



# RESIDENTIAL LOT GRADING PERMIT APPLICATION

**Planning and Development**  
**414 King Street, Spruce Grove, AB**  
 Phone: 780-962-7582  
 Fax: 780-962-1062

Business Hours  
 M-F: 8:30 a.m. – 4:30 p.m.

PROJECT LOCATION – REQUIRED			
Suite:	Street Address:	Street Name:	
Legal Description: Unit / Lot / Block / Plan    or    Quarter / Section / Township / Range / Meridian <div style="text-align: center; margin-top: 10px;">/                                  /                                  /                                  /</div>			

APPLICANT (THE SAME INDIVIDUAL OR ENTITY APPLYING FOR A DEVELOPMENT OR BUILDING PERMIT) – REQUIRED			
Company Name:		Contact Name:	
Mailing address:		Phone no.:	Fax no.:
P.O. box:	City:	Province:	Postal Code:
<b>Applicant e-mail address:</b>			

### Performance Damage Agreement

1. The Applicant agrees to complete the rough grading of the property and indemnify and save the City of Spruce Grove harmless from all costs, expenses and charges of and incidental to the repair and replacement of sidewalks, curbs, gutters, grading certificates, land and other municipal utilities and improvements in connection with the development on the above described land caused directly or indirectly by the Applicant, its agents and employees.
2. The Applicant agrees to deposit with the City, securities or cash in the amount of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) for each **Residential** development or and Irrevocable Letter of Credit in an amount approved by the Engineer to be used at the sole discretion of the City of Spruce Grove toward the payment of any of the said costs, expenses or charges of any repairs or construction. It is understood that no interest will be paid on the deposit.
3. The Applicant agrees to construct a hard surfaced parking area, set rough grades per design elevation, (as evidenced by the provision of a rough grade certificate); ensure the emergency sump discharge is installed properly; ensure the CC valve is operational and set at the final grade elevation; and, comply with the requirements of the Development Permit and the Land Use Bylaw. **These items must be completed within 18 months of the date of issuance of a Lot Grading Permit otherwise all damage deposit monies mentioned in Section 2 above will be forfeited.**
4. The deposit shall be refunded to the Applicant upon the completion of the development, including the requirements of this Agreement, and summarized as follows:
  - **The rough grade certificate is received and approved by the City of Spruce Grove.**
  - **All sidewalks, curbs, gutters, lanes and other surface utilities have been completely cleaned of snow, mud, soil and other debris for inspection.**
  - **The CC valve is operational and set at final grade.**
  - **The emergency sump discharge (3<sup>rd</sup> pipe) system, where applicable, is installed and capped.**
5. The deposit will be automatically refunded in full upon issuance of Rough Grade approval in all areas that have not been issued FAC (Final Acceptance Certificate) with the developer.
6. Where damage to sidewalks, curbs, gutters, CC valves and the emergency sump discharge are noted at the time the City inspects the property;
  - **the City will undertake the repairs/replacement at a time when conditions permit.**
  - **the cost of any repair/replacement will be charged to the Applicant by first deducting the amount from the Performance/Damage Deposit. If sufficient funds are not available, the Applicant will be invoiced for the balance.**

**Mailing Address**  
 315 Jespersen Ave  
 Spruce Grove, AB T7X 3E8

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a lot grading permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



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**PLEASE ENSURE SIDEWALKS AND CURBS ARE CLEANED OFF PRIOR TO YOUR INSPECTION TIME. If surfaces are not cleaned, City of Spruce Grove reserves the right to postpone or cancel the inspection. Please send inspection requests to [lot.grading@sprucegrove.org](mailto:lot.grading@sprucegrove.org)**

With regards to the asphalt, sidewalk and curb located at the above-mentioned property:

Will Call for Inspection (Call Engineering for Inspection)                       Right to inspect waived

**If the inspection is not completed prior to the start of construction, the applicant assumes all responsibility for any and all damages and waives their right to inspect.**

\_\_\_\_\_

In accordance to City Bylaw C-1045-18 Section 6.2 (c), a deposit of \$2500.00 is required in order to obtain rough grade inspection for all residential properties. This deposit will be refunded to you provided your rough grade is completed within eighteen (18) months from the day of permit issuance.

**Please indicate below who will be responsible for completion of the Rough Grade and the Final Grade:**

**Rough Grade**     Builder             Homeowner  
**Final Grade**     Builder             Homeowner

Subject to this application being approved, the undersigned acknowledges responsibility for all work associated with the project, including any and all damages to public or private property. The applicant understands that no groundwater of any kind including weeping tile, roof downspouts, or site drainage may enter the sanitary sewer system.

The applicant hereby agrees to abide by the City's Surface Drainage Bylaw C-1045-18.

\_\_\_\_\_  
Method of deposit payment

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

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