

BYLAW 15-12

A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO REGULATE THE SURFACE GRADES OF RESIDENTIAL PROPERTIES

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of regulating surface grades within the Town of Okotoks, and

WHEREAS the Municipal Government Act, authorizes a municipality to deal with development and provide for a system of permits; and

WHEREAS Council deems it desirable to ensure that properties are graded at the completion of construction processes in compliance with approved grades;

NOW THEREFORE the Council of the Town of Okotoks enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the "Residential Grading Bylaw".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 **As Built Grade Plan** means a post-construction plan that bears the stamp or seal of a:
 - a) Practitioner, as that term is used in the Land Surveyors Act R.S.A. 2000 c. L3 and amendments thereto; or
 - b) Professional Engineer as that term is used in the Engineering and Geophysical Professionals Act R.S.A. 2000 c. E-11 and amendments thereto.
- 2.2 **As Constructed Grade Certificate** means a form completed in accordance with Schedule B of this Bylaw and includes an As Built Grade Plan.
- 2.3 **As Constructed Grade Certificate Verification of Compliance (VOC)** means a form in accordance with Schedule C of this Bylaw.
- 2.4 **builder** means a person who builds a building on a parcel or lot;

- 2.5 **building** includes any structure constructed or placed on, in, over or under land but does not include a highway or public road or a bridge that forms part of a highway or public road.
- 2.6 **Building Grade Plan** means a drawing stamped or sealed by a Professional Engineer indicating the proposed grades for a piece of property which has been authorized for construction by the Town of Okotoks Engineering Services.
- 2.7 **Chief Administrative Officer** means the Chief Administrative Officer of the Town of Okotoks appointed by Council, hereinafter referred to as the Municipal Manager, or his designate.
- 2.8 **Council** means the Council of the Town of Okotoks.
- 2.9 **developer** means a person who develops a parcel or lot.
- 2.10 **drainage course** means a natural or man-made surface depression channelling water at a positive grade across a lot or parcel and ultimately to a storm sewer system.
- 2.11 **driveway** means a private road providing access to a yard, garage, house or other building.
- 2.12 **Final Building Occupancy Inspection** means a final written notice or a field notice or similar document issued by a Safety Codes Officer or designate appointed by the Municipal Manager prior to occupancy of a building.
- 2.13 **Grade Slip** means a document issued to a person by the Town, or, in the case of a new subdivision, to a builder by a developer, and containing the approved and required final surface grades and elevation for a parcel or lot to which a Safety Codes Permit applies.
- 2.14 **grading** means the movement and contouring of subsoil and the placement of topsoil on a parcel or lot to create positive drainage.
- 2.15 **landscaped area** means that portion of the site which is required to be landscaped pursuant to the Land Use Bylaw and a development permit.

- 2.16 **landscaping** means the modification and enhancement of a parcel or lot, in compliance with the Town of Okotoks Land Use Bylaw, through the use of the following elements but not limited to:
- a) soft or natural landscaping consisting of vegetation such as trees, shrubs, hedges, turf grass and other ground cover;
 - b) mulch, a layer of organic or inorganic material, spread over the bare surface of soil to block the loss of moisture and to discourage the growth of weeds;
 - c) hard landscaping consisting of non-vegetative materials such as brick, stone, stamped concrete, concrete blocks, tile and wood and excluding monolithic concrete and asphalt (a minimum of 60% of the landscaped area within the parcel or lot must be permeable); and
 - d) excluding the placement of topsoil, which is included within the grading process.
- 2.17 **Lot Grade Permit** means the permit issued by the Town pursuant to this Bylaw in relation to the surface grades of a parcel or lot.
- 2.18 **lot grade tolerances** means the set of minimum permitted grades and permitted variations, as set out in Schedule A, between a Plot Plan elevation and slope requirements, and the elevations and slopes on a parcel As Built Grade Plan, to which a Lot Grade Permit applies.
- 2.19 **owner** means:
- a) a person who is registered under the Land Titles Act as the owner of a parcel or lot; or
 - b) a person who is recorded as the owner of a property on the tax assessment roll of the Municipal District; or
 - c) a person who has purchased or otherwise acquired a parcel or lot, whether he has purchased or otherwise acquired the parcel or lot directly from the owner or from another purchaser, and has not yet become the registered owner thereof; or
 - d) a person holding himself out as the person having the powers and authority of ownership of a parcel or lot or who for the time being exercises the powers and authority of ownership; or
 - e) a person controlling a parcel or lot under construction, or
 - f) a person who is the occupant of a parcel or lot pursuant to a rental or lease agreement, license or permit.
- 2.20 **parcel or lot** means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed and, or, registered in the Land Titles Office.

- 2.21 **Peace Officer** means a person defined as a peace officer under the Peace Officer Act and includes:
- a) a member of the Royal Canadian Mounted Police;
 - b) a duly appointed Community Peace Officer employed by the Town; and
 - c) a Bylaw Enforcement Officer appointed by the Town to enforce bylaws of the Town.
- 2.22 **person** means an individual, corporation or other legal entities.
- 2.23 **person responsible** means a builder, general contractor, developer or owner as the case may be.
- 2.24 **Plot Plan** means a plan view of a lot indicating the location on a parcel or lot of the following:
- a) proposed building(s) dimension and set back from property line
 - b) all corner grades of the parcel or lot;
 - c) top of foundation wall elevations;
 - d) proposed landscaping grades at all corners of a main building, deck(s), garage(s) and ancillary buildings;
 - e) drainage pattern of the parcel or lot;
 - f) the percentage of grades;
 - g) top of footing elevation; and
 - h) rights of way and easements.
- 2.25 **Safety Codes Officer** means an officer of the Town's Safety Codes Business Centre or designate as appointed by the Municipal Manager of the Town and who is responsible for the enforcement of the Safety Codes Act and the Residential Lot Grading Bylaw pursuant to Part 17 of the Municipal Government Act.
- 2.26 **Safety Codes Permit** means a building permit issued pursuant to the Safety Codes Permit Bylaw authorizing construction.
- 2.27 **side yard** means the area between the side of the building foundation and the side property line, continuous from the front property line to the rear property line.
- 2.28 **topsoil** means:
- a) either on-site topsoil or imported topsoil from within Town boundaries;
 - b) clay-textured or loam-textured dark soil with fertile friable material, neither of a heavy clay or light sandy nature;
 - c) soil containing a minimum of 6% to a maximum of 25% organic matter and capable of sustaining vigorous plant growth;
 - d) soil free of subsoil contamination, roots, stones or subsoil clay lumps over 25 mm in diameter, or extraneous matter; and
 - e) soil free of quack grass rhizomes, Canada thistle roots or other noxious weeds.

- 2.29 **Town** means the Town of Okotoks, a municipal corporation in the Province of Alberta, and where the context so requires means the area of land within the corporate boundaries thereof.

3. INTERPRETATION

- 3.1 Nothing in the Bylaw relieves a person from complying with any federal, provincial or municipal law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 3.2 Where this Bylaw refers to any bylaw, act, regulation or agency, it includes reference to the entire bylaw, act, regulation or any lawful permit or order of license.

4. LOT GRADE PERMIT

- 4.1 Prior to the commencement of construction of the parcel or lot, every person responsible for the grading of a residential parcel or lot, not requiring a Development Permit pursuant to the Town of Okotoks Land Use Bylaw, shall obtain a Lot Grade Permit from Town Safety Codes Services with respect to the parcel or lot on which the grading is to take place.
- 4.2 A Plot Plan must be submitted with a Lot Grade Permit Application and shall meet all of the requirements stated in Section 2.24 and be drawn to a 1:200 metric scale. All information on the Plot Plan shall be legible.
- 4.3 The Town may charge a fee, as set out in the Town of Okotoks Rates, Fees and Charges Bylaw, for the issuance of a Lot Grade Permit.

5. AS CONSTRUCTED GRADE CERTIFICATE AND AS BUILT GRADE PLAN

- 5.1 Every person responsible to whom is issued a Lot Grade Permit for the grading of a residential parcel or lot, not requiring a Development Permit pursuant to the Town of Okotoks Land Use Bylaw must, within twelve (12) calendar months of the Final Building Occupancy Inspection, submit to the Town an As Constructed Grade Certificate in accordance with Section 5.3 of this Bylaw respecting the parcel or lot and construction to which the Lot Grade Permit applies.
- 5.2 Every builder is responsible for informing an owner of a parcel or lot that the owner cannot undertake landscaping of the parcel or lot until the As Constructed Grade Certificate has been verified for compliance with this Bylaw by the Town and the owner has received an As Constructed Grade Certificate VOC from the Town.

