



PROJECT NUMBER: _____

Checklist for Preliminary Site Engineering Plan Reviews

PROJECT INFORMATION

Development Name: _____ Submittal Date: _____

Site Designer: _____ Email: _____

Check (✓) if information is provided in the plan submittal package or indicate N/A if item is not applicable. Provide notes of explanation where necessary. Plan submittals not completed per these instructions may be rejected. If applicable, Planning Commission approval must be obtained prior to the submission of Preliminary Engineering Plans, unless otherwise permitted by the Department of Infrastructure & Development.

(✓) (N/A)

GENERAL INFORMATION

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) A complete plan set should include the following sheets: Title, Existing Conditions, Site Plan, Construction Details, Grading, Utility, Stormwater Management, Lighting, Landscaping, Road Plans & Temporary Traffic Control Plan. The combination of plan sheets is appropriate if all information maintains legibility. All Planning Commission and Board of Appeals approvals and dates shall be listed and shown on the plan set, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) The plan set should be designed on Arch D (24" x 36") paper sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) The project name shall be descriptive and unique to the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Provide project phase line limits on all applicable plan sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Provide match lines if necessary, and provide distinct names for the sheet index and on each individual sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) Provide the scale and north arrow with Maryland State Grid, NAD83, on each sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) Provide site topography on all sheets showing existing and proposed improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) Provide the outline of the entire lot or parcel to be subdivided/built upon as well as lot line of adjacent properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) Provide bearings and distances on perimeter property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) Show corporate limit boundaries on all sheets, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) On all applicable sheets, show the boundaries of 100-Year floodplain and floodways, elevations, flood zones, tidal and non-tidal wetlands. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) If applicable, show the critical area boundary line on all applicable sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13) Provide a legend for all symbols used per City Standard Drawing No 600.21. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14) Show, dimension and label the streets and roads (existing and proposed, public or private) adjacent to the lot or parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15) Show the location of all existing and proposed public and private utilities and label with size and type. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16) All plans sheets must be signed and sealed by a professional engineer (registered in MD). |

(✓) (N/A)

TITLE

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 17) Include the name, address, phone, fax and email of the land owner/developer and consultant. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18) Provide a vicinity map and north arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19) Provide dates of plan preparation and revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20) Provide the Maryland Tax Map, Block and Parcel Number. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21) Show the City's approval block on the bottom right with City project number included. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22) Provide City of Salisbury General Notes and Utility Construction Notes. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23) Provide an Index of sheets. Sheets shall be labeled with a discernable code such as UTL-1, UTL-2, SWM-1. |
| <input type="checkbox"/> | <input type="checkbox"/> | 24) Provide a list of previous Planning Commission and Board of Appeals approvals and dates, if applicable. |

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(✓) (N/A)

EXISTING CONDITIONS & RESOURCES

- 26) Show all existing site conditions including structures, impervious surfaces, topography, vegetation, environmental resources, fire hydrants, public and private easements, lighting, utilities and other pertinent information.
- 27) Show existing right of way, roadway centerline, edge of paving and curb. Show curb return radii and horizontal curve data.
- 28) Show existing profile of street centerline and at face of curb.
- 29) Show existing draining pattern and outfalls.
- 30) Locate and provide existing soil types.
- 31) Area of existing impervious surface.
- 32) Preliminary location of environmental site design (ESD) practices.
- 33) Locations of proposed soil borings, one per practice.

(✓) (N/A)

IMPROVED SITE PLANS & SITE DETAILS

- 34) Show all improved site conditions including structures, impervious surfaces, topography, vegetation, environmental resources, fire hydrants, lighting (public and private), utilities, etc.
- 35) Show the roadway centerline and dimension the proposed right of way, edge of pavement, curb, gutter and sidewalk. Show curb return radii and horizontal curve data.
- 36) Show proposed profile of street centerline and at face of curb. Show percent of grade on tangents and 80' vertical curve data with stations at 100-foot intervals and at PVC's and PVT's.
- 37) Provide equality stations and elevations at centerline intersections.
- 38) Provide Site Data Table(s) with the following information at minimum:
 - a. Property area and disturbed area listed by phase and in total
 - b. Proposed impervious area listed by phase. Provide the net increase/decrease of impervious surface total.
 - c. Parking calculation, with required and provided standard and ADA spaces listed. Include the number of required and provided bicycle spaces, if applicable.
 - d. Zoning district, present use and proposed use
 - e. Critical Area designation
 - f. Required building setbacks
 - g. Number and size of water meters for the project
 - h. "This development is intended to be serviced by public/private sewer, public/private water and public/private trash collection." (Select each service)
- 39) Provide a separate Road Plan (all roads shall have baselines)
 - a. Permanent traffic signage and pavement markings plan sheet.
 - b. Traffic Signal plan, if applicable
 - c. Gutter Flow Analysis plan
 - d. Designated planting areas within the right-of-way.

(✓) (N/A)

FIRE SERVICE DESIGN

- 40) Reference all pertinent City of Salisbury standard details.
- 41) Show the locations of proposed, and existing fire hydrants, fire lanes and signage.
- 42) Show the location and details for any proposed private fire service mains and their appurtenances.
- 43) Show fire flow requirements for any proposed buildings.
- 44) Show capacity of existing/proposed water supplies.
- 45) Show the height of any overhead obstructions.
- 46) Show turn radiuses.
- 47) Show the location of the exterior key box in plan view and on the building façade, if applicable.

