

First Submission Requirements - Subdivisions

A complete first submission is required to be submitted by the Consultant to Development Engineering (addressed to staff person that provided Draft Plan comments) after Draft Approval and shall include the first half of the applicable engineering administration fee (based on the provided cost estimate) as specified in the registered Subdivision Agreement. Any submissions found to be incomplete will be returned to the Consultant. A PDF copy of engineering drawings must be submitted to Development Engineering staff for distribution to other City departments. Drawings must not be locked.

SUBMISSION DRAWINGS

Title Sheet

Existing Conditions and Removal plans

Staging plan

Erosion and Sedimentation Control plan

Lot Grading plans (with DVP sign-off)

Area Grading plans (if applicable)

General Plan of Services

Streetscape Plan

Signal Wiring Plan and Signalized Intersection Plan (if applicable)

Sanitary Drainage Plans

Storm Drainage Plans

Stormwater Management Pond plan

Park and Community Trail Development/Grading Plan (as required)

Plan and Profile Drawings

Detail Sheet

General Notes

Street Tree Planting Plan

On-Street Parking Plan

Traffic Control Plan

In addition to the above, one complete PDF copy of the following schedules shall be submitted to Development Engineering:

- Schedule A – list of all drawings
- Schedule B – list of all easements to be granted to the City
- Schedule C – all lots unsuitable for building purposes
- Schedule D – complete detailed cost estimate of all municipal services to be provided
- Schedule E – listing all lots proposed to have infiltration measures (soak-away pits)

Also submit a PDF copy of the following:

- Stormwater Management Report (including hydrological reports);
- Letter regarding status of Detailed Vegetation Plan;
- Geotechnical Investigations;
- Hydrogeological Investigations;
- Archaeological Reports;
- Water Distribution Report;
- Environmental Reports and Impact Studies;
- Environmental Site Assessments – if applicable;
- Noise Reports – if applicable;
- MECP Approvals – if available;
- External Correspondences (Ex. GRCA, Hydro, etc.);
- Design sheets for pipe strength and bedding requirements for both sanitary and storm sewers;
- Design sheets for both storm sewer and sanitary sewers (including % full column), including a digital copy of the Microsoft Excel spreadsheet;
- A letter specifying:
 - How each individual draft plan condition has been addressed
 - Explanation on design software used and any assumptions the software creates
 - Description of specific site design constraints,
 - Signed submission verification checklist to ensure submission is complete and reviewed
 - Requesting permission to service - if applicable
 - Intended construction timing and sequencing

The first submission drawing set shall be distributed by Development Engineering to Transportation Planning, Kitchener Utilities and Parks & Cemeteries. The drawings will be reviewed by the various departments and all comments will be sent to Development staff who will consolidate all the comments (typical turn-around time for first submissions is 6 weeks from the date of receipt). A marked up copy of the drawings and/ or reports along with a letter consolidating all comments and issues will be sent to the Consultant by Development staff. The Consultant shall revise the drawings as per City comments and resubmit them to Development Engineering as a second submission along with a cover letter which speaks to each individual comment and how they were addressed.

If the Consultant has any questions or concerns regarding the first submission comments and mark-ups from the City, a meeting or discussion is to take place with Development staff prior to the second submission.