only**

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 for EPCOR Drainage approval stamp (bottom right)

All 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, area drains 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 and overflow point elevation

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 50 mm

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 and 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. and 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: _____