TOWN OF CLARENCE ENGINEERING DEPARTMENT
SUBDIVISION 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 firm name, engineering firm contact information, submittal date, list of drawings and owner/developer contact information. All drawing sheets to have original stamps and signatures. All detail sheets are to contain the latest approved construction details.

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. Subdivision Plat Map to include, but not be limited to, all setbacks, lot numbers, lot size, buildable area, all easements properly labeled, right of way width, table listing which lots are designed for walkout basements, daylight basements and traditional basements, note stating "top of foundation wall to be a maximum of 40" above centerline of road" and permanent survey marker locations.

5. Sanitary sewer and water main plans and detail sheets per the requirements of the Erie County Water Authority and Erie County Department of Environment and Planning Division of Sewerage Management.

6. Storm drainage and pavement plans, profiles and detail sheets to include, but not be limited to, location of existing and proposed drainage structures (all 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, rear yard drainage with inlets at all property line intersections, storm drainage easements and all associated construction details.

7. Grading plans and detail sheets to include, but not be limited to, proposed top of foundation wall elevations, table listing which lots are designed for walkout basements, daylight basements and traditional basements, note stating "top of foundation wall to be a maximum of 40" above centerline of road" (unless the natural topography allows for more than 40"), basement floor elevations, lot grading type for each lot, road centerline elevations, proposed elevation contours at 1 foot intervals, detention/retention basin cross sections, proposed side yard and rear yard swales with centerline elevations and all associated grading details. Note: top of foundation wall and basement floor elevations that appear on the approved grading plan must be shown on all individual lot grading plans submitted for a building permit. The approved grading plan must be provided to all lot buyers by the developer.

8. 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.

9. Traffic control signage and street lighting plan and details showing locations of all proposed recommended traffic control signage in accordance with Town of Clarence Highway Department requirements and proposed street lighting layout in accordance with New York State Electric and Gas and Town of Clarence requirements.

GENERAL REQUIREMENTS

1. All plan, detail and profile design sheets must contain an original stamp and signature of a Professional Engineer licensed in 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 and storm drainage pipe sizing calculations including rear 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 in the State of New York.

3. Storm Water Pollution Prevention Plan in accordance with New York State Department of Environmental Conservation requirements for General Permit for Construction Activity (GP-0-08-001) must be submitted for review along with all associated applications and forms.

4. All plan and detail sheets must contain the following note: "ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF CLARENCE STANDARD CONSTRUCTION SPECIFICATIONS AND/OR SUBJECT TO THE LATEST REVISIONS AS APPROVED BY THE TOWN ENGINEER"

5. Written verification from the Erie County Health Department stating that approval has been granted for all proposed sanitary sewer facilities.

6. Written verification from the Erie County Health Department stating that approval has been granted for the proposed water main facilities.

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

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.**