

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

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

Soil Erosion Permit Application (if determined to be needed by the Engineering Department; contact Engineering for more information 248-796-4810)

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

- Elevations/grades to be shown (City of Southfield Datum):
 1. Existing and proposed grades around perimeter of lot
 2. Existing and proposed grades at building corners
 3. Proposed first floor
 4. Finish grade at adjacent buildings proposed
 5. Sidewalk
 6. Ditch line
 7. Road centerline and edge
 8. Surrounding area 100 feet beyond site limits (on a grid of 50 feet or less, as required)
- Dimensions to be shown:
 1. Site boundaries
 2. Proposed setback and side yards
 3. Setback and side yards of adjacent buildings
- Additional information to be shown:
 1. Property description
 2. Benchmark on City of Southfield Datum
 3. Right-of-way width
 4. Type and width of road surface
 5. Proposed drainage pattern
 6. All existing and proposed utilities
- The drawing shall be on a maximum 24" x 36" sheet and shall include a location map
- The directional arrow for "North" shall point either toward the top of the page or to the left of the page.
- The scale is to be an engineer's scale from 1" = 20' to 1" = 100'.
- The final building grade shall be established and maintained at an elevation that will provide a minimum five percent (5%) slope away from the building or house for a minimum distance of ten feet (10'), and the balance of the building or house site shall be graded to provide positive surface drainage from that point to the street, ditch or other drainage course

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

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

- Install Soil Erosion Control Fencing
- Schedule Soil Erosion Control fencing inspection under your project through BS&A; allow up to 3 business days for inspection requests
- Obtain culvert permit for installation of culvert if required. Cost of permit is \$50.00. Engineering Department establishes grades and will stake the grades upon request

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

- Schedule Final Grade inspection under your project through BS&A; 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
 - 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, if weather permits. (See Building Section for bond requirements)
- Request Soil Erosion Control fencing inspection under your project through BS&A; allow up to 2 business days for inspection requests
Obtain culvert permit for installation of culvert if required. Cost of permit is \$50.00. Engineering Department establishes grades and will stake the grades upon request

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