- 5.3 Every As Constructed Grade Certificate required pursuant to this section must certify that:**
- a) the lot grading as shown on the As Built Grade Plan will provide positive drainage of the parcel or lot to a drainage course or storm sewer system and will not have any adverse affect on adjacent property owners;**
 - b) the lot grading as shown on the As Built Grade Plan will meet the tolerances and required minimums set out in Schedule A;**
 - c) the elevations for the top of footings as shown on the As Built Grade Plan conform with the submitted Plot Plan;**
 - d) the finished topsoil depth in the area to be landscaped is a minimum of 30.48cm (12 inches) average uniform depth, not to exceed 50 cm (19 inches), as indicated at a minimum of three representative test locations as detailed on the As Built Grade Plan; and**
 - e) the topsoil in the area to be landscaped is of the quality stated in Section 2.28.**
- 5.4 Every As Built Grade Plan must:**
- a) contain both the proposed lot elevation on the Plot Plan and the as built lot elevations;**
 - b) contain the as built drainage slopes;**
 - c) indicate whether the parcels on either side of the property to which the As Constructed Grade Certificate applies are vacant, under construction or built and loamed;**
 - d) indicate the measured soil depth at three representative test locations within the lot's landscape areas;**
 - e) be stamped in accordance with Section 2.1 of this Bylaw, to certify that the final lot grades have been reviewed and certified within twelve (12) calendar months of the Final Building Occupancy Inspection.**
- 5.5 Prior to the submittal of an As Constructed Grade Certificate to the Town, the Land Surveyor / Professional Engineer shall sign the As Constructed Grade Certificate evidencing their professional certification of the information contained therein and the developer and builder shall each sign the As Constructed Grade Certificate evidencing their verification of the information contained therein.**

- 5.6 An owner shall not begin landscaping a parcel or lot until they have received the As Constructed Grade Certificate VOC from the Town. Modification of the lot grades after the issuance of an As Constructed Grade Certificate VOC by the Safety Codes Officer shall not adversely affect or modify the drainage pattern of the approved grades. An owner must commence and complete landscaping of a parcel or lot as defined in Section 9.1 of this Bylaw, within twelve (12) calendar months from the date of issuance endorsed on the As Constructed Grade Certificate VOC.
- 5.7 An As Constructed Grade Certificate VOC, shall be evidence only that the information contained within the As Built Grade Plan and As Constructed Grade Certificate as certified, is compliant with the requirements of this Bylaw. Field confirmation accuracy by the Town is not included within the VOC.
- 5.8 The Safety Codes Officer will issue Schedule E to the person responsible, if an As Constructed Grade Certificate, as submitted to the Town, is incomplete or non-compliant.
- a) If the person responsible fails to respond to the Safety Codes Officer within the times set out within Schedule E, they are guilty of an offence.
 - b) The applicant must meet the requirements of the As Constructed Grade Certificate and resubmit Schedule B to the Town.
 - c) The Town may charge a fee, as set out in the Town of Okotoks Rates, Fees and Charges Bylaw, for the resubmission of the As Constructed Grade Certificate.
- 5.9 Every person responsible who, having the obligation to file an As Constructed Grade Certificate fails to do so either within the times set out within Section 5.1 or within the time as set out in an extended filing date granted by the Safety Codes Officer, is guilty of an offence.
- 5.10 Any person responsible who knowingly certifies or verifies incorrect information in relation to Sections 5.3 and 5.5, or fails by due diligence to determine the true facts, is guilty of an offence.
- 5.11 Every owner has the right to request a site inspection by the Town of any items contained within the As Constructed Grade Certificate and As Built Grade Plan of their parcel or lot within one year of receiving the As Constructed Grade Certificate VOC. The request and site inspection must be conducted prior to the commencement of landscaping of the parcel or lot.
- 5.12 An officer designated by the Municipal Manager may conduct a site inspection of any parcel or lot after an As Constructed Grade Certificate VOC has been issued.

5.13 An officer designated by the Municipal Manager may enter onto a parcel or lot at reasonable times for the purposes of inspection after reasonable notice has been given to the owner.

