



SECTION "A"

GENERAL CONDITIONS



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A1. DESIGN STANDARDS AND INTENTION

This document is intended for the use of Developers, Planners, Engineers, Contractors, or others who may provide municipal engineering services, construction municipal engineering works or local improvements in the County of Lethbridge.

This document forms an appendix to the County of Lethbridge Development Agreement, with clauses in the Development Agreement modifying or providing clarification of design and construction requirements on a "site specific" basis.

Deviations from the requirements of this document are not permitted without the previous written acceptance of the Director of Municipal Services for the County of Lethbridge.

This document provides minimum standards for typical development components. Nothing in this document releases a Developer, Contractor or Consultant from their obligation to design and perform their work consistent with acceptable and acknowledged industry standards, and a Developer, Contractor or Consultant must be fully responsible to rectify any deficiencies in the performance of their work, regardless of whether it meets the minimum standards provided herein, or is for work not specifically referenced in this document.

The following design standards sections will apply to any or all of the respective services:

Section A:	General Conditions
Section B:	Engineering Plans & Drawings
Section C:	Storm Water Drainage System
Section D:	Sanitary Sewerage System
Section E:	Water Distribution System
Section F:	Service Connections
Section G:	Transportation
Appendix:	Typical Design Details

A2. DEFINITIONS

The following words will have the meaning hereinafter assigned to them:

"Applicant" will mean a person who has applied for approval of a proposed subdivision, or to service an existing or proposed parcel of land, whether as the owner or the owner's agent of the land included therein.

"Consulting Engineer" or **"Engineer"** will mean a professional engineer, licensed to practice Engineering in Alberta, retained by the applicant, responsible for the design, layout and supervision of installation, recording of as-built (record) information and performing those duties in connection with the provision of Municipal services as set out in these design standards.

"Contractor" will mean any person, persons or corporation, which will undertake the installation of Municipal Services on behalf of either the Applicant or the Municipality.

"Municipal" or **"Municipality"** or **"County"** will refer to the County of Lethbridge.



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"Director", or "Director, Municipal Services" will mean the Director of Municipal Services of the County of Lethbridge, or the Director's authorized representative, who is responsible for the supervision and approval of all tasks related to the provision of engineering, and other duties for the provision of Municipal services.

"Development Officer" will mean person or persons appointed and acting on behalf of the County of Lethbridge to regulate the orderly development of subdivisions and properties.

"Developer" will mean such person or persons developing a subdivision or subdividing land, or an owner or owners of land, or their employee, agent or representative.

"Rural Development" or "Country Residential" Development will mean development of low density, low level of service, located in a rural setting, as defined by the County of Lethbridge.

"Urban Development" will mean development of high density, high level of service, located in an urban setting, as defined by the County of Lethbridge.

"Development Agreement" will mean documents outlining the general requirements and conditions of the agreement between the County of Lethbridge and the developer. Such an agreement will be in place prior to construction and installation of municipal services in the development.

"Development Permit" will mean such authorization as issued by the County of Lethbridge to the Developer to proceed with construction and installation of municipal services in the development.

"Record Drawings" will mean design drawings up-dated to accurately show utility and municipal improvements as constructed in the field. Such drawings will be stamped and signed by the Consulting Engineer.

"Building Permit" will mean such authorization to proceed with building construction on a particular lot issued by an Agency authorized by Alberta Labor to issue Permits and provide compliance monitoring.

A3. REFERENCE DOCUMENTS

Where Acts, Bylaws and Standards are referred to, they will be the current amended and updated issues of such.

A4. ENGINEERING DESIGN

The Applicant will retain a Professional Engineer who is licensed to practice in the Province of Alberta and who is a member of The Association of Professional Engineers, Geologists and Geophysicists of Alberta, who will be responsible for the design and preparation of drawings and specifications for all services as required within the County of Lethbridge in accordance with the County Engineering Guidelines and Minimum Servicing Standards, and sound engineering principles.

All drawings will identify the Owners and the Owner's Consulting Engineer, and will be stamped, signed and sealed by the Engineer.



The Design Drawings will display all existing and proposed services. It will be the Consulting Engineer's responsibility to coordinate with the utility companies to establish the location of their existing and proposed services, and the specifications for their installation.

