

**City of Bowling Green**  
**Level II Building Permit Review Checklist**  
**(For sites requiring a grading and drainage plan**  
**and water quality management plan)**

<b>Project Name:</b>				
<b>Location:</b>				
<b>General Requirements:</b>				
	Y	N	N/A	Are the following included?
1.				Accurate vicinity map at an appropriate scale
2.				North arrow and scale
3.				Bench mark (note datum)
4.				Title block containing:
A.				Name, address, and phone number of Builder/Applicant
B.				Name, address, and phone number of person or firm preparing plot plan
C.				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.				Street address of site. Include house number obtained by owner from Planning Commission or insert a "blank" in front of the street name. House number will be assigned and inserted on the title block.
5.				Plans stamped by Professional Engineer, Surveyor, or other professional
6.				Revision block denoting dates and revision descriptions
<b>Property Requirements:</b>				
	Y	N	N/A	Are the following included?
1.				Property lines labeled with distances and bearings
2.				Total site/lot acreage (acreage and square feet)
3.				Building set back lines
4.				Easements (size, location, type)
5.				Location and size of public utilities and drainage system
6.				Street names and right-of-way width
7.				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.				Locations of existing buildings, roadways, parking lots or other hardened surfaces <b>including graveled driveways and parking surfaces</b> within the project boundaries. Existing structure location within 0.1 foot (dimensions, disposition, and description) – if any
9.				Existing Contours (1 foot interval)
10.				Property corner elevations (if less than two percent (2%) slope on lot)
11.				PVA map code

<b>Grading:</b>				
	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"
<b>Buildings/Structures:</b>				
	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 <b>or pavement</b> locations (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.
<b>Streets and Sidewalks:</b>				
	Y	N	N/A	Are the following included or been considered?
1.				Proposed driveway AND sidewalk (location and dimensions) including handicap ramps, if necessary 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> .
A.				Street sidewalk or curb cuts within the City of Bowling Green require a Right of Way Excavation permit.
B.				Note stating that sidewalks and drive entrances shall be constructed to meet ADA and City standards
C.				
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
<b>Traffic:</b>				
	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>
<b>Drainage:</b>				
	Y	N	N/A	Are the following included or been considered?
1.				Certification by licensed surveyor or engineer regarding flood hazard
2.				Summary of <b>impervious cover within project boundaries, including building footprint, driveways, roadways, parking lots, etc.</b>
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.				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.

<b>Storm Water Detention/Retention:</b>				
	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.				Detention/retention facility located in a permanent easement
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
<b>Water Quality Management Plan</b>				
	Y	N	N/A	Are the following included or been considered?
1.				Will the residential development have <15% total impervious cover? If yes, then answer A-F below
A				Provide estimate of impervious cover for site
B				Provide copy of restrictive covenant for site
C				Are disturbed areas clearly marked on plans and in field?
D				Are lots 1 ac or more?
E				Are roof drains disconnected from storm drains and allowed to sheet flow away from footings?
F				Are existing trees in the sinkhole basin (if present) being protected?
2.				Nonresidential developments: Maintenance and Operation Plan including all BMPs finalized
3.				Design calculations demonstrating 80% TSS reduction and WQv treatment
4.				Are manufactured BMPs included? If so, answer A-B below
A				Verify that the treatment unit meets required performance standards
B				Manufacturer's specifications included in calculation package for maintenance and installation
5.				BMPs located in permanent drainage easement with access from public ROW
6.				Infiltration BMPs: Answer A-C below
A				Infiltration rates for soils
B				Planting plan for treatment area
C				Observation wells in treatment area to verify infiltration rate after construction

<b>Erosion Prevention and Sediment Control:</b>				
	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.
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

<b>Miscellaneous:</b>				
	Y	N	N/A	
1.				Has a bond (performance and indemnity agreement) been posted?
2.				Does the property have a recorded plat?
3.				Have all variances and zoning regulations been incorporated?
4.				Dumpster location and associated site improvements
5.				Parking requirements for commercial use
6.				Has a note been provided prohibiting changes without prior approval of reviewing agency
<b>Landscaping:</b>				
	Y	N	N/A	
1.				Is the project a single family residence? (If yes, no plan required unless required in the water quality management plan BMPs)
2.				Is the project a duplex residence? (If yes, buffering and screening required)
3.				Is the project non- single family or duplex residence? (If yes, plan required per Section _____)
4.				Has the Plot plan preparer discussed the landscape plan with the CCPC Landscape Architect?
5.				Has a bond (performance and indemnity agreement) been posted?
6.				Has a landscaping surety contract been signed?
7.				Exterior site lighting needs to be shown on landscape plan to avoid conflicts
<b>Zoning Related Issues:</b>				
	Y	N	N/A	
1.				If the property has Binding Elements, have they been checked and compiled with?
<b>Subdivision Platting Related Issues:</b>				
	Y	N	N/A	
1.				
2.				Is there a change in property boundary? If yes, plat recordation needed prior to permit request.
3.				Is there a change or addition of a drainage easement? If yes, plat recordation needed prior to permit request.
4.				Is there a change or addition of other easements, ie utilities? If yes, plat recordation needed prior to permit request.
5.				Plat recorded?
6.				Surety bond in place for drainage improvements?
7.				Construction contract signed for drainage improvements?
8.				Drainage and access easements for Water Quality Management BMPs?
				Non-residential development: recorded Operation and Maintenance Plan?
<b>Note: This checklist is intended to serve as a guideline for plan preparation. Additional items may be required depending on unique conditions.</b>				