

The following document is a guide for the preparation of plan submittals and is intended to aid in consistent plan reviews.
Please note that site-specific conditions may warrant requirements that are not contained within this document.

Town of Dallas - Engineering Site Plan Review Check List

Project: _____
 Data Submitted: _____
 Owner: _____
 Engineer: _____

YES	NO	N/A	GENERAL SUBMITTAL REQUIREMENTS				PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Name of Project & Proposed Use			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Address of Site			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Name, address of Developer, and contact person with phone number.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Name and address of Engineer.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Sheet size to be 24" x 36".			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Drawn to acceptable Engineering Scale			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Date of Drawing / Revisions.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Clear vicinity sketch (include adjacent streets and North arrow)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Legend			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	North Arrow (all applicable sheets).			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Signature and seal of NC Professional Engineer on every sheet.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	Include overall utility plan sheet (with summary of w/s lines by size and length, # MH's & F/H's).			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Bench mark location and datum to be described with true elevations (clearly label on overall plan sheet).			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	All dimensions must be legible.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Show all property lines with bearing and distances.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Show North arrow.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Show all existing buildings, driveways, retaining walls and other predominant features on the site.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Show all existing and proposed utility easements with dimensions.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Evaluate all water and sewer taps for utility crossing conflicts.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	Show 100 year flood plain data (fringe line, elevation, floodway, and FEMA panel number).			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	Show delineated wetlands.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	Clearly indicate project phase lines (include gate valve, temporary blow-off, temporary turn-around as required).			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Show dumpster location Min. 20' x 10' x 6" concrete dumpster pad.			
YES	NO	N/A	SITE PLAN INFORMATION				PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Label type of curbing and proposed surface type.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Show limits of pavement in parking areas without curbing.			
			22	Parking Design Requirements			
				Angle	Aisle Width	Stall Length	Stall Width
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		90'	24'	19'	9'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		45'	13'	20'6"	12'10"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		60'	18'	21'10"	10' 5'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Dimension typical parking layout			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Dimension 10' min. parking setback from street right-of-way (6" curbing required to prevent parking in this setback)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Label existing driveway widths			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	NCDOT driveway permit required for new driveway or widening of existing driveway along State Road.			
			24	Driveway Widths			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Two-way drive 24' min.-36' max			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		One-way drive 16' min.-16' max.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Show elevation difference when parking lot abuts a property line. 2:1 maximum slope.			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	No curb & gutter shall be installed between the limits of the right-of-way to 2 1/2 feet from the back of curb.			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Show driveway entrances	
			26	Minimum setback for driveways from Street R/W at intersections:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		City Street 25'	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		State Road: Minor Road 30' Major Road 50'	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Min. radius (clearance from property Line at R/W) For driveways is 10' unless otherwise approved by the Town.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	All driveways are to be concrete paved from the edge of street to the street R/W line or rad. pt., whichever is greater.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	14. Maximum of two driveway entrances per site permitted on each street.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Typical pavement section	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Sidewalk locations	
				Label the following :	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Existing sidewalks	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Existing curb and gutter	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Existing street pavement width of all streets adjacent to the site	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Right-of-way width of all streets adjacent to the site	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Show name of all existing streets abutting and adjacent to the property.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Show distance to nearest street intersection.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Label street right-of-way to be dedicated.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Show State route number if applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	provide minimum sight easements at all drive intersections.	
YES	NO	N/A		DRAINAGE INFORMATION	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Topographic contour lines at 2' contour intervals minimum.	
			25	Sites of 1 acre and larger.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Detention calculations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Basin size and volume	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Outlet pipe design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Outlet pipe with % grade and pipe material	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Emergency spillway design : show location and type of overflow provided spillway	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Show 100 year flood elevation if applicable. (first floor elevation 1' above 100 year flood elevation)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Drainage system design calculations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Drainage system shown with pipe sizes, pipe material, grades, inverts, and outlet protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Provide copies of all references used in storm drainage calculations	
