

SITE PLAN REVIEW CHECKLIST

for Preliminary Plats/Site Plans and Construction Drawings
VAN BUREN COUNTY DRAIN COMMISSIONER'S OFFICE

Development Name: _____
Location: _____

Date: _____
Reviewed By: _____

PRELIMINARY PLAT OR SITE PLAN DRAWINGS

The following information shall be included on all preliminary plats or site plans submitted for approval by the Drain Commissioner. Sheets shall be no larger than 24" x 36" at a scale no smaller than 1" = 100.'

	<u>Provided/ Satisfactory</u>	<u>Comments</u>
General		
1. Development name/subdivision number.	_____	_____
2. North arrow and scale.	_____	_____
3. Name, address, and telephone number of proprietor.	_____	_____
4. Name, address, telephone number, signature, and seal of a professional engineer or surveyor licensed in the State of Michigan.	_____	_____
5. Description of location (including section and fractional portion thereof, Town and Range, township, city or village and county, Michigan).	_____	_____
6. Location map.	_____	_____
7. Legend.	_____	_____
Site Layout		
8. The number of acres to be developed.	_____	_____
9. Development boundary with metes and bounds property description tied to government corners.	_____	_____
10. Identification of all adjoining parcels (for subdivisions show lot number, subdivision name, liber, and page numbers; for metes and bounds parcels show permanent parcel number).	_____	_____
11. Proposed street, alley, and lot layouts with dimensions (scaled or computed).	_____	_____

	<u>Provided/ Satisfactory</u>	<u>Comments</u>
12. Lot numbers.	_____	_____
13. Building setback lines.	_____	_____
Easements		
14. Utility easements (with dimensions and type of utility).	_____	_____
15. Existing and proposed easements with dimensions (private drainage, county drain, flooding, conservation, etc.).	_____	_____
16. Offsite drain rights-of-way and flooding easements.	_____	_____
Existing Site Features		
17. Existing buildings (label those under construction with address).	_____	_____
18. Existing roads (with name, ROW width, and type of surface).	_____	_____
19. Existing drainage structures (with proper labeling as to type, size, and invert elevations).	_____	_____
20. The location and description of any other on-site and adjacent off-site features that may be relevant in determining the overall requirements for the development. For example: railroads, high tension power lines or underground transmission lines, sanitary sewers, water mains, septic fields, wells, cemeteries and parks.	_____	_____
21. Riparian buffers, natural flow pathways, wetlands, floodplains and other sensitive areas.	_____	_____
22. Existing contours (no greater than a 2' interval inside the plat; no greater than a 10' interval outside the plat).	_____	_____

** One(1) printed copy and one (1) electronic file in .pdf format of the preliminary plat or site plan.*

Provided/
Satisfactory Comments

Proposed Site Features

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|-----|--|--|--|
| 23. | Proposed contours. | | |
| 24. | Proposed roads (label road as “Public Road” or “Private Road”). | | |
| 25. | Proposed drainage systems (clearly identify all open and enclosed portions), non-structural and structural storm water BMPs. | | |
| 26. | Minimum house grade and basement opening elevation for each lot. | | |

Soils

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|-----|--|--|--|
| 27. | Soil type(s) from County Soil Survey. | | |
| 28. | Soil borings indicating seasonally high groundwater elevations are required at the sites of proposed infiltration practices, areas of proposed excavation for detention and as needed in areas where high ground water tables exist. | | |

CONSTRUCTION DRAWINGS

The following additional information shall be included on all construction drawings submitted for approval by the Drain Commissioner. Sheets shall be no larger than 24” x 36” at a scale no smaller than 1” = 50’ and sealed by a professional engineer licensed in the State of Michigan.

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|----|--|--|--|
| 1. | Benchmark locations and elevations. | | |
| 2. | Plans, profiles, cross-sections, and details of all roads, storm sewers, footing drain laterals, open channel drains and other storm water BMPs. | | |
| 3. | Details of storm sewer and culverts shall include: numbering of manholes/catchbasins, invert and casting elevations, pipe length (center-to-center of structure), pipe diameter, pipe material, pipe slope, pipe class, pipe joints, special backfill and bedding, inlet/outlet protection, profile of the hydraulic grade line. | | |
| 4. | Typical lot grading plan (detail, statement, or drainage arrows). | | |

**Provided/
Satisfactory** **Comments**

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|----|--|-------|-------|
| 5. | Plans and details of SESC measures and staging schedule. | _____ | _____ |
| 6. | Protected sensitive areas, minimal disturbance areas and other “non-structural” BMPs. | _____ | _____ |
| 7. | Location of all proposed drain fields. (Drain fields shall comply with isolation distance requirements.) | _____ | _____ |

DESIGN CALCULATION PACKAGE

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|----|---|-------|-------|
| 1. | A topographic map with site delineated in relation to watershed. | _____ | _____ |
| 2. | Calculations of runoff from the upstream watershed area (100-, 10- and 2-year storms). | _____ | _____ |
| 3. | A drainage area map that clearly shows boundaries, acreages and flow paths of tributary areas to inlets, culverts, and other storm water BMPs. | _____ | _____ |
| 4. | Calculations required to demonstrate an adequate outlet. | _____ | _____ |
| 5. | Storm Water Worksheet. | _____ | _____ |
| 6. | Sizing and volume calculations. | _____ | _____ |
| 7. | BMP design calculations. | _____ | _____ |
| 8. | Design summary notes illustrated on the drawings, including at a minimum design high water levels, hydraulic grade line, peak discharges, required volume, volume provided. | _____ | _____ |

COMMENTS:
