

## BUILDING PERMIT SUBLOT DRAINAGE CHECK LIST

ADDRESS \_\_\_\_\_  
 SUBDIVISION/SUBLOT NUMBER \_\_\_\_\_  
 DATE RECEIVED \_\_\_\_\_  
 DATE RESUBMITTED \_\_\_\_\_

File # 21.001

	Not Submitted		Incorrect		Correct		N/A		COMMENTS
	RJM	TAO	RJM	TAO	RJM	TAO	RJM	TAO	
<b><u>GENERAL</u></b>									
- Does plan match approved subdivision grading and drainage plans.									
- Submit signed, stamped and sealed site plan.									
- Provide north arrow and scale of plan.									
- Show all existing creeks, storm system swales, pipes etc. including inverts.									
- List data used for vertical and horizontal controls on plan.									
- Provide all elevations tied to OP Bench System.									
- Provide elevations adjacent to subplot off property line.									
- Show ALL Easements and Right-of-Way.									
- Show Property lines include all distances and angles.									
- Show all existing and proposed 1ft. contours and/or spot elevations.									
- Show all foundation top of wall elevations and first floor elevations.									
- Show Septic System Design and Grading if applicable									
- Show existing utilities, gas, well points, electric, telephone, etc.									
- Must show adequate drainage for the project area including type, size, slope, and inverts for proposed pipes, ditches, and swales.									
- Show drainage direction illustrated by flow arrows.									
- The max. driveway grade allowable is 10%; a grade of 6% or less is desirable.									
- If a site boring is required, bore within building footprint.									Per Building Inspector
- Verify sewer cleanout does not fall within proposed driveway & lateral location.									
- The minimum size for a driveway culvert is 12-inches with slope and length labeled.									
- Provide erosion and sediment control measures if lot is part of a subdivision or if soil disturbance will be greater than 1 acre for lots not part of a subdivision.									
- Does proposed site have a minimum of 30 foot frontage.									
- Show adjacent property (s) buildings within 200 feet of proposed site from property line.									
- Does Subdivision Approval need to be granted for this lot?									
- Show location of site on a key map or a detail note giving distance to nearest intersection.									
- Show all 100 year flood elevations (and maximum stormwater flood elevations) of adjacent ponds or streams (water channels, ditches, etc.)									
- Show normal water elevations of ponds or channels, etc.									

<b>- Drainage Plan Reviewed</b>	By: _____	Date: _____	<b>Accepted Resubmit</b>	<input type="checkbox"/>
<b>- Drainage Plan Reviewed (TAO)</b>	By: _____	Date: _____	<b>Accepted Resubmit</b>	<input type="checkbox"/>
<b>- Drainage Plan Approved as Submitted (WLB)</b>	By: _____	Date: _____		
<b>- Drainage Plan Rejected as Submitted (WLB)</b>	By: _____	Date: _____		