A5. SUBMISSION & REVIEW OF ENGINEERING DESIGN

Three (3) complete sets of plans and specifications for the proposed subject will be submitted to the Director of Municipal Services, County of Lethbridge. Plans and drawings are to be in conformance with the requirements of this document.

All proposed, or County approved names for streets and the subdivision, will be named on the drawings.

The Consulting Engineer will identify the need for any rights-of-way outside the area to be serviced. Where easement or rights-of-way documents and plans are deemed necessary, they will be prepared by a licensed Alberta Land Surveyor at the Applicant's expense.

All design drawings, specifications and relevant data will be reviewed by the County of Lethbridge and all necessary revisions will be incorporated by the Consulting Engineer in the final design drawings. Such revisions will in no way lessen the responsibility of the Owner and their Consulting Engineer for the work.

Upon completion of all revisions, the Consulting Engineer will submit three (3) sets of Contract Drawings to the Director, Municipal Services for approval. Following approval the County will return one (1) approved set to the Consulting Engineer.

A6. APPROVAL TO PROCEED

No work will commence until the County has reviewed the Design Drawings and Plans, and written authorization has been issued. The exception to this is general stripping and grading work, which may be carried out based on prior written approval from the County of Lethbridge, and with the understanding that such work is carried out solely at the Developer's own risk.

The Developer will give 48 hours written notice to the County before commencement of work, changes in work schedules, or working hours in order to coordinate adequate County inspection staff.

A7. ENGINEERING DESIGN APPROVAL PROCESS

A7.1. In Conjunction with Area Structure Plans:

Two copies of the following information must be submitted:

1. The results of a Geotechnical/Hydrogeological study completed by a qualified Geotechnical Engineering firm. The level of detail must be to an extent sufficient to allow the Engineer to generally assess the site geotechnical/hydrogeological conditions and their effect on the development and to identify any evidence of site contamination. The report must outline their findings and any general recommendations.
2. An Environmental Site Assessment of the development area completed in accordance with the applicable Canada Standards Association and other Standards.



3. Overall plans of the water and sanitary sewer servicing and storm water management schemes, together with a discussion of the schemes, particularly addressing confirmation that capacity is available in existing County systems and/or Area District irrigation systems to accommodate the flows required or generated by the development. Supporting calculations are required.

A7.2. In Conjunction with a Subdivision Application:

Two copies of the following information must be submitted prior to the submission of a subdivision application for the first stage of development in an approved Area Structure Plan area:

1. An engineering Design Report for the Area Structure Plan area will include but not limited to:
 - i) Overall plans of the proposed water and sanitary sewer systems showing sizes and locations of all lines including network analysis and calculations to demonstrate that the systems will provide the required level of service.
 - ii) Overall road layout of local roads, collector roads, road right-of-way widths, cross-sections, and if deemed necessary by the Director a Traffic Impact Assessment.
 - iii) A stormwater management analysis presenting the proposed scheme; an overall plan depicting the storage facility location, its drainage basin, and the downstream receiving stream; supporting detailed hydrology and hydraulic calculations for the facility and including an analysis of the capacity of the downstream receiving channel; preliminary facility cross-sections and details of inlets and the outfall control structure; description of stormwater quality improvement methods to be incorporated and erosion and sedimentation control works proposed.
 - iv) Developable land area above the localized 1:100 year flood level.
 - v) The staging method if development is to be staged.

A7.3. Detailed Engineering Design:

The following will be submitted as part of the application for detailed design approval:

1. A letter covering the subject and purpose of the application, an estimated construction starting date and the proposed schedule for site meetings.
2. Three (3) complete sets of the engineering drawings, signed and sealed by the Consulting Engineer.
3. Two (2) set of specifications, complete with tender form or unit price schedule and project quantities.
4. Two (2) copies of a Geotechnical/Hydrogeological Report presenting the results of a field investigation completed by a qualified geotechnical engineering firm. At this stage, the level of detail of this investigation, analysis, and report must be much more extensive than at the Area Structure Plan stage and address the following:
 - i) Identify areas of high groundwater tables.
 - ii) Identify conditions that will require special design considerations.



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- iii) Provide detailed recommendations for design and construction of roadways, pavement structure designs, deep and shallow utilities, site grading, stormwater management facilities, and buildings.
 - iv) Clearly identify the limits of any site contamination and outline the site remediation to be completed.
 - v) Soil alkalinity (sulfate levels) and resistivity test results, and recommendations regarding concrete to be used and corrosion protection.
 - vi) Identify any conditions that will have special operation and/or maintenance implications.
 - vii) Top of bank setbacks adjacent to creeks or ravines with stability problems.
5. Three (3) copies of an Engineering Design Summary for the stage of development clearly demonstrating that the designs of the infrastructure systems for the stage fit into the overall development systems designs presented in the Engineering Design Report for the Area Structure Plan area. A water network analysis must be included to demonstrate that the system for the isolated stage of the development will provide the necessary fire flows. The details of any interim stormwater management or staged servicing schemes or temporary facilities (emergency access, construction access, etc.) must also be presented.
 6. An estimated construction schedule outlining the sequence of construction to be followed and applicable critical dates.
 7. Additional technical detail as required by the Director to satisfy the conditions of subdivision approval.
 8. A cost estimate for each proposed improvement.
 9. Copies of all letters of application for all applicable approvals, permits, licenses, or agreement from Provincial, Federal or private agencies, including, but not limited to, Alberta Environmental Protection and Alberta Transportation.
 10. Copies of the formal approvals, permits, licenses or agreements must be received by the County of Lethbridge before construction commencement.

A7.4. Responsibilities:

1. The Developer will be responsible for complying with the requirements outlined in these Standards and all other applicable legislation, regulations, codes, standards, agreements, permits, and licenses. Additional information may be requested by the County as deemed necessary.
2. The Developer will be responsible for placing building restrictions on each building lot to ensure the top of footings are a minimum of 300 mm above the localized 1:100 year flood level.
3. Prior to subdivision approval being granted, the Developer will arrange and negotiate any and all easements across private lands, private utility crossing agreements and other similar agreements which may be needed with land owners in the area.
4. The County will, on request, supply all available information on existing utilities including available capacities, locations, restrictions and limitations; however, the



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applicant must confirm the information provided, in the field, as the County does not guarantee the accuracy or completeness of any information provided.

5. Nothing in these Standards relieves either the County or the Developer of any of the obligations contained in the Development Agreement.

A8. ENGINEERING AND SUPERVISION

1. Where the Development Agreement requires that the Developer construct local improvements, the Developer will appoint an accredited Consulting Engineer to carry out preliminary surveys, prepare and submit design drawings for approval, supply construction survey layout and supervision during construction, certify acceptable completion of the work, and submit as-built (record) drawings of all work performed.
2. The Developer will be responsible to have the necessary construction layout carried out to ensure the finished construction conforms to the lines and grades shown on the approved design drawings.
3. The Developer's Engineer will carry out the necessary construction supervision to ensure all construction is carried in conformance with the standards specified by the County of Lethbridge and the requirements of the approved plans and specifications. Upon completion of the work, the Developer's Engineer will provide a written and sealed construction completion certificate (CCC) attesting to the acceptable completion of the work. The wording of the CCC will be to the satisfaction of the County.
4. The Developer will appoint an accredited materials testing firm to carry out any testing deemed necessary by the County to determine whether all workmanship and materials incorporated into the work meet the specified requirements.

A9. SAFETY

The Developer is responsible for all aspects of site safety, including traffic control and signage. With respect to site safety, the Developer will be considered to be acting as the Prime Consultant, and will save harmless the County of Lethbridge, its employees and agents, from all actions arising from issues of safety.

A10. CONSTRUCTION APPROVAL

1. Upon receipt of the approved drawings, specifications, Letter of Authorization from Alberta Environment, and receipt of any other approvals or authorizations required for the development, the Applicant may proceed to install Municipal services, provided that a Development Agreement has been entered into and a Development Permit obtained from the County of Lethbridge.
2. A copy of all approved drawings and specifications will be maintained at the construction site during the installation of these services.
3. Underground subdivision services will not be permitted to operate as part of the existing Municipal services until the respective subdivision services have been inspected, tested and approved in writing by the County.



A11. ALBERTA ENVIRONMENT - LETTER OF AUTHORIZATION/APPROVALS

Extensions or replacements of watermains, sanitary sewers and/or storm sewers require Written Notification **to** and where necessary a Letter of Authorization **from** Alberta Environmental Protection **before** construction can commence.

