NEW RESIDENTIAL PLAN REVIEW SUBMITTAL CHECKLIST
CITY OF SOUTHFIELD ENGINEERING DEPARTMENT
February 2025

Apply for Engineering **New Residential Plan Review** through BS&A & upload:

Site Drainage Plans for the complete site, signed and sealed by a registered Engineer or Surveyor to include:

- ☐ Property Lines
- ☐ Parcel Dimensions
- ☐ Legal Description of Lot
- ☐ Benchmark and/or location of Benchmark
- ☐ North Arrow
- ☐ Engineer's scale 1" = 20 to 1" = 100
- ☐ Plan is to be sealed and signed by a registered Engineer or Surveyor
- ☐ Existing grades including the surrounding 100 feet beyond site limits in a grid of 50 feet or less (City of Southfield Datum)
- ☐ Proposed grades at brick ledge on all building corners
- ☐ Finished floor grades
- ☐ All proposed onsite grade changes and drainage patterns
- ☐ Design slopes and swales to direct storm runoff to front and rear yards, never onto adjacent properties
- ☐ Slope percents: Proposed side yard slopes to be no less than 5% and no more than 12%.
- ☐ Proposed swale grades, flowlines, and percents; side yard swale grades: Ideal 1% and no less than .5%.

☐ Grades and slope percents; driveway and approach slopes to be no more than 6%.

☐ Show set-back and limits

☐ Water Service

☐ Sanitary Lead

☐ Sump Discharge to be connected to storm system. When there is no storm system, discharge to ditch or drywell. Last option, discharge minimum 10' from house directed to front or back yards, not side yards.

☐ Paved walks from driveway to front door.

☐ Onsite paved areas, driveways and walks, are not to exceed coverage of 35% of landscaped areas of total front and side yards (not including R.O.W.)

☐ New 5' wide concrete public sidewalk to be constructed in City R.O.W. if no sidewalk exists. If property is on a corner lot, new public sidewalk will be required on all sides that face streets including ADA ramps at corners.

☐ Show roads, type and width

☐ Show existing ditch line where applicable

☐ New culverts to be designed for 1' minimum cover over top of pipe and positive drainage to work with existing ditch where applicable; show grades and flowline

☐ Existing and proposed utilities

☐ Wetlands Boundary Determination to be shown where applicable

☐ Silt Fence (if applicable)

☐ $252 review fee will be assessed after submittal, and you will receive a link to pay online

☐ A **Soil Erosion Permit** may be required for sensitive sites; the Engineering Department will notify applicant in such cases (and a separate Soil Erosion Permit submittal will be required)

After submittal but before your associated building permit will be issued, the Engineering Department will need the following:

☐ Obtain Right of Way (R.O.W.) permit for work in public Rights of Way; separate submittal required for **Right of Way permits**

After work is completed but before your Certificate of Occupancy will be issued, the Engineering Department will need the following:

☐ Schedule Final Grade inspection by calling (248) 796-4832; allow up to 2 business days for inspection requests

- Site must be fine graded, in compliance with the approved grading plan, including 3" of clean, sifted topsoil
- Final elevation of topsoil shall be reflective of final restoration method (leave approximately 2" low for sod installation)
- All walkways and driveways shall be paved prior to final Engineering Department grade inspection
- **After** grading approval: Front, side, and rear yards must be seeded/mulched or sodded (see Building section for bond requirements)
- Final Planning Department landscaping inspection must be requested (may be requested through BS&A or by contacting the Planning Department directly)
- If winter weather inhibits final grade activities, schedule the Final Grade Inspection with note "for Temporary Certificate of Occupancy (TCO) only"; final grade to be completed as weather permits and prior to Final Certificate of Occupancy issuance

I, _____, acknowledge the aforementioned information and will comply with all City regulations pertaining to residential development within the City of Southfield.

Signature of Applicant Date