5.14 Any owner that refuses a site inspection waives their right to request future site inspections pursuant to Section 5.11 of this Bylaw.

6. ROLE OF THE SAFETY CODES OFFICER

6.1 In the event that a person responsible for grading referred to in this Bylaw determines prior to or during grading that grades or elevations contained in a Grade Slip and or tolerances in this Bylaw will not achieve adequate site drainage or are otherwise inappropriate, then the person responsible shall forthwith resubmit a revised Plot Plan to the Town Safety Codes Officer prior to submitting the As Constructed Grade Certificate.

6.2 The revised Plot Plan shall indicate that the person responsible has reviewed and approved the revised Plot Plan. The person's responsible printed name, the date of approval and signature shall be included on the revised Plot Plan. The revised Plot Plan shall be forwarded to the Town Safety Codes Officer for review and acceptance. Once the revised Plot Plan has been reviewed and accepted by the Town Codes Officer, the revised Plot Plan shall take precedence over the Plot Plan submitted with the Lot Grade Permit. A signed and dated copy of the revised Grade Slip shall be forwarded to the person responsible by the Town Safety Codes Officer.

6.3 Every person responsible to whom is issued a Lot Grade Permit may apply to extend a filing date provided by this Bylaw.

- a) A person responsible may apply in writing to the Town Safety Codes Officer for an extension of time to file an As Constructed Grade Certificate using Schedule F of this Bylaw.
- b) A non-refundable fee, as set out in the Town of Okotoks Rates, Fees and Charges Bylaw must accompany any written request to extend an As Constructed Grade Certificate filing deadline.
- c) A person responsible may apply in writing to the Town Safety Codes Officer to extend any other time or date by which something is required to be done under this Bylaw.
- d) An application to extend a time or date pursuant to this section must be submitted to the Town Codes Officer at least five (5) clear business days prior to the expiration of the time or date the applicant is seeking to have extended.
- e) Upon receiving an application for an extension of time pursuant to this section, the Town Safety Codes Officer may:
 - i. grant an extension of time or refuse to grant an extension of time;
 - ii. attach any conditions to an extension of time that the Safety Codes Officer considers appropriate;
 - iii. provide a written decision regarding that application.

- f) An extension of time to file an As Constructed Grade Certificate pursuant to this section shall not exceed six (6) months.
- g) An extension of time to file an As Constructed Grade certificate pursuant to this section shall only be granted once.

7. GRADED LOTS POST BYLAW

- 7.1 Driveways constructed after the date of this Bylaw shall be set back a minimum of 305 mm (12 inches) from a side yard property line unless provisions satisfactory to the Town Safety Codes Officer are made to allow proper lot drainage. Driveways constructed prior to this Bylaw coming into effect shall not be affected by this Bylaw.
- 7.2 Lot grading can only be modified from the As Constructed Grade Certificate in a manner such that the drainage pattern of the lot is not altered from its original intended design and that any modifications are done so in a manner that complies with this Bylaw and the Town's Land Use Bylaw as determined by the Town Safety Codes Officer.
- 7.3 Walkways installed in side yards shall not affect the drainage of the lot unless provisions have been provided to allow for proper lot drainage. Walkways constructed prior to this Bylaw coming into effect shall not be affected by this Bylaw.
- 7.4 Retaining walls shall not be constructed or installed in a manner that affects lot drainage unless approved by the Town Safety Codes Officer. Retaining walls when constructed shall be constructed entirely on the registered owner's property and must comply with the Town's Land Use Bylaw.
- 7.5 Downspouts from dwellings shall be installed to direct water towards a drainage course and shall not be directed onto an adjacent property, including public property.

8. GRADED LOTS PRE BYLAW

- 8.1 Lots graded prior to this Bylaw coming into force shall not be modified to change the drainage of an existing water drainage course unless authorized by the Town Safety Codes Officer.

9. LANDSCAPE REQUIREMENTS

- 9.1 An owner shall landscape a minimum of 80% of the parcel or lot to which a Lot Grade Permit applies within twelve (12) calendar months of issuance of the As Constructed Grade Certificate VOC.
- 9.2 No owner shall remove topsoil from a parcel or lot after an As Constructed Grade Certificate VOC has been issued unless authorized by the Town Safety Codes Officer.

