



PDE - 3030 - 03

Department of Planning, Development and Engineering

## DAY CARE CENTRE CHECKLIST

**DESCRIPTION**

**SECTION 1**

The following checklist outlines all of the information necessary to be provided with your Daycare Center Application. A **Day Care Centre** refers to a building or part of a building in which licensed child care services are provided for seven (7) but not more than fifteen (15) children. A separate application, fee(s), and drawings must be submitted for any development requiring a Building Permit.

**APPLICATION AND FEE**

**SECTION 2**

Completed By Applicant	Office Use Only	
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Application with property owner's signature.

Indicate the number of children on application.

Application fee. *(Please see following link for fee schedule:*  
<http://www.stjohs.ca/living-st-johs/city-services/planning-and-development/fee-schedule>*)*

**LEGAL SURVEY AND DESCRIPTION DEMONSTRATING PROPOSED SUBDIVIDE OF LOT(S)**

**SECTION 3**

*All work performed must conform to the following requirements as well as the standards set out within the current version of the ANLS "Manual of Practice".*

- Preferred drawing size is legal size (215 mm wide x 315 mm long) but drawings as large as ISO A1 (594 mm wide x 841 mm long) are acceptable for larger developments.
- Scale is 1:500 – 1:100. Please indicate a north arrow on drawing.
- Plot each lot, lot number, and area in square metres.
- Plot the length and bearing of each boundary line for the overall property, noting the property area in square metres.
- Plot two boundary vertices, in opposite corners of the property boundary, indicating the NAD 83 northing and easting coordinates. The preference is a coordinate at the most northwestern vertex and a second coordinate at the most southeastern vertex of the property boundary.
- Plot the length and bearing of each boundary line for all subdivisions, lots, streets, pedestrian ways, right-of-ways, and easements. The radius, central angle, length of arc, chord bearing and distance, point of curve, and point of tangency shall be given for each curved line.
- Indicate the ROW and width of each street.
- Indicate the name and Registry of Deeds number of the owner of all abutting lands.
- Plot any existing infrastructure, rivers, wetlands, floodplains, or buffers.
- Plot any proposed buildings, structures, parking areas, roads, and access points to the existing City road network. Provide a table which summarizes the total area of each proposed item in square metres. Indicate building height and number of storeys, and the use planned for each building.
- Newfoundland Land Surveyor certification stamp and signature.
- Indicate two Newfoundland 3 degree Modified Transverse Mercator reference monuments and their coordinates.

Provide an electronic copy of the signed legal plan and description in PDF format.

**2.0 SITE/SERVICING PLAN CHECKLIST** (This plan may be submitted as two separate drawing, if required)

**SECTION 4**

**2.1 DRAFTING**

ISO A1 drawing (594mm wide x 841mm long).

Scale 1:200 or 1:250 horizontal. Indicate north arrow.

Include *Sheet, Project, Engineering Consultant, and Developer* information fields.

Stamp and signature of Professional Engineer registered in Province of NL.

Include *Revisions, Notes, Legend, Drawing No., Drawn By, and Checked By* information fields.

**2.2 TOPOGRAPHIC**

Plot and label existing and proposed property lines. Plot construction boundary.

Plot existing and proposed easements, right-of-ways, and encroachments.

Indicate location, width and length of each easement, right-of-way, and encroachment.

Indicate easement type and Registry of Deeds registration number.

Plot and label all watercourses and bodies of water. Indicate erosion/sediment control measures.

Plot and label all wetlands, floodplains and associated buffers.

Plot and label existing contours at 1m intervals.

Plot location and elevations at top and bottom of any existing or proposed retaining walls at regular intervals of approximately every 2-3 metres.

Plot abutting properties and indicate ownership and Registry of Deeds registration number.

Indicate existing and proposed elevations at corners of property boundary, proposed lot, existing and proposed buildings/structures.

Indicate proposed elevations for all parking areas along periphery and at high points and low points. An adequate number of elevations must be provided in order to establish drainage patterns. Indicate the location of any garbage bins.

Indicate proposed elevations along proposed roadways at centerline and curb/edge of asphalt at regular intervals of approximately every 10 metres.

Indicate proposed snow storage areas.

**2.3 INFRASTRUCTURE**

**2.3.1 WATER SUPPLY**

Indicate all reinstatement required after servicing and site work have been completed.

Water mains (existing and proposed) - indicate location, diameter (mm), material, and pressure class.

Water main service laterals (existing and proposed) - indicate location, diameter (mm), material, and type.

Water main valves and tees (existing and proposed) - indicate location, and diameter (mm).

Hydrants (existing and proposed) - indicate location, diameter (mm), and manufacturer. Private hydrants required within 45m of a Siamese connection for a sprinkler system.

Hydrant valves (existing and proposed) - indicate location, diameter (mm).

Water meter (existing and proposed) - indicate location, and type.

Premise isolation (existing and proposed) - indicate location, and type.

Air release valves (existing and proposed) - indicate location, diameter (mm), and type.

PRV chamber (existing and proposed) - indicate location.

Water supply pump station (existing and proposed) - indicate location.

### 2.3.2 SANITARY SEWER

Sanitary sewer mains (existing and proposed) - indicate location, diameter (mm), material, inverts, slope, length, DR ratio and directional arrows.

Sanitary sewer manholes (existing and proposed) - indicate location, diameter (mm), top elevation and manhole label.

Sanitary sewer service lateral (existing and proposed) - indicate location, diameter (mm), material, inverts, slope, length and DR ratio.

Sanitary sewer pump station (existing and proposed) - indicate location.

Sanitary sewer forcemains (existing and proposed) - indicate location, diameter (mm), material, and pressure class.

Sanitary sewer oil separator (existing and proposed) - indicate location.

Sanitary sewer flow chamber (existing and proposed) - indicate location.

### 2.3.3 STORM SEWER

Storm sewer mains (existing and proposing) - indicate location, diameter (mm) material, inverts, slope, length, and directional arrows.

Storm sewer manholes (existing and proposed) - indicate location, diameter (mm), top elevation and manhole label.

Storm sewer service lateral (existing and proposed) - indicate location, diameter (mm), material, inverts, slope, length and DR ratio.

Storm sewer catch basins (existing and proposed) - indicate location, diameter (mm), top elevation, sump elevation and catch basin label.

Storm sewer pipes and catch basin leads from catch basins and ditch inlets (existing and proposed) - indicate location, diameter (mm), material, inverts, slope, length, and DR ratio.

Storm sewer ditch inlets (existing and proposed) - indicate location, dimensions (mm), top elevation, grate slope, sump elevation and ditch inlet label.

Storm sewer headwalls (existing and proposed) - indicate location, top elevation, and headwall label.

Drainage ditch culverts (existing and proposed) - indicate location, diameter (mm), length, material, inverts, slope, and freeboard.

Drainage ditches (existing and proposed) - indicate location, slope, flow direction, details, and cross-sections.

Berms (existing and proposed) - indicate location, slope, flow direction, details, and cross-sections.

Stormwater detention ponds and underground structures (existing and proposed) – indicate location, type and label.

Stormwater detention outlet control and overflow devices (existing and proposed) - indicate location, dimensions (mm), invert elevation, type and label.

Weeping tile (proposed) - indicate location, diameter, and material.

#### 2.3.4 RIVERS – BRIDGES AND CULVERTS

Bridges (existing and proposed) - indicate location, type, dimensions (mm), invert elevation, deck elevation, freeboard, slope, and label.

Culverts (existing and proposed) - indicate location, type, dimensions (mm), invert elevation, deck elevation, freeboard, slope, and label.

#### 2.4.5 UTILITES

Utility poles and guy wire anchors (existing and proposed) - indicate location.

Underground conduit (existing and proposed) - indicate location and diameter.

Transformer pads (existing and proposed) - indicate location.

#### 2.3.6 TRAFFIC

Underground electrical conduit (existing and proposed) - indicate location, diameter (mm), and material.

Poles (existing and proposed) - indicate location, type, and manufacturer.

Junction boxes (existing and proposed) - indicate location and manufacturer.

Controller pads (existing and proposed) - indicate location.

Inductive traffic loops (existing and proposed) - indicate location.

Bus laybys (existing and proposed) - indicate location.

Pedestrian crossings (existing and proposed) - indicate location.

Signs/billboards (existing and proposed) - indicate location and dimensions.

Canada Post super mailboxes (existing and proposed) - indicate location.

Parking areas (existing and proposed) - locate, number and dimension stalls; and aisle widths. Clearly indicate disability stalls and barrier free signs.

Loading bays (existing and proposed) - locate and dimension length, width, and overhead clearance.

Street lighting (existing and proposed) - indicate location.

Horizontal geometrics (existing and proposed) - indicate curb radii and access throat width.

Paraplegic ramps (existing and proposed) - indicate location.

Vehicle templating.

### 2.3.7 LANDSCAPING

Plot location of trees by symbol (each symbol unique top size and type).

Plot shrubbed areas.

Indicate trees and shrubs to be added, removed, and retained.

Indicate surface treatment of all soft surfaced landscaped areas (i.e. grass, plant cover).

Indicate surface treatment of all hard surfaced landscaped areas (i.e. brick, decorative pavers, stamped concrete).

Label new landscaped areas and existing areas to be retained.

Indicate location, specific species, diameter, drip line, and height of any existing trees on public lands adjacent to the site.

Include specifications for Tree Protection Barrier of all existing public trees or trees adjacent public land as per the City of St. John's Tree Regulations.

Please mail completed form to:

Department of Planning, Development and Engineering  
City of St. John's  
P.O. Box 908  
St. John's, NL A1C 5M2

For more information, please call: 576-6192