

# City of Bowling Green

## Level II Building Permit Review Checklist

### (For sites requiring a grading and drainage plan)

**Project Name:**

**Location:**

**General Requirements:**

	Y	N	N/A	Are the following included?
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate vicinity map at an appropriate scale
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow and scale
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bench mark (note datum)
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block containing:
A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and phone number of Builder/Applicant
B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and phone number of person or firm preparing plot plan
C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision name, lot number, block, section, Plat Book and Page Number, etc. If not a subdivision of record, supply deed book and page number.
D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street address of site. Include house number obtained by owner from Planning Commission or insert a "blank" in front of the street name.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	House number will be assigned and inserted on the title block.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans stamped by Professional Engineer, Surveyor, or other professional
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revision block denoting dates and revision descriptions

**Property Requirements:**

	Y	N	N/A	Are the following included?
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property lines labeled with distances and bearings
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total site/lot acreage (acreage and square feet)
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building set back lines
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements (size, location, type)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of public utilities and drainage system
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street names and right-of-way width
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frontage on an approved street accepted for public/private maintenance or given preliminary approval by the Planning Commission as a Public/Private Road and currently under construction
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of existing buildings, roadways, parking lots or other hardened surfaces within the project boundaries. Existing structure location within 0.1 foot (dimensions, disposition, and description) – if any
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Contours (1 foot interval)
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property corner elevations (if less than two percent (2%) slope on lot)
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PVA map code

**Grading:**

	Y	N	N/A	Are the following included?
1.				Total site acreage to be disturbed
2.				All graded slopes at 3:1 or flatter (unless approved by City Engineer)
3.				Proposed contours (1 foot interval)
4.				Note stating, "6 inch fall in 10 feet minimum from building"

**Buildings/Structures:**

	Y	N	N/A	Are the following included or been considered?
1.				Proposed finished floor elevations
2.				Existing and proposed ground elevations at corners of proposed structures
3.				Proposed structure location (dimensions, description and relation to easements and property lines)
4.				All finished floor elevations, including basement, must be minimum 1.5 feet above the 100-year floodplain elevation for the site.
5.				Structures without basements shall have a minimum finish floor elevation 1.5 feet above the highest finished grade if crawl space is used, or 0.67 feet above for slab foundation.

**Streets and Sidewalks:**

	Y	N	N/A	Are the following included or been considered?
1.				Proposed driveway AND sidewalk (location and dimensions) including handicap ramps, if necessary
A.				Driveways within the City of Bowling Green must conform to City's Access Management Standards; found at <a href="http://www.bgky.org">www.bgky.org</a> .
B.				Street sidewalk or curb cuts within the City of Bowling Green require a Right of Way Excavation permit.
C.				Note stating that sidewalks and drive entrances shall be constructed to meet ADA and City standards
2.				KYTC right-of-way access permit (if on state route)
3.				All markings within public right-of-way must be thermoplastic and signage must meet MUTCD standards

**Traffic:**

	Y	N	N/A	Are the following included or been considered?
1.				Traffic Impact Study, requirements found at <a href="http://www.bgky.org">www.bgky.org</a>

**Drainage:**

	Y	N	N/A	Are the following included or been considered?
1.				Certification by licensed surveyor or engineer regarding flood hazard
2.				Summary of percent lot coverage for buildings, paving, etc.
3.				Existing drainage features, type and invert elevations.
4.				Locations of drainage system features, streams, known sinkholes, drywells, springs, wetlands and/or ponds, floodways and flood zones adjacent to the project boundaries or within 50' of project site.
5.				Note that environmental message for storm water manhole covers, curb inlets, etc is required.
6.				Note that entrances pipes, when needed, shall be minimum of 24 foot – 15 inch pipe with 6 inch minimum cover
7.				Dimensions, location, description, and elevation of proposed drainage structures. If using a drainage swale in lieu of pipe, it shall not impede the flow of water through the ditch and must be graded to follow the ditch side slopes and flow line. If using pipe must have headwall (excluding entrance pipes)
8.				Drainage flow arrows and spot grading elevations as required

9. 