10. ENFORCEMENT – GENERAL PENALTY PROVISION

- 10.1 Any person who contravenes any provision of this Bylaw by:
a) doing any act of thing which the person is prohibited from doing; or
b) failing to do any act or thing the person is required to do;
is guilty of an offence.
- 10.2 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine not more than Ten Thousand (\$10,000.00) Dollars and not less than Fifty (\$50.00) Dollars and in default of payment is liable to imprisonment for a term not exceed six (6) months or both.

11. FINES AND PENALITES

- 11.1 Where a Peace Officer believes that a person has contravened any provision of this Bylaw, the Peace Officer may commence proceedings against the person by issuing a violation ticket pursuant to the Provincial Offences Procedures Act, R.S.A. 2002, c. P-34.
- 11.2 The specified penalty payable in respect of a contravention of a provision of this Bylaw is as provided for in Schedule G of this Bylaw.
- 11.3 Schedule G shall not prevent any Officer from issuing a violation ticket requiring a court appearance by a defendant pursuant to the provisions of the Provincial Offences Procedures Act, R.S.A. c. P-34, or from laying an information in lieu of issuing a violation ticket.
- 11.4 The levying and payment of any penalty, or the imprisonment for any period as provided for in this Bylaw shall not relieve a person from the necessity doing anything or of paying any fees, charges or costs for which that person is liable under the provisions of this Bylaw or any other bylaw.

12. TRANSITION AND COMING INTO FORCE

- 12.1 This Bylaw shall apply to the grading of a residential parcel or lot, not requiring a Development Permit pursuant to the Town of Okotoks Land Use Bylaw, pursuant to any Lot Grade Permit with an application dated on or after September 1, 2012.

13. SEVERABILITY

- 13.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

Bylaw 16-10 of the Town and any amendments thereto are hereby repealed upon this Bylaw coming into effect.

This Bylaw shall come into full force and effect on September 1, 2012.

READ A FIRST TIME this 14th day of May, 2012.

READ A SECOND TIME this 16th day of July, 2012.

READ A THIRD TIME AND PASSED this 16th day of July, 2012.

- Original Signed -

Mayor

- Original Signed -

Municipal Secretary

SCHEDULE A

Tolerances and Required Minimums

Item	Acceptable Grade Tolerances Between Grade Slip & As Built	Over-riding Minimum Grades	Other
Top of Footing Verification	± 0.15 meters (6 inches)	Top of footing must not be lower than the recommended lowest top of footing per Grade Slip.	Alternative design required from Developer's Engineer authorized for construction by the Town of Okotoks Engineering Services.
Side Yard Gradient		2% grade	Alberta Building Code requires that exterior walls must extend not less than 150mm (6 inches) above finished ground level.
Front and Rear Lot Gradient		2% grade	Alberta Building Code requires that exterior walls must extend not less than 150mm (6 inches) above finished ground level.
Concrete Driveways, Sidewalks and Patios		2% grade from garage entrance or house or building foundation wall to back of curb edge of pavement of sidewalk.	Not applicable to driveways in cases where below-grade garages are approved pursuant to a Development Permit.
Walkout Foundations Only – Rear Grade to the Top of Walkout Wall	Minimum 0.15 meters (6 inches)	Minimum 0.15 metres (6 inches) and a 2% grade.	Alberta Building Code requires that exterior walls must extend not less than 150mm (6 inches) above finished ground level.
Property Lines	0.100 metres (4 inches) or less		



**TOWN OF OKOTOKS
RESIDENTIAL GRADING BYLAW
SCHEDULE B**

PERMIT NUMBER:

CERTIFICATION DATE:



Safety Codes Services • Town of Okotoks Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • safetycodes@okotoks.ca

**RESIDENTIAL GRADING BYLAW 15-12
SCHEDULE B: AS CONSTRUCTED GRADE CERTIFICATE**

1. PROJECT LOCATION

MUNICIPAL ADDRESS

Street Number Street Name City/Town Province

LEGAL DESCRIPTION

Lot Block Plan Zoning Roll Number

2. APPLICANT

NAME

Last Name/Company First Name

MAILING ADDRESS

Street Number Street Name City/Town Province Postal Code

CONTACT NUMBER

Contact Number (Office) Fax Number Email Address

PHASE

SURVEY DATE

SUBDIVISION



BUILDER

DEVELOPER

3. CERTIFICATION

I hereby certify I have reviewed the information below in compliance with the current Town of Okotoks Residential Grading Bylaw and have performed and/or reviewed the items below and certify that this information to be correct to the best of my knowledge.

