

Richland County Stormwater Management and Sediment Control Regulations

Commercial Construction Documents Checklist

Owner & Name of Project: _____

TITLE SHEET

1. ___ Title of Project, Owners Name, Address, County, Township and Section.
2. ___ Parcel ID Number of all effected parcel only.
3. ___ Index of sheets and sheet numbering.
4. ___ Vicinity map with north arrow and project site call-out.
5. ___ North arrow, scale and scale bar.
6. ___ Call 811 “Know what’s below” note (O.U.P.S. & OGPUPS). See www.call811.com.
7. ___ Engineer’s seal on all pages, Signature and date on front/index sheet only.
8. ___ Date of finished plans-Revisions list. Please make sure revisions are clouded as applicable.
9. ___ Name, address, telephone number, and fax number of design professional or firm that prepared the plans.
10. ___ Legend (all sheets).
11. ___ Reference Standards with date (i.e. ODOT 2008 CMS).
12. ___ Benchmark(s) - elevations, reference datum and physical location.

GENERAL PLAN

13. ___ Show all proposed lots, parking areas, streets and curbs, structures, etc.
14. ___ Show all existing pavements, headwalls, piers, utilities, mailboxes, trees, etc. (Existing Infrastructure shall be shown in lighter text and line weight).
15. ___ Easements for utilities and storm drainage.
16. ___ Lot numbers, dimensions, owners’ names on adjoining lots.
17. ___ Proposed Construction Schedule including (Timeline with Dates):
 - 17.1. ___ Sequence of Major Construction Operations and milestones.
 - 17.2. ___ Sequence of erosion, sediment, and stormwater management practices or facilities.
18. ___ Benchmarks (Show Location Only).
19. ___ Show downspouts, method of conveyance (overland, underground), and discharge point(s).
20. ___ Description of prior use(s) and proposed use(s) of the site.
21. ___ Description of soil conditions, soil types, levels of water table, and quality of any existing discharge from the site.
22. ___ Provide a clearly defined maintenance plan, a Hard copy and Electronic copies are required, and must include:
 - 22.1. ___ agencies or individuals responsible for inspection and maintenance responsibilities.
 - 22.2. ___ routine and non-routine maintenance tasks.
 - 22.3. ___ schedule for inspection and maintenance.
 - 22.4. ___ any legally binding maintenance agreements.
 - 22.5. ___ locations of maintenance and access easement(s).
 - 22.6. ___ appropriate signature blocks for responsible parties.
23. ___ Watershed boundary & catchment areas (acres) pre & post.
24. ___ Off-site and on-site drainage areas (Coming thru the proposed Construction Site).
25. ___ General Notes: All notes necessary for construction which are not defined clearly elsewhere within the plans.
26. ___ Surface water locations and names on or within 200’ of the site.
27. ___ Floodplain and floodway locations.

SITE GRADING PLAN AND EROSION CONTROL

28. ___ Final site grading plan.
29. ___ Existing and proposed contours and elevations labeled (2’ maximum interval).
30. ___ Show cut and fills, indicate onsite and offsite deposition or borrowing of materials. Include site balance calculations with summary.
31. ___ Identify pervious and impervious areas and quantify.
32. ___ Identify and include any details necessary for construction to limit sediment and erosion off the site.
33. ___ Location of all erosion, sediment, and stormwater control practices.

- 34. ___ Areas of temporary stabilization during the construction process.
- 35. ___ Construction entrance and width callout.
- 36. ___ Dewatering procedures and details.
- 37. ___ Locations of:
 - 37.1. ___ concrete washout area(s).
 - 37.2. ___ soil/aggregate storage/stockpiling.
 - 37.3. ___ vehicle fueling.
 - 37.4. ___ dumpster(s).

CROSS SECTIONS

- 38. ___ Ditches/Swales with grade.
- 39. ___ Grassed channels with grade.
- 40. ___ Pond embankments & structures.
- 41. ___ Inlets/ outlets and water surface elevation details for critical and 100 yr storms.