For projects that include **new** storm water ponds and/or outfall(s) to a water body or drainage course, the developer or their consultant must also obtain an approval or have the County wastewater approval amended as required by the Environmental Protection and Enhancement Act and its associated regulations. The developer or their consultant must also note that a separate application under the Water Act may also be required for projects involving storm water pond(s) and/or outfall(s).

The Developer is responsible to obtain all other approvals appropriate to the specific requirements of the project, prior to commencing construction, and to ensure sufficient time in their development schedule to allow for all necessary review and approvals. The County will not be responsible for any costs associated with delays in the approval process, nor will the County circumvent any approval process to maintain a development schedule.

A12. LAND ACQUISITION AND AGREEMENTS FOR OFFSITE CONSTRUCTION

1. Land Acquisition - Prior to commencing any negotiations, the County will require that the Developer enters into a Development Agreement with the County for the proposed Development. Upon execution of the Agreement, the Developer will thereby agree to be responsible for all land costs, the acquisition costs, and the costs of relocating or repairing fences and any other costs which are required in the initial negotiation. The Developer, subject to the terms and conditions of the Development Agreement will be bound to all the terms and conditions negotiated on behalf of the Development by the County.
2. Backsloping agreement - in cases where the acquisition of road widening is not possible or where large cuts or fills are encountered, the Developer will secure a backsloping agreement with the adjacent landowner that is agreeable to the County. A back-sloping agreement entitles the County to extend ditch and/or fill slopes into the affected property to the slopes and conditions outlined in the signed agreement. All damage costs, such as crop damage and removal of trees resulting from the construction of backsloping upon private property will be paid to the landowner by the Developer at the rates and in the amounts indicated in the signed agreements.
3. Borrow Areas - where borrow areas are required for the construction or reconstruction of a County road, or other municipal improvements, borrow pit agreements, agreeable to the County, will be entered into between the Developer and the landowners. All damage costs such as crop damage and removal of trees created due to the removal of the borrow material will be paid by the developer to the landowner at the rates and in the amounts indicated in the signed agreements. In some cases the costs will include a payment to the landowner for the volume of material removed.
4. The Developer is responsible (own cost and expense), for acquiring lands where required that are outside the boundaries of the proposed development. All easements that are attributable to the proposed development will be registered in the name of the County of Lethbridge and the costs incurred in negotiating, preparing and executing the respective easements will be borne by the Developer.



A13. MINIMUM CONSTRUCTION SIGNING

Where required, the minimum construction signing will be set so that the farthest sign from the work is a minimum of 300 m to a maximum of 600 m from the start of construction. There will be 90 m separating each sign and 90 m from the beginning of construction to the closest signs. The minimum signing will be in the order below:

- A 120 cm x 120 cm Construction Ahead sign
- A 60 cm x 75 cm Reduce Speed sign
- A 60 cm x 75 cm Maximum Speed sign

Where required for public safety, additional signs will be used. Signage and sign placement will be consistent with TAC "Manual of Uniform Traffic Control Devices for Canada".

A14. SUBDIVISION SIGN

Where required, the subdivision sign will be erected to the following standards:

The subdivision display sign will include the lot layout and subdivision name carved and painted. The sign must be coated with a weatherproof finish. The sign is to be set on a minimum 200 mm x 200 mm square post or minimum 200 mm diameter round post.

The size and design of the subdivision sign is to be approved by the County Development Officer, prior to construction or installation. The location of the sign is to be approved by the County Operations Department prior to installation. The developer will be responsible for the maintenance of the sign for a period of two years following the County acceptance of the construction completion of the sign.

A15. ACCOMMODATION OF TRAFFIC

The Developer is solely responsible for safety on the site. Nothing contained herein removes, lessens or transfers this responsibility. Signage, accommodation of traffic and other related issues will conform to industry standards.

The Developer or the Developer's Contractor will (own expense), make suitable provisions to accommodate all traffic, whether pedestrian or vehicular, over or around any part of the project upon which work is being performed, and will supply and maintain such signs, barriers, fences, lights, and flagpersons as may be required for this purpose. Where the traffic is required to use a route over or around the work which is of a lower standard than was available before the work commenced, the Contractor will (own cost), continuously provide assistance to traffic as required on a 24 hour per day and 7 day per week basis, particularly during periods of inclement weather. The Contractor will provide dust control for the safety of the traveling public.

Flagpersons will be instructed in the proper traffic control procedures for the work and will be dressed and equipped in a manner consistent with Alberta Transportation requirements.

When work is not in progress and on days such as holidays and Sundays, the Contractor will remove or cover all regulatory signs not essential for the protection of the public, in order to reduce inconvenience to a minimum.

All signs and guide posts encountered that must be removed in the prosecution of the work will be carefully salvaged by the Contractor. Certain signs, such as those marking railroad crossings, intersection warning or stop signs, will be maintained on the work for the protection of traffic using the highway.



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Where the project is closed and traffic diverted entirely off the right-of-way, the Contractor will (own expense), provide and maintain such signs, barriers, lights, and flag persons as may be necessary to direct the traveling public over the detour.

Traffic must be controlled by flagmen and sufficient warning signs to ensure the safety of the public when any traveled roadway is being entered or crossed by hauling equipment to the satisfaction of the County.

Road closures and detours must be submitted to and approved by the County a minimum of 48 hrs prior to scheduled work.

Haul routes must be kept clear and free from dust by grading and sprinkling. Trucks must be loaded in such a manner that no spillage occurs.

Where, in the opinion of the County of Lethbridge, additional warning signs or other safety devices are required on the work, the Contractor will supply, erect and maintain the additional facilities requested.

A16. EXISTING UTILITY PRECAUTIONS

The Developer or the Developer's Contractor will take all precautionary measures as may be necessary when working over or adjacent to utilities, whether above or below ground, and will control their equipment and method of construction to prevent any damage to the utility and/or appurtenances.

The Developer will be responsible to secure an appropriate crossing agreement with the utility company, and provide proof of such an agreement to the County prior to construction.

Under no circumstances will any construction operations be carried out over or adjacent to any pipeline until the required adjustments and protection required for the proposed construction have been completed. The Developer is responsible to act in full compliance with the conditions of the crossing agreement with the utility company

Upon completion of the pipeline work, the Contractor will continue to work in close liaison with the pipeline company and, if required, ensure that a representative of the affected utility company is present at all times during active equipment operations. The contractor will ensure that no equipment crosses or operates over any pipeline at locations other than where protection has specifically been provided.

The Developer will be responsible for the installation of power, natural gas and communication services in the subdivision. Any other utilities that may be required will be provided at the sole expense of the Developer.

The Developer of the proposed subdivision is responsible for all arrangements with the utility companies as to the locating and moving of all existing utilities such as power poles, pipelines, communication system, buried cables, or any other utility as may be required.

Gas, power and communication system location plans will be submitted to the County for approval prior to installation. Approval will be given in writing once the plans have been approved. The Developer will be responsible for payment of all costs related to these local improvements.



If lines cannot be installed in the streets or lanes of the subdivision, the Developer will provide registered easements or rights-of-way in the name of the County of Lethbridge to accommodate the utility services. The required easements or rights-of-way will be registered on each individual lot prior to the sale of any lot in the development area.

A17. ENVIRONMENTAL CONCERNS

The developer will conduct their operations in accordance with all current environmental sustainability legislation.

It will be the developer's responsibility to familiarize themselves with applicable legislation and regulations and obtain the necessary permits and/or approvals for their operations.

The developer will immediately advise the County and applicable agencies of an environmental incident or infraction.

A18. TESTING

It will be the responsibility of the Consulting Engineer to ensure that all improvements are tested and found to conform to the County standards for such improvements prior to acceptance by the County. Copies of all test results must be forwarded to the Director, Municipal Services.

A19. AS-BUILT (RECORD) DRAWINGS

Within four (4) months of the completion of all of the services to be installed, the Consulting Engineer will deliver "as-built" (record) drawings: two sets of bound prints and one set of digitized drawing files (in current County format) to the County. Where construction of the underground and road work has been separated into stages, record drawings for the utilities may be deferred until completion of the road system, provided they are provided within a year of installation of the utilities, or upon a schedule agreed to by the County. The entire County infrastructure will be incorporated on the reproducible copies of the County overall drawings for each utility.

