SITE PLAN REVIEW CHECKLIST

for Preliminary Plats/Site Plans and Construction Drawings

Development Name: _____	Date: _____
Location: _____	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.'

		Provided/ Satisfactory	Comments
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 sub-divisions 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).		

		Provided/ Satisfactory	Comments
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.		

		Provided/ Satisfactory	Comments
Proposed Site Features			
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			
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.

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
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

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: