



Due 15 days prior to scheduled Planning Commission meeting

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### **ENGINEERING PLAN SUBMITTAL CHECK LIST**

Name of Development: \_\_\_\_\_

Location \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name and Address of Owner of Record

\_\_\_\_\_

Tax Map & Parcel Number(s) \_\_\_\_\_

Engineer/Designer \_\_\_\_\_

Contact Number \_\_\_\_\_

Date submitted for approval \_\_\_\_\_ Fee due \$ \_\_\_\_\_

When was the Master Design Plan approved? \_\_\_\_\_

Date

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**The following items should be included on the Engineering Plan document:**

**CHECKLIST: FAILURE TO CHECK OR INDICATE N/A SHALL RESULT IN APPLICATION BEING REJECTED**

- \_\_\_\_\_ Eleven (11) copies submitted 15 days prior to Planning Commission.
- \_\_\_\_\_ The proposed subdivision's name and location, the name(s) and address(es) and phone number(s) of the owner or owners, and the name, address and phone number of the designer of the plat who shall be an engineer.
- \_\_\_\_\_ Date, approximate north point and graphic scale.
- \_\_\_\_\_ The location of existing and platted property lines, existing streets, buildings, water courses, sewers, bridges, culverts, drain pipes, water mains, and any public utility easements or lines, the present zoning classification, both on the land to be subdivided and on the adjoining land; and the names of adjoining property owners or subdivisions.
- \_\_\_\_\_ The proposed street names and the locations and dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations, lot lines, building setback lines and utilities.
- \_\_\_\_\_ Contours at vertical intervals of not more than two (2) feet. All new developments greater than fifty (50) lots or five (5) acres, whichever is lessor, shall include base flood elevation data. If any portion of the land being subdivided is subject to flooding, the plat will show the limit and elevation of the 100-year floodplain.
- \_\_\_\_\_ The acreage of the land to be subdivided.
- \_\_\_\_\_ Location sketch map showing relationship of subdivision site to area and city.

\_\_\_\_\_ A comprehensive drainage plan which shall include, but not be limited to, an analysis of the drainage area, a storm water routing plan showing maximum quantities of flow and maximum rates of flow before and after development. A map of the drainage area in which the subdivision is located shall be included with the drainage plan and shall include the drainage structures leading to and from the subdivision with their sizes. The scale of the required map can be less than one inch equals one hundred feet (1" = 100').

\_\_\_\_\_ The location and sizes of proposed water and sewer lines.

\_\_\_\_\_ Tax map and parcel number reference for subject property.

\_\_\_\_\_ Digital Flood Insurance Rate Map reference for subject property.

\_\_\_\_\_ Zoning classification of the subject property.

When the subdivision is developed in phases or sections, the following information is required for the phase or section to be developed. When the subdivision is not developed in phases, the following information is required for the whole subdivision.

\_\_\_\_\_ Plans and profiles of proposed utility layouts (sewers, water, and electricity) showing feasible connections to the existing or any proposed utility systems.

\_\_\_\_\_ A grading plan showing the existing contours in dashed lines and the finished contours in solid lines plotted at vertical intervals of not more than two (2) feet. Contours shall be extended fifty (50) feet beyond property boundary.

\_\_\_\_\_ Development plans for drainage structures and channels with the hydraulic data used in designing and sizing such structures and channels, the water surface profiles in open channels at peak flow and peak backwater conditions. The limits of the drainage design parameters shall be determined by technical review staff designated by the Planning Commission.

\_\_\_\_\_ Plan and profile sheets showing all engineering data necessary for construction of proposed streets, storm drainage controls for surface and ground water, and utility layout (water and sewer) and showing all connections to existing and/or proposed streets, storm drainage, and utility systems. The street profiles shall be plotted along the centerline showing the existing and finished grades, and sewer locations, drawn to a scale of not less than one inch equals one hundred feet (1" = 100') vertical. Typical street cross sections shall be shown.

An Erosion Control Plan which shall include adequate plans showing all erosion and sediment control measures or other protective devices to be constructed in connection with or as a part of the proposed work as follows:

\_\_\_\_\_ Vicinity map locating the site in relation to the surrounding area.

\_\_\_\_\_ Existing contours of the site shall be shown over a boundary survey of the site..

\_\_\_\_\_ Existing vegetation including tree lines, grassy areas and unique vegetation.

\_\_\_\_\_ The boundary of different soil types.

\_\_\_\_\_ The direction of north in relation to the site.

\_\_\_\_\_ Areas with potentially serious erosion problems.

\_\_\_\_\_ The dividing lines and the direction of flow for the different drainage areas of the site.

- \_\_\_\_\_ Final contours reflecting grading changes to the existing contours.
- \_\_\_\_\_ Limits of clearing and grading reflecting all areas of disturbed vegetation, excavation and fill over existing grade.
- \_\_\_\_\_ The locations of erosion and sediment control and stormwater management practices proposed on the site.
- \_\_\_\_\_ Detail drawings and explanations of measures reflecting construction and installation of structural practices indicated on the plan.
- \_\_\_\_\_ A compaction report to adequately determine whether or not the property is suitable for development of structures, streets, ditches, and utility construction. Said compaction report must comply with appropriate City, State, and utility department specifications.

**Note: This application form is designed to give the applicant general guidelines to the submission process; however, the applicant is responsible for all requirements detailed in the municipal zoning and municipal/regional subdivision regulations of the City of McKenzie.**