



Site Engineering Review Requirements for Single Family Residential Construction

You must submit **in quadruplicate** the following documents to the Department of Building & Zoning as a part of your building permit application. **Please note that all drawings must be signed by a registered professional engineer, and/or a registered land surveyor, whichever apply.**

1. Current, one year old or less, **signed and sealed Plat of Survey** of property to be developed.
2. Fully engineered site drawings that **include all of the following:**
 - Existing site elevation
 - Existing elevation of all contiguous properties
 - Proposed foundation elevations
 - Direction of surface and downspout runoff
 - Final elevation for grading
 - Culvert location and elevation
 - Bench mark to be placed on the nearest available permanent structure
 - Any landscape structures and/or piping
3. Complete erosion control plans (including plan detail).
4. Driveway/Road-cut Permit.
5. If septic, copy of approved septic drawing.

After the building permit has been issued, please remember the following requirements are still necessary:

After the foundation has been installed and prior to the construction of flooring or walls, three (3) copies of a Building Spot Survey **must** be submitted to the Chief Plan Examiner of Building & Zoning. The survey must locate the foundation on the lot giving all front, side and rear yard dimensions and the grade at the top of foundation. The survey **must** be sealed and signed by a registered land surveyor. The contractor **MUST NOT PROCEED WITH CONSTRUCTION** until spot survey is approved and applicant is authorized by the Building Inspector.

Final Grade Survey prior to the issuance of a Certificate of Occupancy, the builder/owner shall be required to submit three (3) copies of an accurate survey for the lot to the Chief Plan Examiner of Building & Zoning, including the following:

- All contour lines, all topography, all inlets, catch basins, clean outs and associated piping.
- All site features such as: swales, retaining walls, etc.
- The elevation of all drainage break points and drainage arrows within the lot.
- Stamp and signature of a registered land surveyor or a registered professional engineer, indicating the following statement: "The grading of the lot and drainage therefrom has been completed and fully complies with the design engineering plans dated _____ submitted for the lot." The date of signature, license number and license expiration date shall also be indicated.