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(✓) (N/A)

WATER & SEWER

- 48) Schematic plan view drawing of water and sewer with pipe sizes and locations.
- 49) Private irrigation lines shall not be installed in City rights-of-way or easements without written approval of Salisbury Department of Infrastructure & Development.
- 50) Plan and profile of all public water, sewer and storm drain facilities
- 51) Show all pipe crossings on plan view and profile
- 52) Referenced City standard drawing numbers as applicable
- 53) Names and dimensions of all public and private streets, rights-of-way and easements
- 54) Project benchmark referenced to NAVD88 City benchmark and using City datum
- 55) Mains and services placed parallel and perpendicular to easements, right of ways and curbs
- 56) Stationing every 100 feet and at all appurtenances (laterals, manholes, valves, wyes, etc.)
- 57) Station 0+00 located at downstream end of sewer or storm drain
- 58) Minimum 20-foot easement width for one utility, 30 feet for two utilities
- 59) Minimum 5-foot clearance from main to easement or R/W line
- 60) Sewer is constructed in accordance with 10 State Standard. Design to take into account constructability of sewer.

(✓) (N/A)

STORMWATER MANAGEMENT

- 61) Narrative summary of stormwater management (SWM) information.
- 62) Provide a minimum of one soil boring
- 63) Provide the pre-development and post-development HydroCAD analyses pertaining to the 2, 10, and 100-year storm events.
- 64) Hydrologic calculations for SWM using Natural Resources Conservation Service (NRCS) methods.
- 65) Drainage area map to point(s) of investigation showing sufficient existing and proposed topographic information to confirm watershed boundaries. Include offsite areas as necessary.
- 66) Time of concentration flow paths shown on plans separated into overland, shallow concentrated and open channel flow for pre- and post-development.
- 67) Water quality and recharge volumes required and provided calculations. Maryland 10% spreadsheet will not be permitted except where applicable for Critical Areas.
- 68) Design calculations for selected BMP's and credits.
- 69) Pretreatment volumes required and provided calculations for selected BMP. Complete the following ESD summary chart and include it in the SWM report/narrative and SWM plans
- 70) Provisions to trap liquid floatables in selected BMP.
- 71) Structural details, plan view and perpendicular elevation views of all proposed structures.
- 72) Detail of outlet protection from the 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control (minimum Class I riprap underlain with Class C geotextile fabric).

(✓) (N/A)

DRAINAGE

- 73) Storm drain design hydrologic calculations (25-year capacity required) for public storm drain systems using Rational Method.
- 74) Minimum velocity in storm water pipes shall be 3 feet per second.
- 75) Provision for overland flow relief for larger than design storm events.
- 76) Schematic drawing of public storm drain system with pipe sizes and locations.
- 77) Detailed plans and profiles of private storm drain facilities.
- 78) Gutter spread calculations for public streets (maximum 8-foot spread for 2-year storm) in accordance with procedure found in the Highway Drainage Manual.
- 79) Lot grading plan with spot elevations and contours as necessary at 0.5% minimum grade.

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- 80) Minimum 6" fall in 10' around building foundation.
- 81) Provide the building height & Roof height

(✓) (N/A)

LIGHTING & LANDSCAPING

- 82) Provide a lighting plan showing public and private light fixtures. Call out fixture standard number for each public fixture.
- 83) All streetlights constructed for public streets to be dedicated to the City of Salisbury must be constructed in accordance with the adopted Construction Standards and the Construction and Material Specifications for Utility and Roadway Construction.
- 84) Street lighting layout including but not limited to lights, conduit and meter pedestal locations.
- 85) Landscape plan showing the required screening buffers, foundation shrubs, type of trees and shrubs used.

(✓) (N/A)

TRAFFIC CONTROL PLAN

- 86) Identify the approved 911 address on the TCP plan.
- 87) Provide the following statement on the traffic control plan sheet(s): "I hereby certify that this plan has been prepared under my supervision and in accordance with the 'Manual on Uniform Traffic Control Devices for Streets and Highways for Maryland' requirements, latest edition. I further certify that, to the best of my ability, the plan features the minimum amount of traffic disruption necessary to complete the Work in and along the public roadway."
- 88) On the TCP title sheet, show the City approval block on the bottom right corner with City project number included.
- 89) Show all signs, arrow boards, barricades, lights, flagmen, etc. necessary for the maintenance of traffic. All traffic control devices are to conform and adhere to those specified and set forth in the Maryland Manual on Uniform Traffic Control Devices.
- 90) [See Traffic Control Plan Checklist for additional requirements.](#)

(✓ to
acknowledge)

OTHER REQUIREMENTS

- 91) A plan review fee of \$1,000 base plus \$50 per disturbed acres will be assessed after the P1 review. A separate \$100 fee is assessed for the Fire Marshal review.
- 92) A cost estimate shall be submitted for review and updated as changes are requested. The owner must obtain either an Irrevocable Letter of Credit or a Performance Bond to cover the estimated cost of construction of water and sewer mains, storm drains, roadways, curbing, gutter, streetlights, sidewalks, and all storm water management facilities as applicable for 125% of the construction estimate.
- 93) Approval of a site development plan is contingent on the recordation of deeds and easements applicable to the project. Draft documents may be submitted for review before the plan can be submitted for approval. Survey/ easement plats must be submitted under a separate cover to be reviewed by the City Surveyor.
- 94) A 911 map must be submitted prior to plan approval so that future building permits may be issued, if applicable.
- 95) A Sediment and Erosion Control Plan must be submitted to Wicomico County Soil Conservation District.
- 96) Projects on sites over 40,000 square feet will be subject to the Forest Conservation Act. Plans must be submitted to Wicomico County Planning and Zoning.

NOTES OF EXPLANATION (CONTINUE ON SEPARATE PAGE, IF NECESSARY)