

Commercial Lot Grading Certificate (As-Built) Requirement Checklist

This document applies to all non-residential (commercial, industrial, institutional) developments, residential developments with Major Development Permits (apartments, row houses and other residential developments with multiple buildings), mixed-use (a mix of residential and non-residential) developments, and temporary structures such as storage sheds and sea cans. Exceptions may apply

The certificate must be:

- ☐ Prepared, certified and sealed by an [Alberta Land Surveyor](#), [Professional Engineer](#), or [Professional Technologist](#)
- ☐ Presented on the approved Lot Grading Plan
- ☐ Drafted in metric units (metres) at an appropriate scale on a minimum ANSI D or ARCH D format

The certificate must include:

- ☐ Project Name
- ☐ Municipal address, legal description and neighbourhood name
- ☐ Applicant name (company or builder) and email address (This is for company or builder names only. Do not include personal names and email addresses)
- ☐ Revision Table
- ☐ North Arrow
- ☐ Drawing scale and reference scale bar
- ☐ Date the as-built elevations were obtained
- ☐ Datum reference (one or more Alberta Survey Control Markers or other benchmark approved by the City)
- ☐ Surface condition of the property (sod, asphalt, concrete, gravel, etc.)
- ☐ Legend - identify / differentiate between as-built and design grading information
- ☐ Locations and dimensions of legal survey boundaries, easements, right-of-ways, and restrictive covenants
- ☐ Adjacent street name(s)
- ☐ Site contained, private storm drainage system demonstrating compliance with [City of Edmonton Drainage Bylaw 18093](#) and [EPCOR Wastewater Services Bylaw 20865](#)
- ☐ Location of:
 - ☐ Development boundary
 - ☐ Structures (buildings, driveways, sidewalks, patios, overhangs, etc.)
 - ☐ Internal and common property swales
 - ☐ Retaining walls
 - ☐ Watercourses, ditches
 - ☐ Embankments, top-of-bank and top-of-band setback lines
 - ☐ Utilities (power poles, light standards, hydrants, etc.), bus stops
 - ☐ Services (catch basins, manholes, etc.)
 - ☐ Low Impact Development (LID) facilities
- ☐ Design elevations from the approved Lot Grading Plan
- ☐ As-built geodetic elevations at:
 - ☐ Design locations (internal and/or common property swales, paved areas, sidewalks)
 - ☐ Public right-of-way (edge of lane and back of City sidewalk or curb) at projected extensions of property lines

- ☐ Foundation walls and/or concrete slab on grade for each building
- ☐ Catch basins, manholes, and area drains
- ☐ Retaining walls (top of wall and internal swale or foundation grade)
- ☐ Any alterations to the proposed slopes and elevations (relocated high point, etc.)
- ☐ An asterisk (*) on all out-of-tolerance elevations
 - ☐ Final Grade +/- 10 cm from design
- ☐ Note:
 - ☐ Grading is subject to approval by the City Manager
- **Additional information may be required at the discretion of the inspector.**
- **Lot Grading Certificates may be rejected in entirety for lack of critical information, conflicts, unresolved design problems or incomplete submissions and will result in a failed inspection.**