CITY OF CANAL FULTON

City of Canal Fulton Site Plan Checklist

The following information **MUST** be included with all Site Plans submitted for review and processing in order to constitute a complete Site Plan Package. **Incomplete applications will not be processed. All applicable requirements will be strictly enforced.**

Complete Site Plan Package Includes:

- ❑ This completed form
- ❑ Application
- ❑ 2 Complete Sets of Plans
- ❑ 2 Sets of Supporting Documentation
- ❑ PDF of Plans & Documentation

Please check the following items to ensure the plans have complied with the City of Canal Fulton's General Site Plan Requirements. These are the minimum requirements. The designer is responsible to provide any and all other information that is pertinent to the design of an individual site. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal. **Incomplete submittals will not be processed. All applicable requirements will be strictly enforced.**

Plan Requirements

- ❑ All sheets must be either 24"x36" or 18"x24". A larger sheet size must be approved prior to submittal.
- ❑ The drawing scale must be appropriate for the detail of the plan. The scale must be either 1"=10', 20', 30', 40' 50', or 60'. A different drawing scale must be approved prior to submittal.
- ❑ The title page or the first page of the set of drawings must include a signature block for approval by the City Engineer and the following note. The blocks shall be similar to the following:

Approved by the Canal Fulton City Engineer this _____ Day of _____, 20___.

_____
Keith A. Dylewski, P.E., P.S.

Only approved signed plans by the City Engineer are to be used for construction.

- ❑ All plan sheets must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio. (The Existing/Demolition Plan can be stamped and signed by a Professional Surveyor licensed to practice in the State of Ohio)
- ❑ All plans must be computer generated. Copies of the final set of plans must be submitted in a ".dwg" and "PDF" format (AutoCAD 2021 format) on a thumb drive or by email prior to the plans being signed. The PDF must be one file and not multiple separate sheets.

- ❑ All plan sheets must include a title block, date, revision block, sheet number and scale. The title block shall include the name of the project, lot or outlot number, and the names of the design firm and developer.he following plan sheets must be included, as well as every applicable item on each sheet. The sheets may not be combined unless approval is granted by the City Engineer's Office prior to plan submittal. **Incomplete submittals will not be processed.**

EXISTING/DEMOLITION PLAN

- ❑ Show existing roadway's edge of pavement and/or curbing.
- ❑ Show and label the road right of way as "R/W".
- ❑ Show and label intersecting roadways with right of way widths along with the bearings and distances of the centerlines.
- ❑ Show all existing structures such as, but not limited to, hydrants, utility poles, manholes, inlets, etc.
- ❑ Location of existing buildings.
- ❑ Existing drives adjacent to the site or across the street.
- ❑ Show and label all existing easements.
- ❑ Show existing vegetation.
- ❑ Show existing sidewalks.
- ❑ Show lot lines with bearings and distances. These must be in a clockwise or counter clockwise direction
- ❑ Label the site's parcel number, City Lot or Outlot number, zoning category, owner's name, and acreage of the site.
- ❑ Label adjacent properties' parcel numbers, City Lot or Outlot numbers, zoning category, owner's names.
- ❑ Show and label existing wetlands, streams, ponds, etc.
- ❑ Show and label existing contours at 1' intervals. Contours shall extend a minimum of 100' outside the site. Topographic survey must be performed Professional Surveyor licensed to practice in the State of Ohio.

SITE PLAN

- ❑ Show existing items with a light line type and the proposed items with a bolder line type.
- ❑ Show the existing and proposed roadway edge of pavement and/or curbing.
- ❑ Show and label the road right of way as "R/W".
- ❑ Show and label intersecting roadways with right of way widths along with the bearings and distances of the centerlines.
- ❑ Show all existing structures such as, but not limited to, hydrants, utility poles, signs, manholes inlets, etc.
- ❑ Location of existing buildings to remain.
- ❑ Existing drives adjacent to the site or across the street.
- ❑ Show and label all easements.
- ❑ Show and label all setback lines.
- ❑ Show existing sidewalks.
- ❑ Show the location of the parcel with respect to the intersection of two roadways (this may be done with a dimensional tie.
- ❑ Show and label proposed sidewalks and curb ramps.
- ❑ Show the proposed building and label the square footage and finish floor elevation.
- ❑ Show and label all proposed paved areas while stating the type of pavement.
- ❑ Show and label all curbing, steps, retaining walls, etc.
- ❑ Show and label all landscaped areas.
- ❑ Show and label all fencing.

- ❑ Show the required number of parking spaces along with the actual number of parking spaces. Show how the required number was determined.
- ❑ Show the number and size of parking spaces. Dimension spaces and aisles.
- ❑ Show all proposed pavement markings and signs.
- ❑ Show proposed structures that are visible at the ground surface (catch basins, manholes, etc.).
- ❑ Show location of detention/retention area.
- ❑ Show and label the dumpster location with enclosure.
- ❑ Show loading zones.
- ❑ State the radiuses of all curves.
- ❑ Show a north arrow on the drawing.
- ❑ Dimension all structures and tie the corners to property and/or right-of-way lines.

GRADING PLAN

- ❑ Show the existing and proposed roadway edge of pavement and/or curbing.
- ❑ Show and label the road right of way as "R/W".
- ❑ Show and label the benchmarks that will be utilized for the site.
- ❑ Show and label the existing and proposed structures that can be seen at the surface. Manholes and catch basins must include rim or top of casting elevations.
- ❑ Location of existing buildings to remain with finish floor elevations labeled.
- ❑ Existing drives adjacent to the site or across the street.
- ❑ Show and label existing and proposed sidewalk.
- ❑ Show and label existing and proposed wetlands, streams, ponds, drainage swales, etc.
- ❑ Show and label existing and proposed contours at one foot intervals in the site area as well 100' outside the site. The line type should be bold for proposed contours such that they are distinguishable from the existing contours. All contours existing and proposed must be labeled.
- ❑ Show proposed spot elevations where necessary.
- ❑ Show the location of the proposed building with the square footage and finish floor elevations labeled.
- ❑ Show all and label all proposed paved areas.
- ❑ Show and label all curbing, steps, retaining walls, etc.
- ❑ Show the location or the detention/retention area. (Maximum side slope 3:1)
- ❑ State whether the parcel is in a flood zone. If so, show the extent of the floodplain.
- ❑ Handicapped parking spaces and access aisles shall not exceed a 2% slope in any direction.
- ❑ Minimum pavement slope is 0.50% and maximum pavement slope is 10.00%.
- ❑ Show rock channel protection.

UTILITY PLAN

- ❑ Show the existing and proposed roadway edge of pavement and/or curbing.
- ❑ Show and label the road right of way as "R/W".
- ❑ Show and label the existing and proposed structures that can be seen at the surface. Manholes and catch basins must include rim or top of casting elevations and also invert elevations.
- ❑ Show and label existing and proposed sanitary and storm sewer pipes with the length, type, and slope of pipe.
- ❑ Location of existing buildings to remain with finish floor elevations labeled.
- ❑ Existing drives adjacent to the site or across the street.
- ❑ Show and label existing and proposed sidewalk.
- ❑ Show and label existing and proposed wetlands, streams, ponds, drainage swales, etc.

- ❑ Show the location of the proposed building with the square footage and finish floor elevations labeled.
- ❑ Show and label all proposed paved areas.
- ❑ Show and label all curbing, steps, retaining walls, etc.
- ❑ Show the location or the detention/retention area.
- ❑ Show and label all existing and proposed utilities. Also show the location of any connection and meters.
- ❑ The minimum vertical separation between sanitary sewer and a water line is 18". The minimum horizontal separation is 10 ft.
- ❑ The minimum acceptable storm sewer pipe size in the City right of way is 12"and must be RCP or PVC. HDPE will be allowed with a minimum of 2 foot of cover
- ❑ Show rock channel protection

