

LAND USE PERMITTING CIVIL CHECKLIST

PROJECT NAME:

PERMIT NUMBER:

Submission of additional plan or information may be required on a project-specific basis. The items outlined below represent an adequately documented engineering design and minimum standards. All documents should be provided in PDF format.

Applicant
□ City
□ □

GENERAL (applies to all sheets)

- □ Plan Sheet Size – 22"x34"
- □ North Arrow (view should point up and right on page) and Scale Bar
- □ Scale: 1" = 100' (larger scale is preferred)
- □ Text Height: 0.1" (min.)
- □ Legend (APWA Standard)
- □ Professional Engineer and/or Surveyor Seal (marked PRELIMINARY)
- □ Call Before You Dig (811 Block)
- □ City Standard Titleblock (available for use but not required)

COVER SHEET

- □ Project Information (Address, Parcel Numbers, Zoning, Flood Hazard, Description, etc.)
- □ Contact Information (Owners/Applicants, Engineer, Architect, Landscape Architect, Planner, etc.)
- □ Site Utility and Service Contacts (Roads, Storm, Sewer, Fire, Gas, Water, Power, Cable)
- □ Vicinity Map and Site Map
- □ Vertical Datum (NAVD 88) – benchmark designation, elevation, and location
- □ Horizontal Datum (NAD 83/91 HARN State Plane South) – point of reference, basis of bearing
- □ Section, Township, and Range
- □ Sheet Index
- □ Identify Edition of Stormwater Design Manual in use (e.g. 2016)
- □ Identify Edition of Public Works Standards in use (e.g. 2018)
- □ Quantify total impervious surface area (use sq. ft.)
- □ Placeholder for City Construction Stamp (used at civil review)

EXISTING CONDITIONS

- □ Identify improvements to be removed (provide separate Demolition Plan as necessary)
- □ Label all right-of-way widths
- □ Label all street improvement widths and street names
- □ Label all recorded easements on or abutting the site
- □ Show adjacent parcel lines and include parcel numbers

- Show and label existing contours (maximum 2 feet spacing)
- Add flow arrows to existing surface
- Topography to extend 50 feet beyond project boundaries
- Topography to include full right-of-way along frontage and adjacent right-of-way to centerline
- Show and label watercourses, wetlands, floodplains, critical areas, and associated buffers
- Show and label structures on or within 50 feet of the project boundary
- Show and label proposed site furnishings (fence, landscaping, concrete, asphalt, pervious surfaces, green roofs per definition, etc.)
- Show and label nearest fire hydrants
- Location and size of all utilities on or within 50 feet of the site (above and below ground)
- Rim and invert elevations of all conveyance structures on or within 50 feet of the site
- Show and label storage tanks (above and below ground)
- Show and label oil water separators, grease interceptors, or other sanitary pretreatment facilities
- Show and label wells, septic tanks, and drain fields on or within 50 feet of the site

SITE PLAN AND TENTATIVE PLAT

- Site statistics (proposed use, site area, proposed structure height, land coverage percentages)
- Label proposed right-of-way widths, dedications, and street improvements
- Show and label proposed lot dimensions, setbacks, tracts, and easements
(provide separate plan as necessary)
- Show and label proposed site furnishings (fence, landscaping, concrete, asphalt, pervious surfaces, green roofs per definition, etc.)
- Provide typical roadway sections
- Provide typical pavement sections (private)
- Provide site dimensions for driveway size (throat width and radii), access spacing, pathways, curb features, building footprint, building square footage, and distance to property corner
(provide separate horizontal control plan as necessary)
- Construction phasing (as necessary)

CIRCULATION

- Provide AASHTO sight distance calculations and profiles (separate plan as necessary)
- Show proposed pedestrian circulation throughout site and connection to right-of-way
- Show design vehicle movements in/out of proposed access points
- Show design vehicle movements throughout proposed site (as necessary)
- Label required distances for emergency vehicle turnaround and access

GRADING, DRAINAGE, AND EROSION CONTROL

- Show and label existing and proposed contours (maximum 2 feet spacing)
- Label existing and proposed slopes (e.g. 2:1, 3:1, 5%)
- Add existing and proposed surface flow arrows

- Show proposed limits of disturbance and grading setbacks
- Provide approximate site earthwork cut and fill volumes (in cubic yards)
- Show preliminary stormwater management BMPs
- Show and label areas of environmental significance (wetlands, floodplains, buffers, etc.)
- Shade or hatch areas where slopes are in the following ranges: 15-25%, 25-40%, 40% or greater.
Include separate slope analysis plan as needed
- Show and label critical aquifer recharge areas or CARAs (see GHMC 18.08.188)
- Show flood plain boundary (if applicable)
- Show soil log test pit locations
- Show existing and proposed utilities (add plot transparency as necessary)
- Show and label existing and proposed points of discharge and/or connection to city infrastructure
- Building finished floor elevation
- Label proposed retaining walls (including elevation at top and bottom of wall, tabulate at civil)
- Label proposed fuel tanks, sanitary systems, or wells and wellhead protections areas
- Show stormwater infrastructure including connections to existing network
- Show and label proposed stormwater treatment and detention facilities (as necessary)
- Show and label infiltration infrastructure (french drains, trenches, drywells, etc.)

COMPOSITE UTILITY

- Show existing and proposed stormwater system (add plot transparency as necessary)
- Show existing and proposed water infrastructure including connections to existing network
- Show existing and proposed fire hydrants
- Show existing and proposed sanitary sewer infrastructure including connection to existing network
- Show and label any onsite septic system (OSS) infrastructure (if applicable)
- Show flow direction arrows on proposed conveyance lines
- Show franchise utilities (gas, cable, fiber, power, etc.)

REPORTS

- Drainage Control Plan (Preliminary)
- Sewer Hydraulic Report (Preliminary)
- Water Hydraulic Report (Preliminary)
- Geotechnical Report
- Traffic Impact Analysis/Trip Generation Report

CONCURRENCY

- Transportation CRC application with attached legal description and site map
- Water CRC application with attached legal description and site map
- Sewer CRC application with attached legal description and site map
- Transportation Concurrency Model Run Fee (if applicable)