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 Drainage basins that encompass all or a portion of the project, with acreages for each drainage basin identified on the plans or in the calculations submittal. Recorded 100yr. flood elevation for basin included.

**Storm Water Detention/Retention:**

	Y	N	N/A	Are the following included or been considered?
1.				Plans correspond to drainage calculations
2.				Drainage study stamped by a professional engineer
3.				Calculations verifying that the detention/retention requirements for the site have been met, assuming zero drawdown for any sinkhole within the project boundaries. Submit copies of software program output, if a software program is used to size the detention/retention facility. Calculations must also be provided to show that the detention/retention facility will not cause downstream flooding. Consideration must be given to peak flow timing for sites that discharge into streams or rivers.
4.				Detailed construction drawings with invert elevations, trash racks, anti-flotation blocks, emergency and primary spillways, and, for large detention/retention facilities, an emergency drain that can drain the facility in 24 hrs.
5.				Drainage easement for the detention/retention basin
6.				Access easement for maintenance of the detention/retention with grading at 10 ft. wide and 5:1 or flatter slope.
7.				Detention/retention basins have a positive slope towards the outlet control structure (2% recommended)
8.				Detention/retention basin smoothly graded with adequate berms (if applicable) and 3:1 maximum slopes

**Storm Water Quality:**

	Y	N	N/A	Are the following included or been considered?
1.				Is water quality treatment required? If 1a - 1d is yes, complete this section.
A.				Automotive related (repair, washing, etc)
B.				Restaurant
C.				Large Parking Lots (>300 spaces)
D.				Indicate any other known environmental risks
2.				Maintenance agreement signed and filed.
3.				Design calculations demonstrating the treatment of the first flush without bypassing unit (First flush is the first 1.1" of rainfall).
4.				Verify that the treatment unit meets required performance standards

**Erosion Prevention and Sediment Control:**

	Y	N	N/A	Are the following erosion prevention and sediment control items included or been considered?
1.				Areas to be disturbed and identified and square feet or acreage shown on plans.
2.				Area disturbed equal an acre or more. (if yes you will need a SWPPP and NOI)
3.				A legend identifying measures, structures, storm water components etc. for each plan sheet.
4.				Location of each structural and non-structural BMP.
5.				Pre-grading plans showing erosion prevention and sediment control for site during the beginning phases of construction.
6.				Final grading plans showing erosion prevention and sediment control for site during the final phase of construction.
7.				Surface waters, drainage systems, and wetlands within a half-mile of the project labeled that can receive storm water runoff from this project.
8.				Locations that are not to be disturbed.
9.				Details shown for all structural and non-structural BMP's shown on the plans with dimensions, specifications, and amount of material needed.

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|-----|--|--|--|---|
| 10. |  |  |  | Designated areas for stockpiled soil.   |
| 11. |  |  |  | Protection at discharge points where water is leaving the site.   |
| 12. |  |  |  | If dewatering is to occur, location of dewatering activity, and dimensions of dewatering basin or structure.                                      |
| 13. |  |  |  | Note directing the construction detention/retention and drainage ditches as first item of construction after perimeter sediment control measures. |

Y N N/A Are the following BMP items included or been considered?

- |     |  |  |  |  |
|-----|--|--|--|--|
| 1.  |  |  |  | Silt Fence, Straw Waddles, or Fiber Rolls                  |
| 2.  |  |  |  | Stabilized Construction Entrance                           |
| 3.  |  |  |  | Temporary Sediment Traps                                   |
| 4.  |  |  |  | Temporary Diversions                                       |
| 5.  |  |  |  | Channels and Ditches                                       |
| 6.  |  |  |  | Pipes and Swales Inlet and Outlet Protection               |
| 7.  |  |  |  | Retention Basin with Slope Protection                      |
| 8.  |  |  |  | Check Dams with Spacing and Dimensions                     |
| 9.  |  |  |  | Temporary Seeding  |
| 10. |  |  |  | Permanent Seeding  |
| 11. |  |  |  | Channel Lining   |
| 12. |  |  |  | Slope Stabilization  |
| 13. |  |  |  | Dust Control Measures                                      |
| 14. |  |  |  | Straw Mulching, Hydro-seeding, or Erosion Control Blankets |

Y N N/A Are the following notes on the plans?