SWP-3 PLAN

- ❑ For sites over one (1) acre a permit with the EPA for stormwater pollution prevention must be obtained. A copy of the NOI (Notice of Intent) and the EPA's approval letter must be submitted to the City. The City must receive a letter from the Stark County Soil and Water Conservation District stating that a SWP3 and water quality plan has been reviewed and approved for this project prior to the City's approval.
- ❑ Location map showing the site in relation to surrounding area. Clearly indicate the location of receiving streams and/or surface waters.
- ❑ Indicate the limits and show the acreage of earth disturbing activity.
- ❑ Show borrow, spoil and topsoil stockpile areas.
- ❑ Include existing and proposed contours.
- ❑ Delineate drainage watersheds indicating acreage of each area.
- ❑ Include a narrative describing the overall sediment and erosion control scheme for the site.
- ❑ Show locations of all lakes, ponds, surface drainage patterns, wetlands, springs, etc. on or within 200 ft of the site.
- ❑ Show locations of all existing and proposed buildings, roads, utilities, parking facilities, etc.
- ❑ Include a schedule for implementing temporary and permanent erosion and sediment control practices.
- ❑ Show the location of all erosion and sediment controls and stormwater management practices.
- ❑ All structural practices should be explained with detail drawings and specifications.
- ❑ The following note must appear on the plan: "The contractor shall prevent and/or reduce and control soil erosion resulting from the proposed improvements. The use of silt fencing, jute matting, temporary seeding, silt checks, inlet protection around all catch basins, stabilized construction entrance(s), etc. will be required. Sediment control structures/devices shall be installed in accordance with the latest edition of the manual Rainwater and Land Development – Ohio's Standards for Stormwater Management, Land Development and Urban Stream Protection. Sediment control devices must be installed prior to beginning any construction activity. The contractor shall be responsible for continued inspection and maintenance of all sediment control devices. The contractor shall follow the requirements set forth on the approved stormwater pollution prevention plan if applicable, or as detailed on the construction plans, as specified by the City of Canal Fulton".

DETAIL SHEET(S)

- ❑ Contact the City Engineer for standard details and notes at kad@civproengineering.com or (234) 410-3913.

SUPPORTING DOCUMENTATION

Two copies of Supporting Documentation must be submitted at the time of plan submittal. **Incomplete submittals will not be processed.**

STORM WATER RUNOFF CALCULATIONS

- ❑ The storm water runoff shall be submitted in report form. The post-developed rate of runoff is not permitted to exceed the pre-developed rate of runoff. The following are minimum necessary items that shall appear in the report:
- ❑ Summary of the existing conditions including the type of vegetation, drainage area, the direction of flow, offsite flow, etc.
- ❑ Summary of proposed features such as storm sewers, detention/retention basins, underground detention systems, drainage swales, area of outlet, etc.
- ❑ Summary of the results for the 2, 5, 10, 25, 50, and 100-year storm events including pre-developed rate of runoff, post-developed rate of runoff, allowable rate of discharge, actual discharge, elevation reached in the detention/retention basin.
- ❑ Provide a soils map.
- ❑ Pre-developed and post-developed drainage maps.
- ❑ Calculations supporting time of concentrations for both pre and post-developed conditions.
- ❑ Determination of the runoff curve for both pre and post-developed conditions.
- ❑ Calculation of the pre and post developed flow for the 2, 5, 10, 25, 50, and 100-year storms. The method shall be appropriate for the size of the drainage area.
- ❑ Calculations supporting the detention/retention basin volume.
- ❑ Outlet structure(s) used and the calculations for each structure.
- ❑ Routing of the 2, 5, 10, 25, 50, and 100-year storms through the basin. Calculations must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio.

STORM SEWER SIZING

- ❑ Pipe sizing shall be done in accordance with the rational method for a 10-year storm event.
- ❑ Provide a clearly defined drainage map with calculations.

ROCK CHANNEL PROTECTION

- ❑ Include calculation sheets used to determine size and type of rock channel protection

DRAINAGE SWALE AND DITCHES

- ❑ Include calculations used to determine size, slope, and type of lining for drainage swales.
- ❑ Calculations shall be done in accordance with ODOT's drainage design for open water carriers.

CULVERTS

- ❑ Include calculations used to determine size, slope, and type headwalls for drainage culverts.
- ❑ Calculations shall be done in accordance with ODOT's drainage design for culverts.

RETAINING WALLS

- ❑ Include design calculations for all walls over 3' in height.
- ❑ Provide a site/grading blowup of the wall location showing all pertinent information, including all proposed and existing utilities and structures.
- ❑ Provide all details and specifications. Calculations must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio.

The City Engineer will review the plans once they have been processed. If there are any comments, the applicant will receive the comments by email. Two copies of the revised plans must be submitted with a response letter addressing each comment. If a response letter is not received, the plans will not be reviewed. Ample time should be given to allow for review of the resubmittals. (*The week of the site plan review meeting is typically insufficient time to review the resubmittals.)*

I do hereby attest that all above applicable items have been incorporated into the plans. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.

_____ _____

Signature of the Applicant Date