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

Apply for Engineering **<u>New Residential Plan Review</u>** 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%.

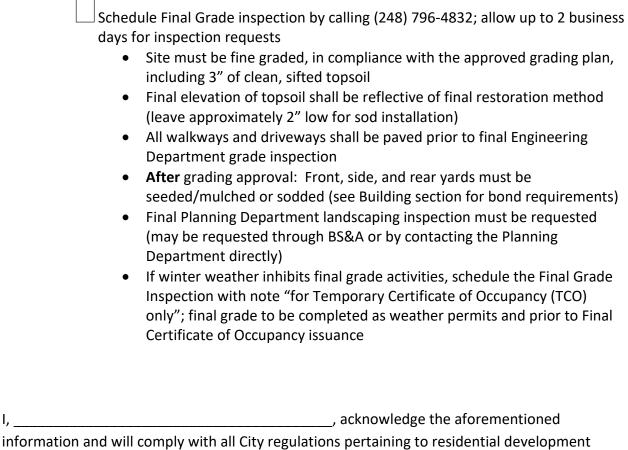
Grades and slope percents; driveway and approach slopes to be no more than 6%.
Show set-back and limits
Water Service
Sanitary Lead
Sump Discharge to be connected to storm system. When there is no storm system, discharge to ditch or drywell. Last option, discharge minimum 10' from house directed to front 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 <u>Soil Erosion Permit</u> 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)

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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 **<u>Right of Way permits</u>** 

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



information and will comply with all City regulations pertaining to residential development within the City of Southfield.

Signature of Applicant

Date