

APPENDIX G

CHECKLISTS

1. Construction Checklist
2. Site Plan Checklist
3. Subdivision Development Checklist



Lakeshore
TOWN of LAKESHORE
CONSTRUCTION CHECKLIST

Last Revised August 25, 2010

Project Name: _____

Project Location: _____

Date Submitted: _____

	Name	Phone Number	E-mail Address
Owner:	_____	(____) _____	_____
Contractor/ Engineer:	_____	(____) _____	_____
Applicant: (If different than the Owner)	_____	(____) _____	_____

Section 1 of the following checklist shall be completed and submitted to the Town prior to construction. Section 2 shall be completed immediately after construction. Incomplete submittals will be returned to the applicant. The checklist is to be used in conjunction with the latest edition of the Town of Lakeshore Development Manual. Checklist Section numbers correspond to those of the Development Manual.

To obtain or view the online copy visit:

http://www.lakeshore.ca/businessresources/engineering_dev.asp

Please check the website prior to completion of the checklist to ensure that the current version of the Development Manual is being used.

Review the Development Manual and complete each section below answering if the submitted plans meet the Manual criteria by checking "Yes", "No", or "N/A". Any "No" answers must be accompanied by a narrative detailing the rationale (see Section 3).

1. Pre-Construction

The following items shall be addressed:

Development Requirements Prior to Construction	Yes	No	N/A
2.13 Pre-construction Meeting <i>Consulting Engineer to chair a preconstruction meeting a minimum of seven (7) days prior to the start of construction.</i> The following items shall be addressed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status of Contract Documents: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificates/Bonding submitted to Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WSIB Clearance submitted to Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOL Notification submitted to Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of Supervisory Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency and Home Telephone Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Access Route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Dust Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Inspection Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suppliers and Subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific Project Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Construction Survey / Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control / Detouring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gen. Requirements During and Immediately After Construction	Yes	No	N/A
3.1 Public and Agency Notification			
Ambulance Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canadian Coast Guard (re: Navigable Waters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Engineer (re: County Roads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essex Region Conservation Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower Thames Valley Conservation Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Transportation (re: Provincial Roads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Boards (Transportation Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Treatment Plant Operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Treatment Plant Operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Job Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Meeting Date: _____			
Meeting Frequency: _____			
3.3 Consultants Inspection and Quality Assurance Testing Services			
Inspector Name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company: _____			
Assurance Testing Company: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gen. Requirements During and Immediately After Construction (Continued)	Yes	No	N/A
3.4 Municipal Inspection Developer / Consultant Contact: Name: _____ Company: _____ Phone Number: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Inspector: _____ (To be completed by Town)			

2. Post-Construction

Gen. Requirements During and Immediately After Construction	Yes	No	N/A
3.5 Municipal Acceptance of Services and Assumption of Development Date of Acceptance: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5.1 Delay in Accepting Surface Asphalt Surface asphalt will be delayed _____ years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Maintenance Period Start Date: _____ End Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Clean-Up Construction site and adjacent roadways are neat and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Lot Servicing Sheets/Registered Lot Creation Drawings Submitted to the Municipality on _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Record Drawings Submitted to the Municipality on _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Building Permit Issuance Issue Date: _____ (To be completed by Town)			
3.11 Model Homes Model home(s) permit has been requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Additional Comments

Use the space below to provide explanations and comments for any "No" answers, as well as any site specific information that may be of use. Attach additional copies of this page if necessary.

Item No.	Explanation
<i>Example</i>	
3.3	<i>Quality Assurance Testing firm to be determined. Name of company to be sent to the Town prior to the start of construction.</i>



Last Revised January 31, 2014

Project Name: _____

Project Location: _____

Date Submitted: _____

	Name	Phone Number	E-mail Address
Owner:	_____	(____) _____	_____
Contractor/ Engineer:	_____	(____) _____	_____
Applicant: (If different than the Owner)	_____	(____) _____	_____

The following checklist shall be completed and submitted to the Town as a part of the Site Plan package. Incomplete submittals will be returned to the applicant. The checklist is to be used in conjunction with the latest edition of the Town of Lakeshore Development Manual. Checklist Section numbers correspond to those of the Development Manual.