- |    |  |  |  |   |
|----|--|--|--|---|
| 1. |  |  |  | As a minimum, all erosion and sediment control practices will be constructed and maintained according to the standards located in the City of Bowling Green's BMP Manual, Storm Water Ordinance, and as required by state and federal laws.                               |
| A. |  |  |  | A copy of the approved EPSC plans shall be maintained at the project site at all times. This copy shall be presented to the City of Bowling Green's representatives upon request.   |
| B. |  |  |  | Prior to commencing land-disturbing activities in any area not on the approved EPSC plan, the contractor shall submit a supplementary EPSC plan to the City of Bowling Green for review and approval.   |
| C. |  |  |  | All EPSC measures are to be placed prior to or as the first step in clearing and grading. The contractor is responsible for any additional erosion control measures necessary to prevent erosion and sedimentation as determined by the City of Bowling Green.            |
| D. |  |  |  | During dewatering operations water must be pumped through an approved filtering device. The City of Bowling Green may suspend dewatering operations if pollution is observed.   |
| E. |  |  |  | The contractor shall inspect all erosion and sediment control devices at least once a week and at least once a day during rainfall events. The contractor shall perform any repairs or maintenance immediately in order to ensure effective erosion and sediment control. |
| F. |  |  |  | The contractor shall maintain a record of all inspections and maintenance activities at the project site. This record shall be made available to the City of Bowling Green upon request.  |
| G. |  |  |  | Seeding specifications that include seed bed preparation, temporary and permanent seeding mixtures that cover all seasons, soil amendments, mulch and method of anchoring, and specifications for channel linings or blankets to be used on slopes.                       |
| 2. |  |  |  | All areas disturbed shall be stabilized accordingly. When the site is brought to final grade it must be stabilized within 14 days. Disturbed areas not at final grade must be stabilized within 21 days.  |

**Miscellaneous:**

- |    | Y                        | N                        | N/A                      |   |
|----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a bond (performance and indemnity agreement) been posted?                           |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the property have a recorded plat?   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all variances and zoning regulations been incorporated?                            |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dumpster location and associated site improvements                                      |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking requirements for commercial use   |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a note been provided prohibiting changes without prior approval of reviewing agency |

**Landscaping:**

- |    | Y                        | N                        | N/A                      |  |
|----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the project a single family residence? (If yes, no plan required)                             |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the project a duplex residence? (If yes, buffering and screening required)                    |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the project non- single family or duplex residence? (If yes, plan required per Section _____) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the Plot plan preparer discussed the landscape plan with the CCPC Landscape Architect?       |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a bond (performance and indemnity agreement) been posted?                                    |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a landscaping surety contract been signed?   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior site lighting needs to be shown on landscape plan to avoid conflicts                    |

**Zoning Related Issues:**

- |    | Y                        | N                        | N/A                      |   |
|----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If the property has Binding Elements, have they been checked and compiled with? |

**Subdivision Platting Related Issues:**

- |    | Y                        | N                        | N/A                      |  |
|----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a change in property boundary? If yes, plat recordation needed prior to permit request.                         |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a change or addition of a drainage easement? If yes, plat recordation needed prior to permit request.           |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a change or addition of other easements, ie utilities? If yes, plat recordation needed prior to permit request. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plat recorded?   |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Surety bond in place for drainage improvements?  |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction contract signed for drainage improvements?  |

**Note:** This checklist is intended to serve as a guideline for plan preparation. Additional items may be required depending on unique conditions.