

APPENDIX I

Drafting Standards for ESC Plan

An ESC Plan must contain sufficient information to describe the Construction Works, ESC Facilities and the potential impact to the Drainage System to allow Municipal Engineer to review conformance with Comox Drainage Infrastructure Protection Bylaw 1824. The plan must include:

- 1) Contact information / ownership form and a 24-hour emergency contact phone number for the Designated Professional Engineer and Designated Environmental Monitor.
- 2) A site location map attached with location and width of existing or proposed access(es) to the property.
- 3) Layout of the site and lot(s).
- 4) Property lines and other legal designations of the subject property with location(s) of any existing/proposed lots, contours, drainage flows, buildings, services, or connections to existing services from the site.
- 5) The location and/or description of the following primary erosion and sediment source controls including:
 - a) For subdivision services (section 10(a) of Bylaw No. 1824), building permit other than Minor Development (section 10(b) of Bylaw No. 1824), soil deposit or removal (section 10(c) of Bylaw No. 1824), or tree removal (section 10(a) of Bylaw No. 1824):
 - (i) sediment control ponds;
 - (ii) outfall mitigation;
 - (iii) temporary fencing to physically delineate clearing boundaries;
 - (iv) perimeter ditches, swales, and interceptor ditches that divert runoff away from cleared areas during phased development and into staged primary and auxiliary sediment traps or sediment ponds where appropriate, prior to discharge off site;
 - (v) restriction of vehicle/machinery access to and from a Parcel to gravel access pads, gravel staging areas, or pavement constructed and maintained to minimize soil disturbance and the migration of sediment into the Drainage System including
 1. wheel wash facilities during the period from October 15 to May 15, and
 2. gravel access pad and staging area of a minimum 4.5 m width and minimum of 150 mm depth and comprised of 100 mm diameter angular rock;
 - (vi) prevention of concrete truck wash and construction wash of exposed aggregate surfaces from entering the Drainage System;
 - (vii) sweeping and cleaning specifications for road dedications, including road pavement, boulevards, curbs and sidewalks, abutting Parcels being developed, at least once per day and more frequently during rain events, and prohibition of roadway flushing;
 - (viii) silt fences;
 - (ix) filter fabric catch basin donuts inside all road frontage catch basins and lawn basins collecting runoff from the Parcel;
 - (x) immediate surface protection using polyethylene sheeting or tarps when rain events are expected, where slopes exceed three metres in height and are steeper than five percent at any point, or where soil types consist predominantly of clays or fines;
 - (xi) erosion protection for temporary graded areas such as straw, mulch or polyethylene tarps in non-traffic areas and a gravel cap in zones of construction traffic;
 - (xii) seeding and stabilization with native vegetative species prior to October 15th of all bare and exposed areas that will be left dormant for longer than 30 days;
 - (xiii) no native or non-native soils stockpiled or unloaded on road dedications including road pavement, boulevards, curbs and sidewalks or within 2.0 metres of ESC facilities;
 - (xiv) covering of native or non-native soil stockpiles with weighted polyethylene sheeting;
 - (xv) sediment and stormwater management controls for waters captured within building foundations, sediment ponds, or when flushing ESC facilities; and
 - (xvi) methodology to verify the operation and acceptable condition of the Drainage System prior to, and subsequent to, decommissioning of the ESC facilities;
 - (xvii) contours and drainage flows;
 - (xviii) schedule for the maintenance and final decommissioning of ESC facilities for each of the phases;

- (xiv) re-vegetation and stabilization measures for restoring disturbed or exposed soil areas,
- (xv) the maintenance of planting and revegetated areas for a minimum 1-year period; and
- (xvi) phased construction schedule, water sampling schedule for total suspended solids and turbidity analysis, and design calculations.

- b) For building permit for minor development (s. 12(b) of Bylaw 1824) compliance with Schedule B of Bylaw 1824.

All plans must:

- 1) be in black ink;
- 2) utilize text and line weights sufficient to be easily readable when copied or scanned;
- 3) utilize solid black font lettering and for hard copies, lettering must not be less than 2.0 mm in height;
- 4) be in metric scale, showing bar scale and statement of metric units, and show all dimensions in metric;
- 5) be in the smallest scale that will permit all required detail and information to be shown on the plan without congestion and ensuring the information presented is clearly legible;
- 6) conform to the following scale and sheet size specifications:
 - a) Scale - 1:100, 1:125, 1:200, 1:250, 1:400, 1:500, or multiples of such scales by an integral power of 10.
 - b) The Site Plan, Landscape Plan, and any Site Servicing plan must be prepared on the same scale.
 - c) Sheet Sizes:
 - i. A size – 216 mm x 280 mm (8.5 x 11 in)
 - ii. B size – 280 mm x 432 mm (11 x 17 in)
 - iii. C size – 432 mm x 560 mm (17 x 22 in)
 - iv. D size – 560 mm x 864 mm (22 x 34 in)
- 7) be appropriately titled, which includes the street address(es) of the property or legal address if no street address has been assigned;
- 8) show a north arrow, be orientated so that the top of the plan, if practical, is north and text is arranged that it may be easily read when facing the top of the plan.
- 9) provide the street names of streets adjacent to the subject property;
- 10) provide the names of bodies of water; and
- 11) provide the Designated Professional Engineer / Designated Environmental Monitor contact information including phone number and email.

Any shading must:

- 1) utilize shading patterns on plan that are distinct from one another at both full scale and when reduced to A (letter) size format; and
- 2) be identified by label, legend, or plan/drawing title.

Altitude elevations must be in geodetic and labeled as such.

Contour intervals must:

- 1) be appropriate to convey slope information with a minimum of 0.5 m; and
- 2) be labeled on the plan including if they are existing or proposed as of the date submission.

- Submission of a revised plan must be accompanied by one copy showing revisions within a bubble/cloud indicating the area that has been changed with all changes to text shown in yellow highlight.
- Subject properties with existing structures – plans must clearly distinguish between what buildings and structures are to be removed in whole or in part and proposed new construction.
- Lot lines must be labeled and dimensioned.
- Landscape plans must also note that all landscape works must conform to the most recent BC Society of Landscape Architects / BC Nursery Trades Association Landscape Standard.