STORM WATER POLLUTION PREVENTION PLAN

- 42. ___ A storm water pollution prevention plan will be required to be included with the construction drawings and approved by the Stormwater Manager. This plan shall follow OEPA and NPDES permit requirements and shall be submitted to and approved by OEPA prior to construction.
 - 42.1 ___ O.D.N.R. Permits (T.E. Species)
 - 42.2 ___ U.S. Army Corps of Engineers (Work within a channel)
 - 43.3 ___ O.D.O.T. (For crossing State Routes)
- 43. ___ Show and label existing and proposed 2' contours. (Legend).
- 44. ___ Proposed storm catch basins, pipes, etc., labeled and numbered including grade, pipe size and invert elevations.
- 45. ___ Concentrated flows.
- 46. ___ Property lines and right-of-way.
- 47. ___ Proposed diversions and erosion control (Example: diversion ditches, fabric fence, sediment basin).
- 48. ___ Erosion control construction sequence list.
- 49. ___ Limits of grading and project limits.
- 50. ___ Proposed storm sewer pipe flows and capacities.
- 51. ___ Sediment basin location.
- 52. ___ tc calculations route(s).
- 53. ___ Identify future construction areas.
- 54. ___ Location of construction debris and concrete washout area.

PLAN AND PROFILE

- 55. ___ The plan and profile shall be at a recognized scale, typically 1" = 20' horizontal, 1" = 5' vertical.
- 56. ___ Plan and profile sheets shall show all necessary data in sufficient detail for the complete construction of all work and improvements to be made. Inc. Outlet & WQv elevations.
- 57. ___ All grade elevations shall be based on U.S.G.S. datum as noted on Title sheet.

STORM SEWER PLAN

- 58. ___ Show and station, with offsets, the proposed storm sewers: manholes, laterals, catch basins, headwalls, etc.
- 59. ___ Label each pipe size and type.
- 60. ___ Number of proposed storm manholes and catch basins.

STORM SEWER PROFILES

- 61. ___ Show length of span, size, grade, and class and/or type of proposed pipe.
- 62. ___ Label existing pipe size and type.
- 63. ___ Label existing and proposed mainline storm water manholes, junction boxes, catch basins, etc., and show centerline of streets and stations of each.
- 64. ___ Show invert elevations of all pipe at manholes, headwalls, junction boxes, catch basins, etc.
- 65. ___ Show elevation on top of manhole or catch basin.

- 66. ___ Number proposed storm manholes and catch basins.
- 67. ___ Hydraulic Grade Line for critical storm, including detention/retention.

DETENTION/ RETENTION BASIN PLAN AND DETAILS

- 68. ___ Detailed site plan including inlet and outlet elevations, top of bank elevations and emergency overflow elevations.
- 69. ___ Pervious Area /lot & total acres.
- 70. ___ Impervious Area /lot & total acres.
- 71. ___ Drainage area for basin.
- 72. ___ Maintenance plan for the basin – Hard Copy & Electronic Copy (PDF) are Required.
- 73. ___ Depth and pool elevations for design storms noted.
- 74. ___ Outlet/Control structures and details

POST CONSTRUCTION STANDARDS, per Article V, applies to urbanized areas only.

- 75. ___ For all sites/disturbances:
 - 75.1. ___ Statement of stormwater quality.
 - 75.2. ___ Description of BMP's installed during construction.
 - 75.3. ___ Riparian and Wetland setbacks identified on plan.
 - 75.4. ___ Description of post-construction BMP's and rationale for selection.
 - 75.5. ___ Statement of how long-term operation and maintenance of BMP's will be addressed.
- 76. ___ In addition to the above, for sites/disturbances that will disturb five or more acres or sites/disturbances that are part of a larger common plan of development or sale that will disturb five or more acres:
 - 76.1. ___ Properly sized BMP's including Water Quality Volume (WQv) calculations or a hydrologic study.

CALCULATION SUMMARY REPORT

- 77. ___ Site summary indicating the site details and conditions.
- 78. ___ Provide description of proposed building, if any as well as existing structures on site.
- 79. ___ Summary details of site balance calculations.
- 80. ___ Volumes and rates of adjoining and offsite drainage considered in site calculations.
- 81. ___ Summary of volumes and rates for 1, 2, 5, 10, 25, 50- and 100-year storms, both existing and proposed.
- 82. ___ Estimated detention volume required and provided.
- 83. ___ Orifice/Outlet Control Sizing Calculations.
- 84. ___ Existing off-site pass-through volumes and rates.
- 85. ___ Spoil disposition plan (if offsite provide property owner's name, location and PP#).

ADDITIONAL INFORMATION AS NECESSARY

- 86. ___ Geotechnical Report
- 87. ___ EPA NOI
- 88. ___ Approved Zoning Permit Application
- 89. ___ Deed of Stormwater Control and Erosion Control Easement

*PLEASE NOTE: This checklist is presented as a guide. Incomplete and/or confusing plans will be returned for clarification and may require additional review fees. Each Item **MUST** be Addressed accordingly. Items that are Not Applicable (N/A) can be stated as such but may require further 1explanation if deemed necessary by the Stormwater Manager.*