

MEMORANDUM



City Engineer's Office

TO:

FROM: Samuel C. Anderson, PE, Assistant City Engineer

DATE: February 16th, 2018

RE: Site Plan Submittal Requirements

In an attempt to help streamline our new planning, building and engineering processes I have compiled a list of items that must be submitted for the engineering review of any commercial, industrial, multiple family, or non-residential construction site plan.

The following items shall be shown on a combination of site plan, utility plan, grading & drainage plan, and erosion control plan and should be submitted to the Planning Office for review and approval. The drawings will be to an engineer's scale, 1" = 10' to 1" = 60', and shall indicate the following:

1. Project owner, designer, and contractor (if available) contact information.
2. A certified site survey drawing by a registered engineer or land surveyor showing property boundaries and dimensions. Location of all easements and building and parking setback. Building locations and dimensions (existing and proposed) on and within 200 feet of subject property. Adjacent roadways and proposed entrances and exits for vehicles. Also identify property land use.
3. Existing and proposed 1 or 2 foot topographical contour information with labels extending a minimum of 200 feet beyond the property boundary; spot elevations may be sufficient for sites of less than 3 acres in area with no slopes greater than 12%.
4. Show all erosion control measures and BMPs proposed for project. May include multiple phases.
5. Existing and proposed storm water drainage system including drainage easements; and the location, width and direction of flow of all watercourses; and provision for surface water disposal, ponding and drainage. Directional arrows shall be placed to indicate drainage directions. Delineated edge of all wetlands, ponds, lakes, streams, etc.
6. Drainage calculations to verify sizing of pipe, ponds, emergency overflow spillways, pond wet volumes, extended detention volumes, and flood storage volumes.
7. Parking Areas (indicate type of surface, arrangement and dimension of spaces), truck loading docks and maneuvering areas, sidewalks, retaining walls, refuse storage, service areas, and other manmade features.
8. Label and include any existing significant vegetation to be removed, to remain, and to be established.
9. Utility plan including the proposed sizes and location of water, sanitary sewer, and storm water, pipe size and depth. Profiles shall be included for services shown within public right-of-way.

A more comprehensive list is provided in the City of Bemidji Stormwater Design Guide. Not all of these items may be required for minor site plan approvals that have little or no impact on adjoining properties. If the applicant has any questions feel free to have them contact me.