

CHECKLIST

For Public Works Single Family Residence Submittals

_____ **Single Family Lot Grading Plan Application** – Required with all submittals in which a residential structure will be built.

_____ **Agreement in Lieu of an Erosion and Sediment Control Plan** - Required when a residential structure will be built within or outside of the Chesapeake Bay Preservation Area (CBPA).

_____ **Agreement in Lieu of a Stormwater Management Plan** - Required for all land-disturbing activities associated with the construction of a single family residence separately built and part of a larger common plan of development, or greater than one acre and not part of a larger common plan of development.

_____ **Single Family Residence Stormwater Pollution Prevention Plan (SWPPP)** - Required for all land-disturbing activities associated with the construction of a single family residence separately built and part of a larger common plan of development, or greater or equal to one acre and not part of a larger common plan of development.

_____ **Driveway Apron/Culvert Permit Application** – Required any time an apron or apron and culvert are proposed from a City street to access off-street parking area.

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 engineering plans approved by Public Works, **under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.** In the event that previously approved engineering plans do not exist, plans shall be prepared in accordance with lot grading standards established in the Unified Development Ordinance and this Lot Grading Policy.
- 2) **Lot grading 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 may be required in order to verify positive drainage. Note the lot drainage type (A, B, or AB) for each lot.**
- 3) The Resource Protection Area (RPA) must be delineated on the plans as applicable.
- 4) The Limits of Tidal Wetlands must be delineated on any plans adjacent to tidal waters. This is defined by an elevation 1.5 times the mean tide range.
- 5) **The amount of impervious area in acres and percentage of the site that is impervious shall be depicted. Total land disturbance shall be indicated.**
- 6) Storm water runoff should be directed to adequate drainage structures or large natural drainage features.
- 7) 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.
- 8) **A minimum slope of 0.5% is required with a slope of 1.0% desirable where practical.**
- 9) 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 to Community Development prior to issuance of a Certificate of Occupancy.
- 10) **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.**
- 11) 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.
- 12) Compliance with the current edition of the Virginia Erosion and Sediment Control Handbook minimum standards (MS-19) is required.
- 13) **The size of plot plans shall be no larger than legal size paper, 8.5" x 14".**
- 14) **A Driveway Permit is required for any construction within the associated right-of-way, including the installation of driveway culverts. A minimum 15-inch diameter RCP (reinforced concrete pipe) is required for driveway culverts.**