



**RESIDENTIAL DRAINAGE PLAN & DRAINAGE STUDY  
HOLD & RELEASE CO AFFIDAVIT FORM**

This affidavit must be completed & submitted in conjunction with the building permit application. Please type or print. One (1) additional completed copy must be submitted with building permit application.

Subsection 10.5.2 of the Development Regulations requires the builder’s or developer’s design professional to submit written certification stating that the provisions or improvements required by the Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) have been field verified and met prior to the issuance of a Certificate of Occupancy.

Building Permit Number (**provided by Building Permits Staff**): BLD \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contractor (Company) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Property Owner (Company) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

My signature hereon indicates my understanding that I must have a design professional submit written certification on letterhead stationary stating that the provisions or improvements required by the Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) have been field verified and met prior to the issuance of a Certificate of Occupancy (CO). I understand that a “Hold” on the issuance of the CO will not be released until written certification is submitted to the Building Permits Section of Planning & Development. **The written certification shall state, under the signed professional seal of the designer, the following (see sample letter attached or on back page of this form):** “I have inspected the referenced lot and certify that it has adequate drainage to insure that the house will not flood in the 100-year storm, that the drainage patterns on the lot conform to the hydrology study for the subdivision, that the grading of the lot conforms to either the Grading Plan for the subdivision or the RDP, and that any improvements needed to bring the drainage system adjacent to or within the limits of the lot have been installed and completed.”

Contractor’s Printed Name: \_\_\_\_\_

Contractor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner’s Printed Name: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Building Permits Staff**

CO Hold Placed By: \_\_\_\_\_ Date: \_\_\_\_\_

CO Hold Released By: \_\_\_\_\_ Date: \_\_\_\_\_

**(Use Design Professional's Letterhead Stationery)**  
**(Company Name, Address & Phone)**

Subject: Certification of Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) Compliance

Building Permit Number: BLD \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

To Whom It May Concern:

I have inspected the above referenced lot and I hereby certify the following:

1. The lot has adequate drainage to ensure that the house will not flood in the 100-year storm; and,
2. The drainage patterns on the lot conform to the approved hydrology study for the subdivision; and,
3. The grading of the lot conforms to either the approved Grading Plan for the subdivision or the approved RDP or RDS; and,
4. Any improvements needed to bring the drainage system adjacent to or within the limits of the lot have been installed and completed.

**Engineer Seal with Signature and Date:**