A20. MUNICIPAL ACCEPTANCE

There will be no building construction on lots within the Development until all local improvements and utilities are in place and accepted by the Municipality, and a Construction Completion Certificate has been issued and authorized.

1. Maintenance and Warranty Period

The Developer will, for a period of two years after the acceptance of a Construction Completion Certificate for a Development by the County, be responsible for regular maintenance and all repairs and replacements to any local improvements that, in the opinion of the County, become necessary for any cause whatsoever.

The Developer will provide for the duration of the Maintenance and Warranty Period an Irrevocable Letter of Credit as required by the County.

2. Final Inspections and Acceptance



Upon completion of all servicing requirements, and at the close of the warranty period, the Developer will give notice to the County and arrange for an inspection. All deficiencies will be rectified to the satisfaction of the County prior to the acceptance of municipal services, with a Final Acceptance Certificate issued and authorized.

Where staged construction has been approved by the County, the County may issue separate Construction Completion or Final Acceptance Certificates for distinct components of the development, with separate warranty periods as appropriate. Separation of the project into components will be at the sole discretion of the County.

A21. SUITABILITY OF LOTS FOR DEVELOPMENT – RURAL

This section deals with suitability of rural or “Country Residential” lots: lots in a rural development setting and meeting the minimum size requirement for Country Residential designation.

This section applies where such lots will not be serviced for sewage disposal and/or potable water supply by a County system or other County approved licensed sources and means. In addition to criteria provided here, such developments must conform to other sections of these standards.

The Developer will provide a hydrogeological report, prepared by a consultant competent in the field, showing that an adequate aquifer exists to accommodate the individual wells required for the development and that the development will not have an adverse affect on the aquifer or adjacent wells.

The County will require that each Country Residential Lot will have adequate developable area for a building site. The Developer will therefore, prior to the registration of Subdivision Plan, identify on a separate plan a suitable Building Site and Sewage Disposal Ground on each proposed lot.

To determine the water table level for the design of a Private Sewage Disposal system, Alberta Environmental Protection provides instruction on how to carry out a Water Table Test Hole drilling, sampling and monitoring program

Guidelines for test hole excavation and logging soil textures were published by Alberta Environmental Protection Standards and Guidelines Branch.

Based upon the preliminary evaluation supplemented by the water table test hole program, the high water table areas must be delineated on a Base Map. This map must also outline major vegetation types and show the location of all water table and percolation test holes. In addition, the stabilized water table level within each water table test hole must be included. If bedrock is encountered within 2.4 m of the ground surface, it must be delineated on the Base Map and its lithology described.

The lands that have a water table less than two (2) meters below the ground surface will not be considered as Developable, unless the Developer can satisfactorily fill the area and achieve the water table clearance necessary to change the classification to Developable. Alternate sewage treatment and disposal systems may be considered. This type of approach to reclassify land will require prior approval of the Municipality.

Each lot will have tests performed for water table levels and soil classification.

When the tests are completed, the Developer will show on a separate plan the following:



1. the area of land within a proposed lot which is classified as developable,
2. in percentages the relationship of Developable land to the rest of the lot area,
3. the relationship in elevation difference between the proposed Building Site and Sewage Disposal Site.
4. the soil classification at the proposed Sewage Disposal Site.

A22. FIRE PROTECTION – RURAL

All multi lot residential, commercial, industrial development must have adequate water available for fire protection, typically this can be provided for by the installation of a fire pond. The exact volume of water required will vary based on the type of use and density. The National Fire Protection Association (NFPA) standard 1142 (Standard on Water Supplies for Suburban and Rural Fire Fighting” is to be used as a design guideline. Final acceptance of the proposed facilities for fire fighting will be at the discretion of the County.

In addition to providing the required water (which must be available for use at all times) the developer will be required to provide access to it: this may require the construction of an approach, the installation of one or more fire hydrants, and/or the installation of one or more staging areas. If the water is stored in an area where it may be a hazard, the developer may be required to provide safety measures such as a berm or fencing at the County discretion. The size, location, and type of fire protection must be included as part of the Area Structure Plan.

Where required, fire ponds and dry hydrant systems are to be designed by a Professional Engineer and conform to equipment available for fire fighting purposes within the County.