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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** September 24, 2020  
**File No.:** Z20-0077  
**To:** Urban Planning (BW)  
**From:** Development Engineering Manager (JK)  
**Subject:** 4355 Gordon Dr. RU1 to RU6

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The Development Engineering Branch has the following comments and requirements associated with this application. The road and utility upgrading requirements outlined in this report will be a requirement of this development.

### 1) SITE-RELATED ISSUES

- a) The following requirements are valid for one (1) years from the reference date of this memo, or until the PLR and/or application has been closed, whichever occurs first. The City of Kelowna reserves the rights to update/change some or all items in this memo once these time limits have been reached.
- b) Existing driveway on must be reduced to 6.0m wide to meet current bylaw 7900 requirement.
- c) Dedicate 2.50m width along the full frontage of Gordon Dr. to match the property line to the north.
- d) The proposed lot B driveway letdown is required to be on the north property line and away from the crosswalk.

### 2) ROAD IMPROVEMENTS

- a) Gordon Dr. frontage upgrades shall include driveway/sidewalk works/relocation, irrigated landscaped boulevard. Otherwise, the existing frontage for this development has already been upgraded, and no further upgrades are required at this time.

### 3) DOMESTIC WATER AND FIRE PROTECTION

- a) The subject property is currently serviced with a 19mm water service. One metered water service will be required for the development. The disconnection of the existing small diameter water services and the tie-in of a larger service is the developer's responsibility, if required. You can engage an engineer and contractor to manage the work on your behalf at the developer's expense.

#### 4) SANITARY SEWER SYSTEM

- a) The subject property is currently serviced with a 100mm water service. The disconnection of the existing small diameter sanitary services and the tie-in of a larger service is the developer's responsibility, if required. You can engage an engineer and contractor to manage the work on your behalf at the developer's expense.

#### 5) STORM DRAINAGE

- a) The developer must engage a consulting civil engineer to provide a storm water management plan for the site, which meets the requirements of the Subdivision, Development and Servicing Bylaw No. 7900. The storm water management plan must also include provision of lot grading plan, minimum basement elevation (MBE), if applicable, and provision of a storm drainage service for the development and / or recommendations for onsite drainage containment and disposal systems. Only one service will be permitted for this development. The applicant, at his cost, will arrange the installation of one overflow service if required.

#### 6) EROSION SERVICING CONTROL PLAN

- a) Provide a detailed ESC Plan for this development as per the Subdivision, Development and Servicing Bylaw #7900.
- b) The developer must engage a consulting civil engineer to provide an ESC plan for this site which meets the requirements of the City Subdivision Development and Servicing Bylaw 7900.
- c) Civil consultant is responsible for all inspection and maintenance.
- d) A Security Deposit for ESC Works equal to 3.0% of the Consulting Engineer's opinion of probable costs of civil earthworks and infrastructure will be added to the Servicing Agreement.

#### 5) GEOTECHNICAL REPORT

Provide a comprehensive geotechnical report (3 copies), prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: **NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.**

The Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval

- a) Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
- b) Site suitability for development.
- c) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- d) Any special requirements for construction of roads, utilities and building structures.

- e) Suitability of on-site disposal of storm water and sanitary waste, including effects upon adjoining lands.
- f) Slope stability, rock fall hazard and slippage including the effects of drainage and septic tank effluent on the site.
- g) Top of bank assessment and location including recommendations for property line locations, septic field locations, building setbacks, and ground water disposal locations.
- h) Recommendations for items that should be included in a Restrictive Covenant.
- i) Any special requirements that the proposed subdivision should undertake so that it will not impact the bank(s). The report must consider erosion and structural requirements.
- j) Any items required in other sections of this document
- k) Recommendations for erosion and sedimentation controls for water and wind.
- l) Recommendations for roof drains and perimeter drains.
- m) Recommendations for construction of detention or infiltration ponds if applicable.

**7) DESIGN AND CONSTRUCTION**

- a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.
- b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- c) Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).
- d) A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.
- e) Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Works & Utilities Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

**8) SERVICING AGREEMENT FOR WORKS AND SERVICES**

- a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.
- b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than

\$5,000,000 and the City is to be named on the insurance policy as an additional insured.

9) **POWER AND TELECOMMUNICATION SERVICES**

- a) All proposed service connections are to be installed underground. It is the developer's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost.

10) **OTHER ENGINEERING COMMENTS**

- a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.
- b) If any road dedication affects lands encumbered by a Utility right-of-way, please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development Manager.

11) **CHARGES AND FEES**

- a) Development Cost Charges (DCC's) are payable
- b) Fees per the "Development Application Fees Bylaw" include:
  - i) Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
  - ii) Engineering and Inspection Fee: 3.5% of construction value (plus GST).
  - iii) Street/Traffic Sign Fees: at cost if required (to be determined after design)
  - iv) Survey Monument Fee: \$50.00 per newly created lot for a total of **\$50** (GST exempt)
  - v) A hydrant levy charge of \$250.00 per lot (Total of **\$250**)

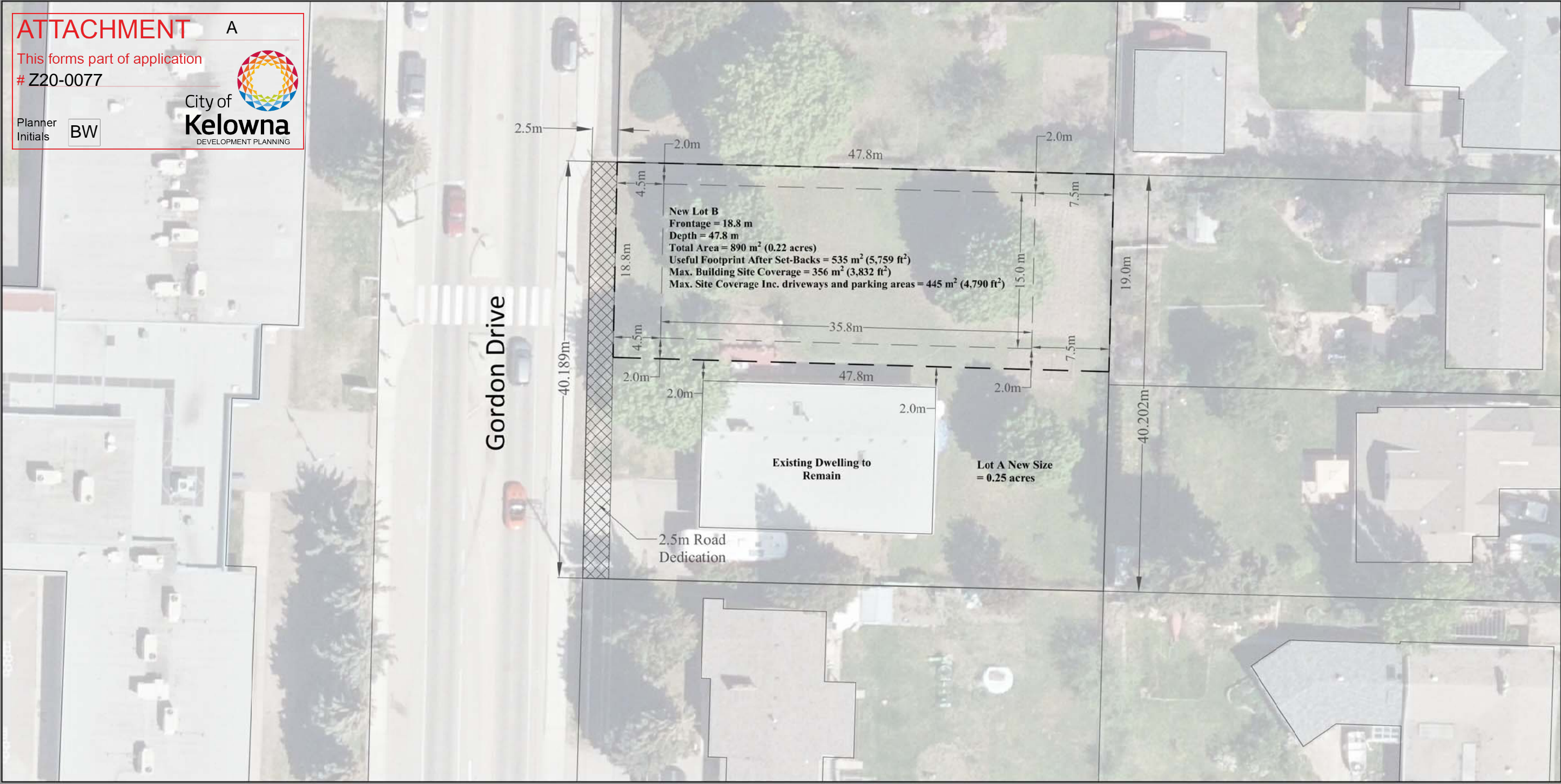
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James Kay, P. Eng.  
Development Engineering Manager

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**ATTACHMENT A**  
 This forms part of application  
 # Z20-0077

Planner Initials **BW**

# 4355 GORDON DRIVE SITE PLAN

Scale 1:400 Metric

## REVISIONS

NO.	BY	DATE	DESCRIPTION
1	RP	08/21/2020	Initial Submission

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