

**POLICY REGARDING REQUIREMENTS FOR SITE GRADING**  
**CERTIFICATIONS FOR THE**  
**TOWN OF WINDSOR**

**SITE GRADING CERTIFICATIONS – ALL PROJECTS**

A Site Grading Certification shall be provided to and approved by the Town prior to issuance of a Certificate of Occupancy for all projects requiring a building permit, except additions and remodels. The Site Grading Certification shall include the following:

- 1) A Town of Windsor standard Site Grading Certification form prepared by a licensed land surveyor or registered professional engineer.
- 2) An as-built plot plan showing the proposed elevations on the lot as approved by the Town at the time of issuance of the building permit and the existing elevations at the time of the certification. Elevations shall be provided at all locations where elevations were shown on the plot plan approved with the building permit including the top of foundation elevation, and any additional elevations necessary to clearly represent the final grading of the lot. Typically this will include an elevation at all lot corners, an elevation at the building corners, elevations opposite the building corners at the side property line, and any high point elevations on the side property lines, in the rear yard and flowline elevations of swales which carry flows around the house. Plot plans shall be to scale with the scale indicated.

Minimum requirements for approval of Site Grading Certifications by the Town shall be as follows unless waived by the Town:

- 1) The minimum slope on any portion of the lot shall be 1.5% except on estate lots where flatter slopes were approved by the Town at the time the building permit was issued. Most newer subdivisions are designed on the basis of a 2% slope and final grades should be near this design standard for these types of developments.
- 2) The ground elevation adjacent to the foundation shall be a minimum of 0.5' below the top of foundation (Uniform Building Code requirement).
- 3) The slope away from the foundation shall be a minimum of 10% in the first 5 feet.
- 4) On estate lots where driveway culverts are installed as part of the site construction, the installed culvert(s) size, indication of whether flared end sections or concrete headwalls were installed and flowline elevations shall be shown.