

ENGINEERING DRAWING 1ST SUBMISSION MANIFEST DEVELOPMENT SERVICES



London
CANADA

Subdivision Approval Process

For clarification of requirements or any questions regarding your application, please call the Planning & Development Division at 519-661-CITY (2489) (8:30 to 4:30).

1. A complete submission, including this completed form, is required. Incomplete and poor quality submissions **WILL NOT BE RECEIVED FOR REVIEW**.
2. Submissions **WILL NOT BE RECEIVED FOR REVIEW** unless the draft plan of subdivision has received all approvals, including Ontario Municipal Board (OMB)/Local Planning Appeal Tribunal (LPAT) rulings on appealed draft plans and all previously submitted studies/reports.
3. The Consultant and Owner (Developer) will be notified of incomplete submissions within 3 full business days.
4. Under the File Manager Process, the detailed drawing review of 1st Submission Consolidated Detailed Design including Supporting Analysis is expected to take six (6) weeks. If the application is following the previous format and has already received Design Studies approval, review of the 1st submission of Servicing Drawings is expected to take four (4) weeks. This commitment to consistent review times is central to the Subdivision Approval Process, but can only be successful if submitted drawings and Supporting Analysis documents are complete, clear and free of unresolved design issues. Submission process time for designs may take longer for more complex designs and is dependent on adequate City resources and other subsequent submissions under review.

Please fill in the MANIFEST and submit a copy as part of your submission.

Consultation

Draft Approval

Design Studies

Engineering Review

Final Approval

Revised 2022

ENGINEERING DRAWINGS 1ST SUBMISSION MANIFEST

SUBDIVISION INFORMATION

SUBDIVISION NAME/PHASE:		FILE #: 39T -
LOCATION:		AREA (HECTARES):
NO. OF LOTS:	NO. OF BLOCKS: (EXCLUDES 0.3 M RESERVES):	

OWNER/DEVELOPER INFORMATION

OWNER/DEVELOPER:		
ADDRESS:		
POSTAL CODE:	PHONE:	FAX:
E-MAIL:		

ENGINEERING CONSULTANT INFORMATION

ENGINEERING CONSULTANT:		
ADDRESS:		
POSTAL CODE:	PHONE:	FAX:
DESIGN ENGINEER:	E-MAIL:	
DESIGN TECHNOLOGIST:	E-MAIL:	

DATE

ENGINEER'S SIGNATURE

Section A - Draft Plan & File Manager Approvals

If any report/documentation is required but not attached to this manifest, please indicate where this information can be found (eg. Other City Divisions or Areas).

Yes No

1. Draft Plan Approvals

- a) Approval Authority Date:

2. Was the Draft Plan Appealed?

IF YES, Complete the following:

- a) OMB/LPAT Decision Date:
- b) OMB/LPAT Decision attached?

3. Design Studies

- a) Focused Approval Process
 - i. Focused Design Studies Submission Date:
 - ii. Copy of letter to proceed with Consolidated Review attached?
- b) Standard Approval Process
 - i. Design Studies Acceptance Date:
 - ii. Copy of design Studies Acceptance Letter attached?

4. Have the drawings been designed in accordance with the following:

- a) Approved Draft Plan Conditions
- b) Applicable OMB/LPAT Decision
- c) Previously Accepted Studies/Reports:

5. Are external land, easements and/or permissions required? If YES, explain:

6. Is this plan within a UTRCA regulated area?

IF YES, is the area identified on the drawings?

1. Draft Plan approval is pending acceptance of Design Studies

2. Design studies acceptance is pending approval of Second submission of Design Studies submitted concurrently with 1st Engineering submission.

Section B – Requirements for Complete 1st Submission

Reports/Documentation/Drawings:	INCLUDED	N/A
1. Drawing Review Fees <ul style="list-style-type: none"> a) Completed Form (See below) b) Payment 		
2. Complete Set of Drawings		
3. Drawings to be included in a complete standard set <ul style="list-style-type: none"> a) Cover Sheet / Index Sheet b) Master Plan of Services c) Storm Area Plans d) Sanitary Area Plans e) Water Distribution Plan f) Storm Design Sheets g) Sanitary Design Sheets h) Subdivision Plan & Profile Drawings i) Lot & Block Grading & Park Grading Plans j) Erosion / Sediment Control Plan(s) k) Street Lighting Plan(s) l) General Notes, Details 		
4. Other Drawings that may form a complete set: <ul style="list-style-type: none"> a) External Storm Sewer Area Plan(s) b) External Sanitary Sewer Area Plan(s) c) External Plan & Profile Drawings d) Pavement Marking Plan(s) e) Traffic Management Plan(s) f) Noise Attenuation Drawings & Details g) Tree Preservation Plan(s) h) Parking Plans i) Landscaping Plans: <ul style="list-style-type: none"> i) Islands ii) Window Street iii) Gateway Treatments iv) Landscape Restoration Plans 		
5. Supporting Engineering Design Analysis: <ul style="list-style-type: none"> a) Water Servicing Report including: <ul style="list-style-type: none"> i) Water quality analysis ii) Water network analysis iii) Water Distribution Plan b) Stormwater Servicing Report including: <ul style="list-style-type: none"> i) Overland flow route cross-sections and capacity analysis ii) Storm Area Plan(s) iii) LID design iv) Infiltration targets v) Erosion/Sediment Control Plan 		

- c) Wastewater Report including:
 - i) Sanitary Area Plan(s)
 - ii) Master Plan of Services
 - iii) Inflow/Infiltration and Water Table Analysis
 - d) Road Layout Concept
 - e) Geotechnical Report
 - f) Hydrogeological Report
7. Previously Submitted Design Studies (Digital copies only)
- a) Tree Management Plan
 - b) Site-specific servicing strategies
 - c) Urban Design Guidelines & concepts
 - d) Hazard Tree Assessment
 - e) Phasing
 - f) Methane Gas Report
 - g) Record of Site Condition
 - h) Environmental Impact Study and/or Addendum
 - i) Noise/Dust and/or Vibration Report
 - j) Traffic Impact Assessment/Traffic Study Report
 - k) Other (attached separate list if required):
 - i)
 - ii)
 - iii)
8. Additional information
- a) Canada Post letter identifying CMB locations
 - b) London Transit letter identifying Bus Stop locations
 - c) Education package for homeowners adjacent to Natural Heritage
 - d) Operation/maintenance guide for design features included in the subdivision
9. CSRF Minor Works Work Plan
10. Draft 33M-Plan
11. Draft Reference Survey Plan
12. Digital Copies of all reports and drawings (PDF's are to be flattened and have no layers present.)
- **Are all drawings/documents named with the following naming convention:
 39T-XXXXX_Ph#_Sub#_File Description
 Ph = Phase, Sub = Submission.
 (eg. 39T-17503_Ph1_Sub1_Water Servicing Report)**
13. Request for Subdivision Agreement including:
 - a) Copies of Draft 33M-Plan

Drawing Review Fees:

Drawing Review Fee attached

Cost Total

Number of Lots:

Number of Blocks (not including 0.3m reserves):

Total Fees Payable:

**Note: ALL SITE SPECIFIC DESIGN CRITERIA LETTERS AND THE APPLICABLE PLANS AND/OR REPORTS MUST BE SUBMITTED WITH THE 1ST SUBMISSION. ALL FILES SHALL BE NAMED USING THE ABOVE MENTIONED NAMING CONVENTION. PLEASE DO NOT USE THESE SPECIAL CHARACTERS IN FILE NAMING: & " ? < > # { } % ~ / **