

**DESIGN CHECKLIST FOR PRELIMINARY PLATS AND DEVELOPMENTS**

Development Name: \_\_\_\_\_  
 Location: \_\_\_\_\_

Date: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_

Developer/Owner: \_\_\_\_\_

Developer's Engineer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Reviewing Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

|  | <u>Provided/<br/>Satisfactory</u> | <u>Comments</u> |
|--|-----------------------------------|-----------------|
| <b>General</b>   |                                   |                 |
| 1. Development name/subdivision number.  | _____                             | _____           |
| 2. Description of location (including section and fractional portion thereof, Town and Range, township, city or village and county, Michigan). | _____                             | _____           |
| 3. Location map.   | _____                             | _____           |
| 4. Name, address, and telephone number of proprietor.  | _____                             | _____           |
| 5. Name, address, and telephone number of engineer or surveyor.  | _____                             | _____           |
| 6. North arrow and scale.  | _____                             | _____           |

**Provided/  
Satisfactory**      **Comments**

**Legend**

- |     |   |       |  |
|-----|---|-------|--|
| 7.  | Development boundary.   | _____ |  |
| 8.  | Identification of all adjoining parcels (for subdivisions show lot number, subdivision name, liber, and page numbers; for metes and bounds parcels show permanent parcel number). | _____ |  |
| 9.  | Overall property description metes and bounds (with ties to government corner).   | _____ |  |
| 10. | Lot dimensions (scaled or computed).  | _____ |  |
| 11. | Lot numbers.  | _____ |  |
| 12. | Building setback lines.   | _____ |  |

**Topographical**

- |     |   |       |  |
|-----|---|-------|--|
| 13. | Existing buildings (label those under construction with address).   | _____ |  |
| 14. | Existing roads (with name, ROW width, and type of surface).   | _____ |  |
| 15. | Proposed roads (with name, ROW width, and type of surface).   | _____ |  |
| 16. | Existing contours (no greater than a 2' interval inside the plat; no greater than a 10' interval outside the plat). | _____ |  |
| 17. | Proposed contours.  | _____ |  |
| 18. | Typical lot grading plan (detail, statement, or drainage arrows).   | _____ |  |
| 19. | Available soils data, soil boring logs, and locations (include ground elevation and water table information).       | _____ |  |

**Provided/  
Satisfactory**      **Comments**

**Drainage**

- 20. Offsite watershed areas (with boundaries and acreage to be shown on location map). \_\_\_\_\_
- 21. All existing drainage courses and structures (with proper labeling as to type, size, and invert elevations). \_\_\_\_\_
- 22. County drains (permission required to connect). \_\_\_\_\_
- 23. Proposed drainage systems (clearly identify all open and enclosed portions). \_\_\_\_\_
- 24. Floodplain contour (existing and proposed). \_\_\_\_\_
- 25. Wetlands (existing and proposed). \_\_\_\_\_
- 26. Buffers provided. \_\_\_\_\_
- 27. Proposed storm water facilities (detention/infiltration). \_\_\_\_\_

**Storm Water Management System Design**

- 28. Calculation of runoff. \_\_\_\_\_
- 29. Effective layout. \_\_\_\_\_
- 30. Inlet capacity/spacing. \_\_\_\_\_
- 31. Adequate size/slopes. \_\_\_\_\_
- 32. Pipe material. \_\_\_\_\_
- 33. Submergence. \_\_\_\_\_
- 34. High water level in relation to low top-of-casting elevation. \_\_\_\_\_
- 35. Storm water facilities appropriately selected (worksheet). \_\_\_\_\_
- 36. Minimum basement floor elevations/openings in structures. \_\_\_\_\_

**Provided/  
Satisfactory**      **Comments**

- 37. Ensure proper siting. \_\_\_\_\_
- 38. Required volume/release rate. \_\_\_\_\_
- 39. Pretreatment. \_\_\_\_\_
- 40. Adequate volume provided. \_\_\_\_\_
- 41. Hydraulic calculations for transfer or outlet pipe. \_\_\_\_\_
- 42. Overflow spillway. \_\_\_\_\_
- 43. Geometry. \_\_\_\_\_
- 44. Side slopes. \_\_\_\_\_
- 45. Soil erosion controls. \_\_\_\_\_

**Easements**

- 46. Utility easements (with dimensions and type of utility). \_\_\_\_\_
- 47. Existing and proposed drainage easements. \_\_\_\_\_
- 48. Offsite drain easements or rights-of-way. \_\_\_\_\_

**Maintenance**

- 49. Identification of agency proposed to assume ownership of the storm water management system. \_\_\_\_\_

**Fee**

- 50. Development fee. \_\_\_\_\_

COMMENTS:  
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