# TOWN OF CLARENCE ENGINEERING AND BUILDING DEPARTMENT
# COMMERCIAL DEVELOPMENT PLAN REVIEW CHECKLIST

**DESIGN PLANS**

1. Design plans are to be submitted in an organized plan set with a title sheet to include project name, project location map, engineering/architectural firm name, engineering/architectural firm contact information, submittal date, list of drawings and owner/developer contact information. All drawing sheets to have original stamps and signatures.

2. Legal boundary survey stamped and signed by a New York State Licensed Land Surveyor showing entire development parcel and adjacent properties within 200 feet including reputed owner information for all immediately adjacent properties.

3. Legal topographic survey stamped and signed by a New York State Licensed Land Surveyor or Professional Engineer. Topographic survey to include, but not be limited to, existing ground elevations at USGS datum or NGVD 29' datum (if near floodplain/floodway) extending a reasonable distance off the subject property, existing grade contours at 1 foot intervals, location elevation and description of benchmark utilized, existing watercourses and direction of flow, federal wetlands, state wetlands, floodplains (including base flood elevations), floodways and existing utility information (storm sewer, water, sanitary sewer, gas, telephone, electric, cable, etc.) and adjacent driveways and/or road intersections.

4. Site layout plan and detail sheets to include, but not be limited to, proposed building location(s) with dimensions to property lines, all setbacks, paved areas, parking layout, sidewalk locations, berms, exterior lighting and all associated site details. The following information must be provided on the site plan for Building Department review – landscaping (see Town of Clarence Landscape Ordinance), zoning, occupancy classification, construction type, building height, building area, proposed fire protection systems, frontage/area modification(s) (see chapter 5 of Building Code), finished floor elevation(s) and a basic floor plan including fire walls, fire barriers, fire partitions, stairways and exits.

5. Storm drainage and grading plans, profiles and detail sheets to include, but not be limited to, location of existing and proposed drainage structures (all proposed drainage structures to be numbered), length, size, slope, and material of proposed storm sewer piping, pipe inverts at all structures and end sections, high water elevation within storm water retention/detention basins, perimeter yard drainage with inlets at all property line intersections, storm drainage easements, proposed spot elevations, proposed elevation contours at 1 foot intervals, detention/retention basin cross sections, proposed perimeter swales with swale centerline elevations and all associated storm drainage and grading construction details.

6. Utility plans, profiles and detail sheets to include, but not be limited to, location of all existing and proposed utilities and their respective size and material (water mains and services, sanitary sewers, storm sewers, gas mains, cable, telephone electricity lines), proposed backflow prevention device, proposed utility poles and all associated construction details.

7. Erosion and sedimentation control plans and detail sheets to include, but not be limited to, location of silt fencing, location of straw sediment traps, stabilized construction entrance, topsoil stockpile areas, limits of stripping, limits of grading, maintenance schedule and all associated construction details.

## GENERAL REQUIREMENTS

1. All plan, detail and profile design sheets must contain an original stamp and signature of a Professional Engineer or Registered Architect licensed by the State of New York. Note: All site layout plans with dimensions tied to legal boundary survey, utility, storm drainage, grading, erosion/sedimentation control plans, profiles and detail sheets must be stamped by a Professional Engineer licensed by the State of New York.

2. Engineer's Report explaining the project in detail including, but not limited to existing site drainage condition hydrographs, proposed site drainage conditions hydrographs, storm water detention requirement calculations, detention basin design criteria, storm drainage pipe sizing calculations including perimeter yard drainage and fire main and/or fire sprinkler system hydraulic calculations. The Engineer's Report must have original stamp and signature of a Professional Engineer licensed by the State of New York.

3. If the proposed land disturbance is greater than one (1) acre provide a Storm Water Pollution Prevention Plan (SWPPP) including all associated applications and forms in accordance with New York State Department of Environmental Conservation requirements for General Permit for Construction Activity (GP-0-10-001) must be submitted for review, approval, signature of acceptance and submitted to NYSDEC. General Permit coverage is required prior to issuance of Private Improvement Permits. All SWPPP documents must be stamped by a Professional Engineer licensed by the State of New York.

4. Written verification from the Erie County Department of Environment and Planning and/or the Erie County Health Department stating that approval has been granted for all proposed sanitary sewer facilities including subsurface disposal systems (septic, sand filters, etc.).

5. Written verification from Erie County Department of Public Works Division of Highways and/or New York State Department of Transportation stating approval of any and all proposed curb cuts onto County or State Highways.

6. Approval from the Erie County Water Authority for the proposed domestic and fire service facilities and may include backflow prevention devices.

7. Additional technical design requirements as required by the Engineering Department.

   *NOTE: A pre-submittal meeting with Engineering Department staff is strongly encouraged to determine required design and/or approval elements specific to a project.*

8. **All submittals and resubmittals must be submitted to the Planning and Zoning Department for distribution to the various Departments and Committees. Contact the Planning and Zoning Department for additional submittal requirements.**

9. **Submittals directly to the Engineering Department and/or Building Department will not be accepted.**