YES	NO	N/A		UTILITY INFORMATION	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Label all utilities as existing or proposed.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Show storm drainage lines and structures.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Encroachment agreement required for a private system to tie into public storm drain system or any other city property.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Show power & utility poles - street lights.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Show sanitary sewer line - manholes - inverts (location, size, material)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Show water mains & valves (approximate location & size)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	Show distance to nearest city maintained fire hydrants.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	Show location of fire sprinkler connection.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Show proposed water and sewer lines and fire hydrants.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	NCDENR sewer approval - if required - permit #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38	NCDENR water approval - if required - permit #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39	Show location and size of water & sewer taps with invert at tie-in to sanitary sewer main.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40	Irrigation taps - show size & location. (irrigation systems shall not be installed within St. R/W)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41	Note strength of proposed waste water & approx. volume, (GPD) i.e. residential, industrial, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42	Show finished floor elevation of structure with respect to sanitary sewer invert.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43	Show all easements and rights-of-way on property.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	Show all easements to be dedicated (storm drainage, water, sewer, etc.)	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45	Show location, size, and type of any above or below ground tanks permit may be required.	
YES	NO	N/A		FIRE DEPARTMENT CHECKLIST	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45	Installation of fire prevention systems (ie: sprinklers, smoke/heat/fire alarms, extinguishing systems, etc.)	
				* If yes, plans & specifications shall be submitted for review and approval to the Fire Official prior to commencement of any work.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47	Building size (dimensions and total square feet)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48	Const. classification (wood frame, joisted masonry, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49	Indicate roof covering.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52	Distance measured from buildings to all property lines.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54	Distance to nearest existing City maintained fire hydrants.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55	Show proposed water lines and fire hydrants.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56	Proper access to building by fire apparatus (fire lane).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57	Show overhangs and underpass clearance in feet and inches. Show all fences (size) and gate locations, if applicable.	
YES	NO	N/A		ELECTRICAL DEPARTMENT CHECKLIST	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58	Name of electrical contractor and phone number	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59	Estimate date of permanent power	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60	Type voltage desired	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61	Approximate electrical load	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	62	Overhead or underground	
YES	NO	N/A		FLOOD STUDY INFORMATION	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47	Completed FEMA application form MT1/2.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48	Narrative on project and submittal explaining any adjustments, revisions, or omissions to any models.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49	Hydrologic computations along with digital files of computer models.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66	and Proposed models used.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	67	Certified topographic map with floodplain, floodway, and cross-section delineations.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	68	Annotated FEMA FIRM and/or FBFM to reflect changes due to project.	
YES	NO	N/A		MINIMUM GRADING DESIGN STANDARDS	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	73	Detailed grading plan utilizing min. 2' contours.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	74	Cut / Fill slopes 2:1 (MAX)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75	Terrace required for all grade changes > 10 feet.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76	Engineered swales required for all grade changes > 5 feet.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77	Engineered Swales Design Calculations	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79	Retaining walls ≤ 8 ft in height.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80	Safety rail/fence specified for all retaining walls ≥ 30 inches in height.	
YES	NO	N/A		OTHER ITEMS:	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82	All utility applications submitted (water/sewer/contract, etc.).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83	Approved Erosion Control Plan and permit.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84	Temporary construction and/or off-site easement deeds submitted.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	85	R/W documentations for all off-site street improvements.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86	NCDOT driveway permit and encroachment applications.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87	Private utility encroachments as required. (Duke Power, AT&T, PSNC, Bell South, Colonial, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	88	Submit 1 sets of sealed engineering design tables and calculations. These must match the plans.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	89	Wetlands delineation map and associated permit(s).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90	Legible storm drainage area map and associated calculations (24"x36", areas, structure #'s).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	91	Include digital copy of the construction documents (with "final" submittal).	
YES	NO	N/A		SHEET NOTES:	PAGE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92	Engineer / Right-of-Way Administrator at (704) 854-6626 at least one (1) working day prior to beginning construction	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	93	All construction to conform to a site plan approved by the Director of Public Works and Planning Director.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94	Provide "competent" card carrying individuals for OSHA regulations.	

Reviewed By:

Date: