

This handout has been prepared by Engineering Division staff in order to confirm applicable requirements concerning site drawing requirements for proposed improvements within the Village. Please be advised the subsequent information defines the minimal submittal requirements concerning the subject improvement and additional provisions may be warranted following a thorough review by staff.

SITE PLAN/PLAT OF SURVEY:

- Site plan/plat drawn at a specified engineering scale (1"=10', 1"=20') with north arrow and subject address
- Include name, phone number, address, and email address of plan preparer
- Pre-existing building footprint along with all other existing hard surfaces delineated (i.e., driveway, deck, patio, service walk, stoop, pool, shed, etc.)
- Existing Easements referenced and applicable front, rear, and side yard setback dimensions
- Dimension of existing driveway/patio/sidewalk being removed from site
- Dimensions of all proposed improvements
- Existing and proposed impervious coverage calculations required
- Size/type of all trees ≥ 6" dia. on the subject property, in the right-of-way, and 10' beyond property lines

IMPERVIOUS COVERAGE CALCULATIONS:

- Detailed impervious coverage calculations to be provided in a tabular format of both existing and proposed conditions with delineation of the resulting net increase
- Proposed impervious coverage calculations for the front yard are also required. The front yard is defined as the portion of the lot between the front property line and the recorded building line. A maximum impervious coverage of 30% is allowed for the front yard

IF PROPOSED PLANS EXCEED 400 SF INCREASE OF IMPERVIOUS SURFACE THE FOLLOWING IS REQUIRED:

- PE Seal in ink along with Civil Engineer's signature AND signed/dated Drainage Certification
- Proposed Topography (1 foot. contours)
- Directional flow arrows clearly depicting proposed flow path
- Installation of private yard drainage system to compensate for increase in storm runoff
- Submission of As-Built drawings upon completion of work ([Civil-Engineering-As-Built-Requirements](#))

GRADING FEATURES:

- Proposed Building Footprint along with applicable hard surface (driveway, patio, service walk, pool, shed, etc.)
- If a proposed driveway is within 3' of a common property line the installation of a barrier curb will be required
- Spot elevations of proposed improvements and directional arrows of stormwater drainage from resulting work

GENERAL NOTES TO BE INCLUDED ON SITE PLAN:

- All excavated soil/materials not to be used for backfill will be immediately removed from the site. No on-site stockpiling of excavated materials will be allowed, with the exception of topsoil for final grading purposes.
- No alteration of the existing ground elevations in order to maintain the existing drainage pattern and ensure that all tributary areas from adjacent lots will continue to drain into the subject site.
- All disturbed parkway lawn areas within the public right-of-way will be restored with 6" of pulverized topsoil & sod and all damaged portions of public sidewalk are to be replaced with 5" PCC Class SI over a 3" CA-6 base within five calendar days of disturbance, weather permitting. All sod must be watered as required to sustain growth.
- Refer to the approved Zoning Application for all set-back dimensions
- Downspouts shall be directed to the front or rear property lines (any alteration to downspouts or existing utilities to be shown on plans)
- The Contractor will provide tree protection in accordance with the approved Tree Preservation Plan for all parkway, front yard and any landmark trees that are within the limits of the proposed work, access to the site, storage of materials, etc.

FLOODPLAIN DEVELOPMENT:

- If the development is proposed within the limits of a floodplain, a site plan performed by a State licensed Civil Engineer will be required. See additional requirements under Floodplain Development: ([Civil Engineering Submittal Guidelines - Over 400 Square Feet](#))