- I certify that the lot grading as shown on the As Built Grade Plan will provide positive drainage of the parcel or lot to a drainage course or storm sewer system and will not have any adverse affect on adjacent property owners.
- I certify that the lot grading as shown on the As Built Grade Plan will meet the tolerances and required minimums set out in Schedule A.
- I certify that the elevations for the top of footings as shown on the As Built Grade Plan conform to the submitted Plot Plan.
- I certify that the finished topsoil depth in landscape areas is a minimum of 30.48cm (12 inches) average uniform depth, not to exceed 50 cm (19 inches), as indicated at a minimum of three representative test locations as detailed on the attached As Built Grade Plan.
- I certify that the topsoil in landscape areas is of the quality stated in the Town of Okotoks Residential Grading Bylaw.

LAND SURVEYOR/PROFESSIONAL ENGINEER

Company

Signature

Date



4. VERIFICATION

I have reviewed the above information certified by the Land Surveyor/Professional Engineer and verify that this information to be correct to the best of my knowledge.

DEVELOPER

Last Name

First Name

Company

Signature

Date



BUILDER

Last Name

First Name

Name of Builder

Signature

Date



The As Built Grade Plan must be attached to this Certificate.

The Land Surveyor/Professional Engineer whom certifies the As Constructed Grade Certificate must be same individual that stamped the As Built Grade Plan.

The information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purposes related to the administration of the Safety Codes Program. Should you have any questions or concerns about the collection of information please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.



**TOWN OF OKOTOKS
RESIDENTIAL GRADING BYLAW
SCHEDULE C**

PERMIT NUMBER:
VERIFICATION DATE:



Safety Codes Services • Town of Okotoks Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • safetycodes@okotoks.ca

**RESIDENTIAL GRADING BYLAW 15 -12
SCHEDULE C: AS CONSTRUCTED GRADE CERTIFICATE - VERIFICATION OF COMPLIANCE (VOC)**

1. PROJECT LOCATION

Street Number		Street Name		City/Town	Province
MUNICIPAL ADDRESS					
Lot	Block	Plan	Zoning	Roll Number	
LEGAL DESCRIPTION					

2. APPLICANT

Last Name/Company		First Name			
NAME					
Street Number	Street Name		City/Town	Province	Postal Code
MAILING ADDRESS					
Contact Number (Office)	Fax Number		Email Address		
CONTACT NUMBER					
BUILDER			DEVELOPER		
SUBDIVISION			PHASE		

The Town of Okotoks has received and reviewed the As Constructed Grade Certificate submitted for the above property as certified by the Land Surveyor/Professional Engineer, and verified by the Developer and Builder and is satisfied with the contents indicated within this Certificate and the attached As Built Grade Plan.

The Verification of Compliance is based upon confirmation that the information certified within the As Constructed Grade Certificate and As Built Grade Plan for the above property conforms to the Town of Okotoks Residential Grading Bylaw.

The Town reserves the right to audit an As Constructed Grade Certificate after a VOC has been issued by the Town, through an onsite inspection of the above property for further verification that the information within the Certificate and the As Built Grade Plan is correct.

Every owner has the right to request a site inspection by the Town of any items contained within the As Constructed Grade Certificate and As Built Grade Plan of their parcel or lot within one year of the above noted verification date. The request and site inspection must be conducted prior to the commencement of landscaping of the parcel or lot.

The owner of the above property may begin landscaping the respecting parcel and 80% of the required landscape area must be landscaped within twelve (12) calendar months from the above noted verification date.

The information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purposes related to the administration of the Safety Codes Program. Should you have any questions or concerns about the collection of information please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.

3. SAFETY CODES OFFICER

Office Use Only

Last Name	First Name	Date
Signature		
SCO Designation No.		Email address



**TOWN OF OKOTOKS
RESIDENTIAL GRADING BYLAW
SCHEDULE D**

PERMIT NUMBER:

DATE:



Safety Codes Services • Town of Okotoks Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • safetycodes@okotoks.ca

**RESIDENTIAL GRADING BYLAW 15-12
SCHEDULE D: AS CONSTRUCTED GRADE CERTIFICATE - NOT SUBMITTED**

1. PROJECT LOCATION

MUNICIPAL ADDRESS	Street Number	Street Name	City/Town	Province	
LEGAL DESCRIPTION	Lot	Block	Plan	Zoning	Roll Number

2. APPLICANT

NAME	Last Name/Company	First Name			
MAILING ADDRESS	Street Number	Street Name	City/Town	Province	Postal Code
CONTACT NUMBER	Contact Number (Office)	Fax Number	Email Address		
BUILDER	DEVELOPER				
SUBDIVISION	PHASE				
FINAL BUILDING OCCUPANCY INSPECTION DATE					

The Town of Okotoks serves notice, to the Lot Grade Permit Applicant, that the residential grading requirements have not been met for this parcel or lot as of .

The condition of the Permit Number dated , (issue date) stated that an As Constructed Grade Certificate was to be submitted to the Town within twelve (12) calendar months of the Final Building Occupancy Inspection.

This is notice that a response is required within two (2) weeks, (date to respond) or a violation ticket may be issued in accordance with of the Town of Okotoks Residential Grading Bylaw.

An extension may be requested in accordance with of the Town of Okotoks Residential Grading Bylaw (Schedule F).

The information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purposes related to the administration of the Safety Codes Programs. Should you have any questions or concerns about the collection of information please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.

3. SAFETY CODES OFFICER

Office Use Only

Last Name	First Name	Date
SIGNATURE	SCO Designation No.	Email address



**TOWN OF OKOTOKS
RESIDENTIAL GRADING BYLAW
SCHEDULE E**

PERMIT NUMBER:

DATE:



Safety Codes Services • Town of Okotoks Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • safetycodes@okotoks.ca


**RESIDENTIAL GRADING BYLAW 15-12
SCHEDULE E: AS CONSTRUCTED GRADE CERTIFICATE - NOTICE OF NON-COMPLIANCE**

1. PROJECT LOCATION

MUNICIPAL ADDRESS	Street Number	Street Name	City/Town	Province	
LEGAL DESCRIPTION	Lot	Block	Plan	Zoning	Roll Number


2. APPLICANT

NAME	Last Name/Company	First Name			
MAILING ADDRESS	Street Number	Street Name	City/Town	Province	Postal Code
CONTACT NUMBER	Contact Number (Office)	Fax Number	Email Address		
BUILDER	DEVELOPER				
SUBDIVISION	PHASE				

The Town of Okotoks serves notice to the Lot Grade Permit Applicant that the grading requirements are non-conforming for this parcel or lot as of .

The Town of Okotoks has received and reviewed the As Constructed Grade Certificate submitted for the above property and is unsatisfied with the contents of this Certificate. The Town deems the submitted As Constructed Grade Certificate for the above property as non-compliant to the Town of Okotoks Residential Grading Bylaw.

Comments:






This is notice that a response is required within two (2) weeks,  (date to respond) or a ticket violation may be issued in accordance with the Town of Okotoks Residential Grading Bylaw.

An As Constructed Grade Certificate reapplication fee will be required.

The information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purposes related to the administration of the Safety Codes Program. Should you have any questions or concerns about the collection of information please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.

3. SAFETY CODES OFFICER

Office Use Only

Last Name	First Name	Date
		
SCO Designation		Email address
		

SIGNATURE
2012



TOWN OF OKOTOKS RESIDENTIAL GRADING BYLAW SCHEDULE F

PERMIT NUMBER:

DATE:



Safety Codes Services • Town of Okotoks Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • safetycodes@okotoks.ca

RESIDENTIAL GRADING BYLAW 15-12 SCHEDULE F: AS CONSTRUCTED GRADE CERTIFICATE - REQUEST FOR TIME EXTENSION

1. PROJECT LOCATION

MUNICIPAL ADDRESS	Street Number	Street Name	City/Town OKOTOKS	Province AB	
LEGAL DESCRIPTION	Lot	Block	Plan	Zoning	Roll Number

