



# CITY OF SUFFOLK

## DEPARTMENT OF PUBLIC WORKS / ENGINEERING DIVISION

440 MARKET STREET SUFFOLK, VIRGINIA 23434 PHONE (757) 514-7725; FAX (757) 514-7727

### Single Family Lot Grading Plan Application Appendix 2D-2

A formal lot grading plan prepared by a Professional Engineer, Surveyor, or other person licensed by the Commonwealth of Virginia to practice as such, shall be submitted with this application for review. Parcels located within an approved subdivision or otherwise master planned, are to be designed in accordance with the previously established lot grades. The Certificate of Occupancy may be withheld if it is determined that a deviation exists between the actual site grades and the formal lot grading plan or the "City of Suffolk Single Family Lot Grading Policy".

#### Application Procedure:

- 1) Complete the information at the bottom of this application.
- 2) Attach three (3) **copies** of the formal lot grading plan to this form.
- 3) Pay the fee of \$100.00 to the Treasurers Office.
- 4) **Submit the lot grading package and a copy of the receipt from the Treasurers Office to Community Development.**
- 5) Public Works' Engineering staff will review the lot grading plan and return package to Community Development to be picked up by the applicant.

#### **LOT GRADING PLANS MAY TAKE 1-5 WORKING DAYS TO REVIEW**

Tidemark Project Number: \_\_\_\_\_ Tax Map ID \_\_\_\_\_ SFC \_\_\_\_ - \_\_\_\_\_ (City Use)

Is this lot located within a subdivision with prior approved plan grades and served by a stormwater BMP facility? Yes \_\_\_ Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
 No \_\_\_

Parcel Address: \_\_\_\_\_

#### Contact Person (owner/builder/permittee):

Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **OFFICE USE ONLY**

**Treasurer's Code: SFRES Fee for services \$100.00**

Per Master Subdivision Drainage Plan? Yes / No	Approved as submitted? Yes / No
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Approved by: \_\_\_\_\_

Date Contact Person Notified: \_\_\_\_\_

Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Suffolk Single Family Lot Grading Policy

- 1) Site plans showing lot grading must be submitted with the building permit application. This plan must be in accordance with the drainage plan approved by Public Works. In the event that previously approved drainage plans do not exist plans shall be prepared in accordance with lot grading standards established in the Unified Development Ordinance, published by the City of Suffolk.
- 2) Construction plans shall provide sufficient grades, ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades shall be provided: four at the corners: two at the side yard midpoints; and one grade located at the center of the lot (rear of typical structure location). Intermediate grades will be defined by linear interpolation of lot grades provided. Note type A, B, or AB lot drainage for each lot.
- 3) Storm water runoff should be directed to adequate drainage structures or large natural drainage features.
- 4) For larger parcels, the entire lot may not require a topographic survey (large wooded areas, agricultural fields, wetlands, etc...). Adequate drainage around the proposed residence, yard, driveways, and other structures must be demonstrated.
- 5) A minimum slope of 0.5% is required with a slope of 1.0% desirable where practical.
- 6) Lots shall be graded to within 0.1 feet of the final grade prior to issuance of a Certificate of Occupancy (CO). In addition, a minimum grade of 0.5% minimum slope must also be provided. A lot grading certification must be submitted prior to issuance of a Certificate of Occupancy.
- 7) Lot grading which requires considerable fill (greater than 4.0 feet) shall be clearly delineated (shaded, cross-hatched, etc.) on the plan and is the responsibility of the developer.
- 8) Overland flow onto adjacent offsite property is generally unacceptable. When a natural slope of 5.0% or greater exists or more than four feet of fill is required, an area may drain in its natural direction. Easements may be required to drain water across adjacent property when runoff is increased or the direction of flow is altered.
- 9) Compliance with the current edition of the Virginia Erosion and Sediment Control Handbook minimum standards (MS-19) is required.
- 10) The size of plot plans shall be no larger than legal size paper, 8.5" x 14".
- 11) A Right of Way Permit is required for any construction within the associated Right of Way including installation of driveway culverts. A minimum 15-inch pipe diameter is required for driveway culverts.