



## Concept Civil Plan Checklist

The following is a partial listing of requirements for the concept civil engineering plans required as a part of the Preliminary Plat process. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of preliminary plat approval.

### Section 1 - Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

Plan graphics shall comply with the following plan format and general standards:

- Submit two folded copies, 24x36, and two copies, 11x17 of the preliminary engineering plans.
- Submit USB stick drive or CD with PDF copies of all plans.
- Plans shall be black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- Plan is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading; use stipple shading instead. Do not screen information.
- Permissible scale for plan is engineer scale: 1" = 20', 30', 40', 50', or 60'. A 1" = 100' scale may be used with prior approval from the Director of Public Works. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of all plan sheets. The title block shall contain: plan type; project name (subdivision name, lot and block designations); city, county and state name; and date of preparation.
- Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- Label company name, preparer name, address, and phone number of plan preparer (e.g., engineer of record) in the vicinity of the title block.
- Orient plan so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map on the first page in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.

### Section 2 – Concept Grading & Drainage Plan *(check if provided; indicate NA if not applicable)*

For the proposed Concept Grading & Drainage Plan, provide the following:

- Show current and proposed property boundaries/lot lines. Label distances and bearings or curve data as appropriate.
- Label proposed lot and block designations and all proposed streets.
- Label lot area for each lot in acres and square feet.
- Dimension property boundaries to nearest intersecting streets or driveways.
- Show and label existing topography at one-foot contours referenced to sea-level datum.
- Show and label proposed topography at one-foot contours referenced to sea-level datum. Spot elevations may be used but cannot substitute for contours.
- Show and label floodplains, drainage ways, and creeks.

- Show and label front, side, and rear yard building setbacks.
- Show and label existing and proposed buildings. Provide general building dimensions and distances between buildings.
- For each building, label proposed use, gross building area (square feet), building height (# of stories), and building height (in feet to tallest element of the building).
- If proposed lot is adjacent to or contains 100-year developed condition floodplain, label each building's minimum finish floor elevation.
- Show existing and proposed storm sewer utilities and associated easements. Dimension easement widths. Label culverts, inlets, junction boxes, and other associated structures.
- Show and label 100-year developed condition floodplain.
- Show current and proposed drainage conditions with anticipated drainage area size (acres), and anticipated runoff ( $Q_{100}$ ). All off-site drainage naturally entering the site shall be accounted for.
- Show proposed detention system area or location and explanation of proposed system (wet pond/dry pond/
- Show and label floodway and drainage easement including access and maintenance easement.

### **Section 3 – Concept Utility Plan** *(check if provided; indicate NA if not applicable)*

Provide the following utility information for water and sanitary sewer infrastructure within the site and contiguous to the site:

- Show public, semi-private, and private streets. Show and dimension R.O.W. and/or easement widths, pavement widths, and street centerlines. Label as existing or proposed. Label street names. Label pavement construction (e.g., asphalt, concrete, etc.).
- Show existing and proposed sanitary sewer utilities and associated easements. Dimension easement widths. Label line sizes. Label manholes and other associated structures.
- Show existing and proposed water utilities and associated easements. Dimension easement widths. Label line sizes. Show and label proposed fire hydrants.
- Show on-street parking. Label as existing or proposed. Label pavement construction (e.g., asphalt, concrete, etc.). Dimension parking spaces and label number of spaces per tier of parking. Show and label accessible parking spaces and accessible passenger loading zones.