2. APPLICANT

NAME	Last Name/Company	First Name			
MAILING ADDRESS	Street Number	Street Name	City/Town	Province	Postal Code
CONTACT NUMBER	Contact Number (Office)	Fax Number	Email Address		
BUILDER	DEVELOPER				
SUBDIVISION	PHASE				
FINAL BUILDING OCCUPANCY INSPECTION DATE					

In accordance with the Town of Okotoks Residential Grading Bylaw the Applicant is requesting an extension to file an As Constructed Grade Certificate for the above lot until (extension not to exceed six months). I, the Applicant, understand that this extension request is required to be filed at least five (5) business days prior to the filing deadline as set out in of the Town of Okotoks Residential Grading Bylaw. A fee, as per the Rates, Fees & Charges Bylaw, for filing a Request for Extension to File an As Construction Grade Certificate must be paid at the time of request.

Reason for request:

SIGNATURE

DATE



The information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purposes related to the administration of the Safety Codes Program. Should you have any questions or concerns about the collection of information please contact the FOIP Coordinator at foip@okotoks.ca or 403-938-8944.

3. SAFETY CODES OFFICER

Office Use Only

STATUS ☐ Extension Granted ☐ Extension Refused

Comments:

Last Name	First Name	Date
Signature	SCO Designation	Email Address

SCHEDULE G
Fines & Penalties

<u>Section</u>	<u>Charge</u>	<u>Specified Penalty</u>
Section 5.3 & Schedule E	Incomplete or Non-Compliant As Constructed Grade Certificate.	\$100.00
Section 5.2 & 5.6	Landscaping lot prior to receiving the Town of Okotoks As Constructed Grade Certificate VOC.	\$500.00
Section 5.6 & 9.1	Failure to complete landscape requirements within (12) twelve calendar months of receiving the As Constructed Grade Certificate VOC.	\$500.00
Section 4.1	Failure to obtain Lot Grade Permit prior to beginning of construction.	\$ 1,000.00
Section 5.1 & Schedule D	Failure to file an As Constructed Grade Certificate within (12) twelve calendar months of receiving the Final Building Occupancy Inspection approval.	\$1,000.00
Section 5.10	False certification made on As Built Grade Plan and/or within the As Constructed Grade Certificate.	\$1,000.00
Section 5.10	False verification within the As Constructed Grade Certificate.	\$250.00

TOWN OF OKOTOKS RESIDENTIAL GRADING APPLICATION



APPLICATION NUMBER:

APPLICATION DATE:

Safety Codes Services • Town of Okotoks Box 20 5 Elizabeth St Okotoks AB T1S 1K1 • Ph 403-938-8916 • Fax 403-938-7387 • safetycodes@okotoks.ca

RESIDENTIAL GRADING BYLAW 15-12 : RESIDENTIAL GRADING APPLICATION

1. PROJECT LOCATION

MUNICIPAL ADDRESS	Street Number	Street Name	City/Town	Province	
LEGAL DESCRIPTION	Lot	Block	Plan	Zoning	Roll Number

2. APPLICANT

NAME	Last Name/Company	First Name			
MAILING ADDRESS	Street Number	Street Name	City/Town	Province	Postal Code
CONTACT NUMBER	Contact Number (Office)	Fax Number	Email Address		
BUILDER	DEVELOPER				
SUBDIVISION	PHASE				

I hereby certify, as the applicant of this Permit, that the Plot Plan provided with this Application is in conformance with Bylaw 15-12. If there are any changes to the Plot Plan during the course of construction a new revised Plot Plan will be provided to the Safety Codes Officer in conformance with Bylaw 15-12. I give the Town of Okotoks permission to release all information regarding this Permit to future owners of this property. I also certify that I am the owner or owner's agent of the property.

3. PERSON SUPERVISING CONSTRUCTION

☐ Property Owner/Builder

PRINTED NAME	Last Name	First Name	Date
	Signature	Corporate Title	Email Address

As a condition of the Lot Grade Permit an "As Constructed Grade Certificate" is required to be submitted to the Town of Okotoks within twelve (12) calendar months of the Final Building Occupancy Inspection in conformance with Bylaw 15-12. Failure to provide this Certificate may result in fines and/or penalties to the applicant.

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4. SAFETY CODES OFFICER

Office Use Only

Last Name	First Name	SCO Designation No.	Date
	Signature	Email Address	

PERMIT NUMBER: