

RURAL MUNICIPALITY OF ROSSER POLICY AND PROCEDURE MANUAL		POLICY NO. TR - 17
REFERENCE: Transportation Services	ADOPTED BY: Resolution No. 25 414	Page 1 of 5
TITLE: Lot Grade Policy – Rural Residential & Commercial and Industrial		DATE LAST REVIEWED BY COUNCIL: August 19, 2025

1. PURPOSE:

The purpose of this policy is to establish guidelines and procedures in relation to the grading of rural residential settlement centre applications within the Municipality, for the purposes of managing stormwater runoff and to minimize any nuisance that may be caused to property by stormwater runoff.

For the property owner, a Lot Grade will protect their interest and minimize any impact of costly repairs, due to flooding, structure, or foundation failure and/or potential damage to landscaping and structures on their own or a neighbouring property, or in commercial, industrial, or agricultural development, protect against potential loss of income.

For the Municipality, the undertaking of a Lot Grade review minimizes risk to the municipal drainage infrastructure, that may be cumulative over the long term.

2. DEFINITIONS:

Applicant means the lot owner, as registered in the Winnipeg Land Titles Office, proponent, contractor, or other person authorized in writing by the owner to make application for a Lot Grade Permit, to the Municipality.

Accessory Building means a subordinate building located on the same site as a principal building, the use of which is incidental or accessory to that of the principal building and without limiting the generality of the foregoing includes residential, farm, commercial and industrial accessory structures, decks, detached garages, and sheds, but does not include a residence.

Building means any structure used or intended for supporting or sheltering any use or occupancy and includes residential, commercial, and industrial structures including accessory structures.

Damage Deposit means a monetary value held by the Municipality, as part of a Lot Grade Permit Application. The Damage Deposit will only be refunded to the applicant, upon a satisfactory review of final grading and the Municipality's written confirmation of a satisfactory Lot Grade Verification.

Designated Officer means any individual(s) appointed by the Municipality by municipal By-Law, and their successors or duly authorized representatives.

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Design Engineer means the Professional Engineer(s) designated by the applicant for their representation of the civil and/or servicing design.

Development means construction of a building or structure, the movement, removal or addition of soil or vegetation from land or the excavation of land.

Dwelling means one or more self-contained rooms provided with sleeping and cooking facilities, intended for domestic use, and used or intended to be used permanently or semi-permanently as a residence for a household including regular construction, RTM, Modular Homes or Pre-manufactured Homes, Mobile Homes, and Re-Located Homes.

Lot means a piece, plot or parcel of land or an assemblage of contiguous parcels of land in one ownership.

Lot Grade means the combination of grade elevations above sea level and resulting slopes within a given Lot.

Lot Grade Permit means a permit issued by the Municipality to an Applicant.

Lot Grade Verification means the inspection of the Lot Grading by the Municipal Engineer, to confirm that the completed construction is consistent with the approved Lot Grading Plan.

Municipal or Municipality refers to the Rural Municipality of Rosser.

Municipal Engineer means the Municipality's Engineer, Public Works Representative or Consultant Engineer appointed by the Municipality to review, inspect, remedy, or enforce on behalf of the Municipality.

Rural Residential Settlement Centre Area means the designated Rural Settlement Centre Areas for the Village of Rosser, Village of Meadows, and town of Grosse Isle as per the South Interlake Planning District Development Plan.

Storm Water means water from rainfall or snowmelt or a combination of the two, including weeping of water.

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3. GENERALITIES: (Applicable to development in all Rural Residential Settlement Centre Areas)

- I. No individual shall proceed with any work that may alter, raise, or otherwise change the existing elevation and/or grading of a lot or property, in Rural Residential Settlement Centre Areas, in any manner prior to contacting the Municipality.
- II. Unless specifically exempted in writing, by the Municipality, a Lot Grade Permit will be required prior to any changes to the lot elevations, structural footprint, or surfacing materials.
- III. The RM of Rosser's Policy TR-16, Standards for Civil Design Submissions, in its most current version, at the time of application, is to be referenced and adhered to, to ensure that proponents prepare and submit a complete lot level civil design and/or Municipal Services design plan package that meets the requirements of the Municipality.
- IV. Where an existing Municipal or Provincial drain is present within or near the lot, modifications to the submitted lot grade/drainage plan may be necessary, as recommended by the Municipal Engineer.
- V. The applicant shall be responsible for:
 - a. Payment of the Lot Grade Permit Fee and refundable Damage Deposit, as reflected in the most current version of the Municipality's Fees and Charges By-Law, at the time of application.
 - b. Payment of all Municipal Engineer's Fee(s) associated with the review of the Lot Grade Design Plan and the subsequent review/verification of completed grading.
 - c. Ensuring that the Lot Grading is carried out in accordance with the design plan approved, in writing, by the Municipality.
 - d. Contacting the Municipality, at such time the Lot Grading is complete, to request an inspection/verification.
 - e. Ensuring that the grading is corrected within the timeline set out by the Municipality, should issues of non-compliance be identified by the Municipal Engineer.
 - f. Contacting the Municipality for refund of the Damage Deposit paid, after receiving written confirmation of a satisfactory Lot Grade Verification, from the Municipality.
 - g. Ensuring the on-going maintenance of all Lot Grading approved by the Municipality.

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- h. Ensuring that all necessary permits and agreements, related to the proposed development, are obtained from the Municipality, the South Interlake Planning District, Utilities, and/or any Provincial entities.

VI. The Municipality may deny the issuance of a Lot Grade Permit where, in the opinion of the Municipality, it is not in theirs and/or the public's best interests.

RESIDENTIAL DEVELOPMENT:

1. A Lot Grade Permit will be required for the following in Rural Residential Settlement Centre Areas:
 - a. The construction of a Dwelling; including regular construction, RTM, Modular Homes or Pre-manufactured Homes, Mobile Homes, and Re-Located Homes.
 - b. Construction of an addition to an existing Dwelling. (Including sunrooms where a foundation is proposed.)
 - c. Construction of an Accessory Building over 120 square feet (11.15 sq. meters).
 - d. Construction of an in-ground or above-ground pool.

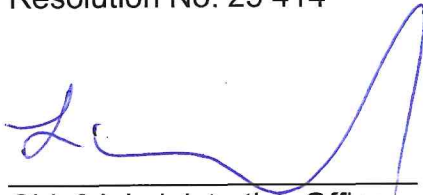
COMMERCIAL AND INDUSTRIAL:

1. A Lot Grade Permit will be required for:
 - a. The construction of a Building.
 - b. Construction of an addition an existing Building.
 - c. Construction of an Accessory Building over 120 square feet (11.15 sq. meters).
 - d. The movement, removal or addition of soil or vegetation from land or the excavation of land.
2. Stormwater Management may apply, dependent on structure coverage per acre.

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Policy reviewed and accepted by Rural Municipality of Rosser Council as Policy #TR-17 on the day of August 19, 2025.

Resolution No. 25 414



Chief Administrative Officer
Larry Wandowich



Reeve
Ken Mulligan