



PROJECT NAME/ADDRESS:

TYPE OF PROJECT: Plat Public Infrastructure Site Plan

NOTE: This checklist is intended to help applicants submit a complete set of plans according to the City's Ordinances. It is not a substitute for reading all City Ordinances. Failure to submit these items will require the City to reject the application and submitted items, and delay the initiation of permit review. This checklist is NOT an all-inclusive list of submittal materials. After initial review, the City reserves the right to require additional documentation/information if it is deemed necessary.

Please make sure all items are included for your project type (Plat, Public Infrastructure, or Site Plan). If you chose to mark any of the items with an "N/A" an explanation will be required.

PLAN COPIES REQUIRED: One (1) PDF disc/flash drive (single page files will not be accepted), and one (1) paper copies of all plans and reports

Staff Check
(Office use only)

Plat

Public
Infrastructure

Site Plan

CHECKLIST ITEMS

■ (Blacked out square indicates item NOT required)

SUPPORTING DATA:			
		■	Traffic Study (as required by City Engineer):
		■	Geotechnical Report, including analysis of in situ soils, examination of seasonal high groundwater vs. basement floors, and intended discharge of detention basins (i.e., infiltration vs. piped discharge).
		■	Stormwater Management Plan – see required information below.
		■	PDF Files of ALL items submitted to the City
STORMWATER MANAGEMENT:			
		■	Project Location Map
		■	Soils Map
		■	FEMA FIRM maps
		■	Wetland Inventory maps
		■	Tributary area maps, including off-site tributary areas with time of concentration flow paths and distances.
		■	Runoff Curve Number calculations, antecedent moisture condition 2.
		■	100-, 10-, and 2-year runoff hydrograph modeling and detailed stage-discharge-storage calculations.
		■	Rainfall depths and intensities 1.9, 3.1, & 4.6 for the 2, 10, and 100 year, 24-hour event respectively.
		■	Rainfall distribution: SCS Type II.
		■	Analysis of existing depressional storage, if present.
		■	Restrictor design and details.
		■	Overland flow calculations, including scaled tributary area maps keyed to design calculations, and channel and weir calculations, including roadway typical sections.
		■	Marked-up grading plan showing calculated water surface throughout site during the 100-year event, reflecting maximum 18-inch yard ponding, minimum setbacks from building lines, minimum one foot freeboard to adjacent foundation openings, and maximum 6-inch pavement lot ponding.
		■	Storm drain calculations, including indication of hydraulic grade line vs. bed slope design, velocities during design event between two and ten feet per second, runoff coefficient calculations, scale tributary area map keyed to structure labels, time of concentration calculations to upstream end. Hydraulic grade line design needs to reflect use of tailwater at downstream end, and one foot of freeboard below structure rims during 10-year event.
		■	ROW pavement drainage spread analysis using the 10-year storm event, including inlet grates capacity (assuming 50% clogging) and bypass flow calculations (10-year event must not encroach beyond ½ of the inside driving lane of pavement).
		■	Downstream path of stormwater from the site to the receiving channel, and proof or adequacy of the downstream channel/pipe and receiving channel
GENERAL INFORMATION:			
	■		Plan/Profile plan sheets at 1"=50' scale, 1" = 5' Vertical
	■		Date, bar scale, north arrow & legend.
	■		Date of all plan preparations and/or revisions
	■		Right of way and Easements labeled and dimensioned
	■		Current zoning/requested zoning (if a change is desired).
	■		Seal & signature of licensed engineer
EXISTING CONDITIONS:			
		■	Location, width & names of streets, bike paths, easements, utility & RR ROW, tree cover, floodplains, water courses, floodways, wetlands, historically or archaeologically sensitive areas, parks & other public open spaces, permanent buildings & structures on site plus a minimum of 50 feet in all directions (additional distance may be requested during pre-application conference by the City Engineer).

CHECKLIST ITEMS

(Blacked out square indicates item **NOT** required)

Staff Check (Office use only)	Plat	Public Infrastructure	Site Plan	Item Description
				Existing uses of the property including the location of all existing structures showing those that will be removed & those that will remain, such as: old wells, if any; septic tank systems and outlets, if any; and/or farm drains, inlets and outfalls, if any.
				Location Map
				The location, size, & elevation within the subdivision & in the adjoining streets & property of existing sewers, water mains, culverts, drain pipes & electric & gas utility lines proposed to serve the property to be subdivided.
				Easements, clearly identified, with the width, length, etc. (existing and proposed).
PROPOSED CONDITIONS/SITE PLAN:				
				Total acreage
				Proposed building setback lines with dimensions, maximum building coverage & impervious area on lot.
				Floor area for building foot print & gross floor area of structure, finished floor elevation, building height & number of stories.
				Building elevations and/or Architectural renderings of all building elevations
				Signage plan (include location(s), height, and composition).
				Percentage of lot coverage (hard surface and green surface) & building coverage.
				Typical cross-sections and locations of parking lots and driveways, location of underground utilities, sidewalk & bike path width & thicknesses.
				Relationship of all streets to any proposed access points.
				Layout & size of sewers, water mains, culverts, underground facilities, floodplains, floodways, historically and/or archaeology sensitive areas, wetlands, storm water detention facilities, overland release routes, light poles, & other major improvements.
				Landscaping plan (must meet the size requirements of the Ordinance and provide the required screening/buffering, at a minimum).
				Lighting plans (including type of fixtures, height, location, and photometric grid analysis).
				Trash enclosure location and/or details.
				Approved USPS pickup and delivery locations with supporting USPS forms. Please contact Vern Anvik to coordinate this item: vern.d.anvik@usps.gov.
				Emergency Sirens
				Describe any outdoor storage and/or display areas and proposed screening of such areas per Section 39.08 "Landscaping and Screening Standards"
				Proposed utility, drainage and access easements including any vacations of existing easements or ROW.
CONSTRUCTION PLANS:(sheets can be combined depending on size and complexity of site)				
				Cover sheet with location map, name, address, email and phone number of developer and design engineer, notification requirements and note on City Standards.
				Details, using City standards wherever applicable.
				Overall utility plan.
				Interior signage and striping plan with parking spaces enumerated.
				Grading plan showing existing and final contours, flow arrows, percent of slope, and method of drainage proposed (catch basins, culverts, ponding)
				Electrical / Photometric plan (street lights and signals).
				Erosion Control Plan
				Plan and profile sheets, where applicable. 1"=50' scale, 1" = 5' Vertical
ROADWAY INFORMATION:				
				Street and right-of-way widths adjacent to site. Include street names.
				Scope of improvements at entrances.
				Entrance intersection geometry, including AutoTurn plots of relevant design vehicles (fire truck, WB-67).
				Intersection sight-distance triangle analysis.
				Lighting plan that includes landscaping locations, signing and pavement markings
				USPS coordination to locate cluster mailbox units.
				Ingress Egress
UTILITY INFORMATION:				
				Location, length and size of off-site improvements, if applicable.
				-Any offsite work must be accompanied by a City permit, fully executed easement or written permission from property owner.

Minimum Requirements Needed Prior to Issuance of Certificate of Occupancy:

- All construction must be complete per approved plans.
- Licensed engineer stamped As-Built drawings must be submitted in PDF and CAD format.
- All fees related to the project must be paid, including any inspection fees.
- Must be built in accordance with City of Dickinson Municipal Code.
- Landscaping requirement must be installed.
- Final on-site inspection and approval by the Building, Engineering, and Fire Departments.

Please note: All Engineering Plan Reviews require prepayment. The rate for plan review is \$200.00 per hour. Once your completed application is received an estimate will be made and you will be notified of that amount.