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Review the Development Manual and complete each section below answering if the submitted plans meet the Manual criteria by checking "Yes", "No, or "N/A". Any "No" answers must be accompanied by a narrative detailing the rationale (see Section 9).

1. Introduction

Please ensure the submission complies with the requirements in the Introduction.

2. Development Requirements Prior to Construction

Development Requirements Prior to Construction		Yes	No	N/A
2.1	<i>Not applicable to Site Plan Applications</i>			
2.2	Approvals			
	Fish Habitat, Essex Region Conservation Authority (ERCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shorelines, Fill and Floodlines, ERCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County Road Connections and Setbacks, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provincial Road Connections and Setbacks, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development in Close Proximity to Railways, MOE in consultation with Railway Companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other, List on separate sheet of paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Plans			
	Plans are Drawn to Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lot Legal Boundaries have been Staked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans are drawn in AutoCAD (AutoCAD 2007 or earlier)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans show ground elevations (referenced to geodetic elevations) to show drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical features of lot (drainage ditches, swales, municipal drains, trees, poles, roads, shorelines, buildings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical features of abutting lot (drainage ditches, swales, municipal drains, trees, poles, roads, shorelines, buildings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Design Drawings Include:			
	Benchmark Location and Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Existing Conditions and Removals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Utility Cross-Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Specifications and Contract Documents			
	Specifications and Contract Drawings have been supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Studies and Reports (are any completed)			
	If "Yes", list required Studies: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Requirements Prior to Construction (Cont.)			
2.7 Consulting Engineer Consulting Engineer Name and Contact Information: Company Name: _____ Address: _____ _____ Phone Number: (_____) _____ Contact Name: _____ E-mail Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Insurance and Indemnification Minimum \$5,000,000 Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipality is named as additional insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipality's consultants are named as additional insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance shall not be terminated until the Municipality has accepted all the required works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 <i>Not applicable to Site Plan Applications</i>			
2.10 <i>Not applicable to Site Plan Applications</i>			
2.11 <i>Not applicable to Site Plan Applications</i>			
2.12 Phasing Will project be constructed in phases Developer to submit Phasing Plan for approval prior to construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. General Requirements

Refer to the Town of Lakeshore Construction Checklist.

4. Specific Site Development Requirements

Specific Site Development Requirements	Yes	No	N/A
4.1 General			
4.1.1 Right-of-Ways, Cul-de-sacs Local Roads, 20m R.O.W. Provided: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Driveways Is there more than one driveway proposed per Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.6 Development in Close Proximity to Railways Comments from Railway Company Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Issues Addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trespass Issues Addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration Study Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Noise Abatement Proposed: _____			
4.1.7 Multi Lot Creating by Consent Number of Lots Proposed by Consent: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.8 Potable Water Supply Protection Backflow Prevention Device on Fire Main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.9 Setback & Elevation Certificate <i>Required if main building is within 1.8m of property line</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.10 Indemnity Deposits <i>To be Determined by Municipality</i>			
4.1.11 Site Servicing Record Drawings <i>To be submitted to Municipality after Construction</i>			
4.2 Residential Site			
4.2.1 General The general requirements of Subsection 4.1 shall apply and govern except as may be extended or amended herein	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2 Semi-Urban Developments Has special relief been granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.4 Driveways <i>To be hard surfaced one year form the date the services have been accepted on maintenance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Industrial Sites			
4.4.1 General The general requirements of Subsection 4.1 shall apply and govern except as may be extended or amended herein	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.2 Roads			
Road Width, 10m (min) Provided: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersections, 15m Radius (min) Provided: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cul-de-Sac, 15m Radius (min) Provided: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Transportation Policy Guidelines are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Design Criteria

Design Criteria	Yes	No	N/A
5.1 Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Grade: _____%			
Maximum Grade: _____%			
Typical Pavement Section,			
Asphalt Surface Course: _____mm			
Asphalt Base Course: _____mm			
Granular Base: _____mm			
Curb and Gutter Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdrains are Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk width: _____m			
5.2.1 Multi-Use Pathway width: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Sanitary Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Design Sheets Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Manhole Spacing: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Sanitary Pipe Size: _____m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sanitary Pipe Size: _____m Diameter			
Minimum Sewer Velocity: _____m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sewer Velocity: _____m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Cover: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Pipe Cover: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Connection Size: _____m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sampling Manhole Provided at the Property Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raincatchers installed in Sanitary Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there conflicts with other utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____			
5.3.1 Private On-Site Wastewater Treatment Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Storm Sewers/Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Sewer Design Sheets Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Manhole Spacing: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Sewer Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Storm Pipe Size: _____m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Storm Pipe Size: _____m Diameter			
Minimum Sewer Velocity: _____m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sewer Velocity: _____m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Cover: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Pipe Cover: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Connection Size: _____m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precast Concrete Catch Basins with Cast Iron Frame and Grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precast Concrete Manholes with Cast Iron Frame and Covers, Safety Landing (where necessary), and Aluminum Ladder Rungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there conflicts with other utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____			

Design Criteria (Cont.)				
5.5	Watermains			
	Maximum Valve Spacing: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Watermain Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Type of Fittings Proposed: _____			
	Minimum Watermain Size: _____m Diameter			
	Maximum Watermain Size: _____m Diameter			
	Minimum Pipe Cover: _____m			
	Maximum Pipe Cover: _____m			
	Service Connection Size: _____mm Diameter			
	Water Valve Proposed at Property Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Hydrants with Storz Couplings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there conflicts with other utilities List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.1	Water Sampling Station Are locations shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Storm Water Management Facilities			
	Storm Water Calculations Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building Finish Floor Elevation: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Max. 1:2 Year Storm Storage Depth: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Max. 1:100 Year Storm Storage Depth: _____m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:100 Year Storm Required Storage: _____m ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:100 Year Storm Provided Storage: _____m ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Quality Chamber Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Pumping Stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wetwell Size: _____			
	Maximum Flow Rate: _____m ³ /s			
	Pump Horsepower: _____H.P.			
	Pump Curve Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Backup Pump(s) Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Alarms Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Light Intensity Standards			
	Lighting Level Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Cut Off Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	Backfill and Compaction Meet OPSS and/or Municipal Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Restoration and Landscaping Landscape Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.12	Recycled Material Proposed <i>Material specifications to be submitted to the Town for review</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.13	Other Utilities			
	Telephone Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cable Television Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Natural Gas Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Specifications

Specifications	Yes	No	N/A
6.1/6.2 General - Ontario Provincial Standard Specifications Are Ontario Provincial Standard Specifications referenced on the drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Municipal Standard Specifications Are Municipal Standard Specifications referenced on the drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Drawings

All site or subdivision plans and record drawings and/or specifications to be submitted within 60 days of the acceptance of services.

8. Miscellaneous

Miscellaneous	Yes	No	N/A
8.5 Tree Planting Tree Location Plan is Provided <i>The Developer will pay the Town \$250 per tree to be planted, and the Town will plant.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Additional Comments

Use the space below to provide explanations and comments for any “No” answers, as well as any site specific information that may be of use. Attach additional copies of this page if necessary.

Item No.	Explanation
<i>Example</i>	
2.2	<i>Certificate of Approval pending from MOE, copy to be sent to Town upon receipt.</i>



**TOWN of LAKESHORE
SUBDIVISION DEVELOPMENT PLAN CHECKLIST**

Last Revised January 31, 2014

Project Name: _____

Project Location: _____

Date Submitted: _____

	Name	Phone Number	E-mail Address
Owner:	_____	(____) _____	_____
Contractor/ Engineer:	_____	(____) _____	_____
Applicant: (If different than the Owner)	_____	(____) _____	_____

The following checklist shall be completed and submitted to the Town as a part of the Development Plan package. Incomplete submittals will be returned to the applicant. The checklist is to be used in conjunction with the latest edition of the Town of Lakeshore Development Manual. Checklist Section numbers correspond to those of the Development Manual.

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1. Introduction

Please ensure the submission complies with the requirements in the Introduction.

