

## Memo

**To:** Sarah Leach, Deputy Clerk

**CC:** Jason Marr, Director of Public Works; Barb Wiens, Director of Planning and Development; Derek Young, Manager of Engineering

**From:** Taylor Boyle, Engineering Technologist

**Date:** 5<sup>th</sup> October 2021

**File No.:** B29/2021P

**RE:** Consent Application – 1239 Pelham Street (Part 3), Pelham

Town of Pelham Public Works Staff have reviewed the above noted application and supporting documentation to address the technical concerns regarding the submitted consent application to convey lands (Part 3) for future construction of a single detached dwelling.

The following comments shall be addressed to the satisfaction of the Director of Public Works, or his designate. Note that further comments to be forthcoming on subsequent submissions.

Town staff have reviewed the submitted documentation offer the following comments:

- Town of Pelham staff require that the applicant submit a comprehensive overall lot grading and drainage plan for all parcels to demonstrate that the drainage does not negatively impact nor rely on neighbouring properties.
- The applicant must confirm that no existing utilities cross the proposed new property line. Should any services cross this new property line, the applicant will be responsible for costs associated with their relocation and/or removal.
- All new lots will require individual driveways. The applicants must obtain a Driveway Entrance and Culvert Permit for the construction of all new or modifications of existing driveways or entrances. Installation of entrances shall be in accordance with Town Standards prior to consent and the applicant shall bear all costs associated with these works.