PLAN REVIEW REQUIREMENTS FOR INDIVIDUAL HOUSE TOPO SUBMITTALS FOR THE CITY OF BAY VILLAGE, OHIO

All plans submitted must be prepared, signed and sealed by a professional engineer or surveyor, registered in the State of Ohio, and **submitted with an $800.00 Engineering Fee**. The deposit is required prior to review of topographic, site improvement plans and/or landscape plans. Topo must include the following information:

A. TO PLAN PREPARER

All proposed grades must conform to the minimum City Standards and requirements contained in the City Codified Ordinances.

The surface water flow (sheet flow) shall not be allowed to drain on an adjacent parcel, or towards any dwelling. Sheet flow is allowed to drain towards the right-of-way property. Swales and similar surface drainage features are not allowed to drain toward the right-of-way area and must be directed to and drained by a catch basin connected to the storm sewer system.

Submittal of four (4) copies of the completed topo is required for review and approval and should be included with the building application for each lot. Ample time should be allotted for review and approvals prior to the start of construction.

A blank space (2" high x 3" wide) should be provided for approval signature and date.

B. GENERAL

Scale: 1" = 20' or 1" = 30' (max.)
Dwg. Size: 8-1/2" x 11" (min.), 11" x 17" (max.)
Subdivision Name (if applicable)
Sublot Number (if applicable)
Permanent Parcel Number
House Number (obtained from Building Department)
Street Name
Surveyor's Name, Contact, Phone No., Seal and Certification Clause
North Arrow
Date of Survey
House Dimensions and Setbacks for Front, Rear and Side Yards
All Record and Proposed Easements
Type of Existing Pavement and Width
Location of and Invert Elevations of Existing Sewers and Clean Outs
Proposed Drive, Apron and Sidewalk
Legend
Lot Line Dimensions and Bearings
Locations of Property Pins
The following details should be included with topos where applicable:

1. Typical Yard Swale Section
2. Individual Rear Yard Inlet Detail

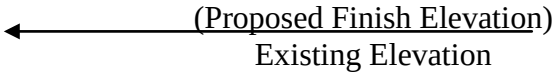
C. GRADING & DRAINAGE

Show existing and proposed grades at the house corners, lot corners, front building lines at the property line and front of sidewalk. Give existing and/or proposed elevations for any swales, ditches, ridges and other unusual features of terrain that impact the drainage of the site.

Include existing spot elevations at the property line extension for the pavement centerline, gutter, top of curb, road ditch, and back of walk/right-of-way, at 25 foot intervals along each property line, and the same at 25 ft. on to the adjacent properties. If the adjacent lot on either side has an existing structure, indicate the existing finished elevation of the front and rear corners of that structure.

Show surface water flow direction on the plan with flow arrows and proposed spot elevations (no contours), and include rim elevations, invert and connecting sewer design for any yard inlets that are required.

So that all topos/surveys are interpreted the same, include all existing and proposed elevations as indicated:



The plan should include the proposed elevations for the finish first floor, finish garage floor, finish basement floor, and top and bottom of footer elevations.

On homes with side loading garages, provide control elevations on edge of driveway opposite doors.

Label benchmark with elevation and location. The nearest hydrant should be used whenever possible. B.M. must be located within 200 feet of site). Datum must be U.S.G.S. related. A benchmark using an "assumed" elevation will not be acceptable.

D. UTILITIES & CONNECTIONS

Indicate all existing utilities servicing the site (i.e. storm sewer, sanitary sewer, water, gas, etc.) on the plan and label all pipe sizes. Include manholes on each side of the proposed connection and give a rim elevation and invert. Show and label the water, sanitary and storm sewer connections and indicate the test tees.

E. SITE INSPECTIONS BY CITY'S ENGINEER

The following two (2) site visits by the City's Engineer shall be coordinated and scheduled through the Building Department. You must call the Building Department 3 days prior to beginning excavation for the foundation so that we can schedule with the Engineer's office for a site visit.

1.) Meeting with excavator, developer and/or builder/owner to verify the proposed excavation and grades comply with approved topo.
2.) After final grading, to verify grade, and all drainage features have been installed in accordance with approved topo.