2. Development Requirements Prior to Construction

Development Requirements Prior to Construction		Yes	No	N/A
2.1	Subdivision Agreement is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Approvals			
	Draft Plan of Subdivision, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Final Plan of Subdivision, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fish Habitat, Essex Region Conservation Authority (ERCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shorelines, Fill and Floodlines, ERCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Storm Water Management, Province, MOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Watermains, Province, MOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County Road Connections and Setbacks, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provincial Road Connections and Setbacks, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development in Close Proximity to Railways, MOE in consultation with Railway Companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other, List on separate sheet of paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Plans			
	Plans are Drawn to Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lot Legal Boundaries have been staked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans are drawn in AutoCAD (AutoCAD 2007 or earlier)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans show ground elevations (referenced to geodetic elevations) to show drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical features of lot (drainage ditches, swales, municipal drains, trees, poles, roads, shorelines, buildings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical features of abutting lot (drainage ditches, swales, municipal drains, trees, poles, roads, shorelines, buildings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Design Drawings			
	Benchmark Location and Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Legend and Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Existing Conditions and Removals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Road Alignment, Road Elevation, Pavement Widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plan and Profile Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Utility Cross-Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Power Distribution and Lighting Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Miscellaneous Details (including bedding and backfill)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Town of Lakeshore
 Subdivision Development Plan Checklist

Development Requirements Prior to Construction (Cont.)		Yes	No	N/A
2.5	Specifications and Contract Documents Specifications and Contract Drawings have been supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Studies and Reports (are any completed) If "Yes", list required Studies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Consulting Engineer Consulting Engineer Name and Contact Information: Company Name: _____ Address: _____ _____ Phone Number: (_____) _____ Contact Name: _____ E-mail Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Insurance and Indemnification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum \$5,000,000 Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipality is named as additional insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipality's consultants are named as additional insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insurance shall not be terminated until the Municipality has accepted all the required works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Sureties <i>To be coordinated with Municipality prior to Plan approval</i>			
2.10	Development Charges <i>To be paid to Municipality prior to issuance of Building Permits</i>			
2.11	Park Fees <i>To be paid to Municipality prior to issuance of Building Permits</i>			
2.12	Phasing Will project be constructed in phases <i>Developer to submit Phasing Plan for approval prior to construction.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. General Requirements

Refer to the Town of Lakeshore Construction Checklist.

4. Specific Site Development Requirements

Specific Site Development Requirements	Yes	No	N/A
4.1 General			
4.1.1 Right-of-Ways, Cul-de-sacs			
Local Roads, 20m R.O.W. Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collector Roads, 22m R.O.W. (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arterial Roads, Contact Municipality Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Pavement Widths			
Local Roads, 8.5m Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collector Roads, 10m Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arterial Roads, Contact Municipality Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Minimum Turning Radius			
Intersections, 9m Radius (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cul-de-Sac, 12m Radius (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Sidewalks, Bikeways, Walking Trails, Multi-use Pathways			
Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bikeways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Use Pathways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Driveways			
Is there more than one driveway proposed per Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.6 Development in Close Proximity to Railways			
Comments from Railway Company Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Issues Addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trespass Issues Addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration Study Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Noise Abatement Proposed: _____			
4.1.7 Multi Lot Creating by Consent			
Number of Lots Proposed by Consent: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.8 Potable Water Supply Protection			
Backflow Prevention Device on Fire Main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.9 Setback & Elevation Certificate			
<i>Required if main building is within 1.8m of property line</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.10 Indemnity Deposits			
<i>To be Determined by Municipality</i>			
4.1.11 Site Servicing Record Drawings			
<i>To be submitted to Municipality after Construction</i>			
4.2 Residential Site			
4.2.1 General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The general requirements of Subsection 4.1 shall apply and govern except as may be extended or amended herein			

Town of Lakeshore
 Subdivision Development Plan Checklist

Specific Site Development Requirements (Cont.)	Yes	No	N/A
4.2.2 Semi-Urban Developments Has special relief been granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3 Road Classification List Arterial Streets and AADT: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Collector Streets and AADT: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.4 Driveways <i>To be hard surfaced one year form the date the services have been accepted on maintenance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Industrial Sites			
4.4.1 General The general requirements of Subsection 4.1 shall apply and govern except as may be extended or amended herein	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.2 Roads			
Road Width, 10m (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersections, 15m Radius (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cul-de-Sac, 15m Radius (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Transportation Policy Guidelines are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Design Criteria

Design Criteria	Yes	No	N/A
5.1 Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Road Longitudinal Grade: _____%			
Maximum Road Longitudinal Grade: _____%			
Typical Road Crossfall: _____%			
Typical Pavement Section,			
Asphalt Surface Course: _____ mm			
Asphalt Base Course: _____ mm			
Granular Base: _____ mm			
Curb and Gutter Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Subdrains are Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk width: _____ m			
5.2.1 Multi-Use Pathway width: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Sanitary Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Design Sheets Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Manhole Spacing: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Sanitary Pipe Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sanitary Pipe Size: _____ m Diameter			
Minimum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Town of Lakeshore
 Subdivision Development Plan Checklist

Design Criteria (Cont'd)		Yes	No	N/A
	Maximum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Service Connection Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sampling Manhole Provided at the Property Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Raincatchers installed on Sanitary Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there conflicts with other utilities List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.1	Private On-Site Wastewater Treatment Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Storm Sewers/Drainage			
	Storm Sewer Design Sheets Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maximum Manhole Spacing: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Storm Sewer Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Storm Pipe Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maximum Storm Pipe Size: _____ m Diameter			
	Minimum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maximum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maximum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Service Connection Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precast Concrete Catch Basins with Cast Iron Frame and Grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precast Concrete Manholes with Cast Iron Frame and Covers, Safety Landing (where necessary), and Aluminum Ladder Rungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there conflicts with other utilities List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Watermains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maximum Valve Spacing: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Watermain Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Type of Fittings Proposed: _____			
	Minimum Watermain Size: _____ m Diameter			
	Maximum Watermain Size: _____ m Diameter			
	Minimum Pipe Cover: _____ m			
	Maximum Pipe Cover: _____ m			
	Service Connection Size: _____ mm Diameter			
	Water Valve Proposed at Property Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Hydrants with Storz Couplings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there conflicts with other utilities List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.1	Water Sampling Station Are locations shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Storm Water Management Facilities			
	Storm Water Calculations Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building Finish Floor Elevation: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Max. 1:2 Year Storm Storage Depth: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Max. 1:100 Year Storm Storage Depth: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:100 Year Storm Required Storage: _____ m ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:100 Year Storm Provided Storage: _____ m ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water Quality Chamber Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Design Criteria (Cont.)	Yes	No	N/A
5.7 Pumping Stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetwell Size: _____			
Maximum Flow Rate: _____ m ³ /s			
Pump Horsepower: _____ H.P.			
Pump Curve Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backup Pump(s) Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarms Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Street Lighting and Power Distribution			
Street Lighting Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underground Power Distribution with Pad Mounted Transformer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9 Light Intensity Standards			
Lighting Level Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Cut Off Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10 Backfill and Compaction			
Meet OPSS and/or Municipal Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11 Restoration and Landscaping			
Landscape Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.12 Recycled Material Proposed			
<i>Material specifications to be submitted to the Town for review</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.13 Other Utilities			
Telephone Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cable Television Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Specifications

Specifications	Yes	No	N/A
6.1/6.2 General - Ontario Provincial Standard Specifications			
Are Ontario Provincial Standard Specifications referenced on the drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Municipal Standard Specifications			
Are Municipal Standard Specifications referenced on the drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Drawings

All site or subdivision plans and record drawings and/or specifications to be submitted within 60 days of the acceptance of services.

8. Miscellaneous

Miscellaneous		Yes	No	N/A
8.1	Signs Sign Layout Plan Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Barriers and Guard Rails Dead End Streets and Cul-de-sacs have proper barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Pavement Markings Pavement Marking Plan Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Community Mailboxes Coordinate with Canada Post and Municipality for Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Tree Planting Tree Location Plan is Provided <i>The Developer will pay the Town \$250 per tree to be planted, and the Town will plant.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Extra Conduit for Future Use Coordinate with the Municipality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Additional Comments

Use the space below to provide explanations and comments for any “No” answers, as well as any site specific information that may be of use. Attach additional copies of this page if necessary.

Item No.	Explanation
<i>Example</i> 2.2	<i>Certificate of Approval pending from MOE, copy to be sent to Town upon receipt.</i>

