

Lot Grading Plan Checklist

COVER SHEET/TITLE SHEET

- ☐ Project Title
- ☐ Client/Owner/Preparer
- ☐ Certification/P.E. Signature
- ☐ Date of Plan – Plan sheet should be date stamped and shown “preliminary” as progress prints go out.
- ☐ Standard sheet size: 11 x 17 or 22x34
- ☐ Index of Sheets
 - ☐ Cover Sheets
 - ☐ Details
 - ☐ Grading Plan
 - ☐ Drainage Plan
 - ☐ Erosion Control Plan
 - ☐ Landscape
 - ☐ Plat (For Information Only) and/or boundary survey of site
- ☐ General Legend
- ☐ Signature Block for Reviewing Agencies, if required
- ☐ Vicinity map, usually could be a digital quad map or map that includes section-township-range, project limits
- ☐ Title Block

GENERAL

- ☐ Completed grading permit application form
- ☐ Owner name(s), email address, and address(es) listed on Plan
- ☐ Plan is 1" = 50' or larger scale
- ☐ North arrow shown
- ☐ Plan legends, if necessary
- ☐ 100-year flood plain boundary, if required
- ☐ Benchmark
- ☐ Survey Control Datum
- ☐ Two-foot contours – all contours are labeled or many spot elev. and arrows alternative used
- ☐ Existing contours are dashed and proposed are solid and labeled
- ☐ Directional arrows are shown for proposed drainage
- ☐ Details of terrain and drainage are provided for areas adjacent to the proposed grading
- ☐ Existing public and private utilities are shown
- ☐ Property limits are shown – streets are labeled – lot & block information – street address shown, if known
- ☐ Dimensions from buildings to property lines are shown

SITE GRADING, SEDIMENT & EROSION CONTROL

- ☐ Storm Water Pollution Prevention Plan (SWPPP) if required.
- ☐ Down-slope sediment control scheduled before grading.

- ☐ Adjacent property protected from drainage and sediment.
- ☐ Stabilized site exit(s) are provided, minimize number.
 - ☐ All storm sewer inlets, existing and proposed have inlet protection/temporary sediment control that remains until up-slope areas are stabilized.
 - ☐ Maximum unbroken 3:1 or steeper slope of 75 feet horizontal.
 - ☐ Temporary stockpiles include additional sediment control and temporary cover after 14 days (7 days if discharging to and within 1 mile of an impaired water).
 - ☐ Percent of slope is shown for streets and drainage swales.
 - ☐ Fill & cut property line setbacks are >2' for cut slope ht. >10' or fill slope ht.>4' and setback is dimensioned on the plans.
 - ☐ All proposed lot corner elevations are shown.
 - ☐ Proposed elevations of garage and lowest floor, ground at front and rear of building, along with the structure type are indicated on the plan.
 - ☐ Top of foundation is minimum 6" above the ground.
 - ☐ Grade 1' below top of foundation is 10' from building.
 - ☐ Free board to structures, floor elevation or the grade adjacent to the building is at least 1' above any overflow elevation, and at least 2' above any 100-year water level, whichever is greater and min. 1' above FEMA flood elev.
- ☐ Lake Lots – OHW building setback line from lake
- ☐ Drainage flows away from structures at min. 2%.
- ☐ Temporary or permanent diversion swales, stabilized with turf mat, pipe, riprap, are used at the top of slopes exceeding 4:1, when applicable.
- ☐ Minimum lot slopes for vegetated areas are 2% minimum.
- ☐ All exposed soil stabilized in 14 days.
- ☐ Soil within 1 mile of special & impaired waters -7 days.
- ☐ Temporary or permanent cover is indicated for all disturbed areas. Temporary seeding specifies seed mix including disk anchored mulch on all slopes > 200' or >5%.
- ☐ Permanent cover specifies 4" min. topsoil, seed mix and disk anchored mulch, or 4" min. topsoil and sod.
- ☐ Slopes steeper than 4: 1 and 4: 1 slopes longer than 30' are seeded and protected with erosion control blankets or sodded and staked. Blanket category specified per Mn/DOT 3885.2. Plan depicts required blanket locations.
- ☐ For sites where temporary or permanent cover will not be complete by November 15; plan indicates adequate measures to control spring erosion & sedimentation.
- ☐ Schedule of BMP installation shown.
- ☐ BMP details included.
- ☐ Concrete washout management and waste control BMP addressed on plan.



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- ☐ Per the NPDES Construction Storm Water Permit, the date and amount of all rainfall events greater than ½ inch in 24 hours must be documented. Rainfall amounts must be obtained from a properly maintained rain gauge installed on site, a weather station within 1 mile of the site, or a weather reporting system that provides site specific rainfall data from radar summaries.

DRAINAGE SWALES & EASEMENTS

- ☐ Drainage and Utility easements are shown and labeled on the plan.
- ☐ Drainage easements are provided where concentrated flow is received from more than 1 adjacent lot and also where concentrated flow is received from more than 1 acre of adjacent property.
- ☐ 100-year flow is contained in an easement.
- ☐ Minimum drainage easements for flows from 1 acre or less or 4 lots or less are a minimum 15' wide. Ditch is 1.9' deep V-shaped with maximum 4:1 slopes.
- ☐ Minimum drainage easements for flows from more than 1 acre or more than 4 lots are a minimum of 20' wide
- ☐ Ditch is a minimum of 2' deep with a 4' bottom and maximum 4:1 slopes up to the easement line. 100-year runoff contained in easement.
- ☐ Easement documents are signed and submitted to Public Works with recording fee or included in plat.
- ☐ Control elevations for drainage ways are provided
- ☐ Minimum slope of small drainage swales is 2%
- ☐ Drainage easements for flow from more than 1 acre or 4 lots are seeded and protected with erosion control blankets or sodded. Blanket category specified per Mn/DOT 3885.1. Plan depicts required blanket locations
- ☐ Ditches within 200' of surface water or Property line stabilized in 24 hrs after connection
- ☐ Septic areas shown, outside of easement
- ☐ Septic area protection is shown

GRADING PLAN

- ☐ Boundary Lines
- ☐ Lot Lines
- ☐ Right of Way Lines
- ☐ Roadway Center Lines/Section Lines
- ☐ Existing Contours with elevations labeled regularly
- ☐ Match Lines
- ☐ Street Names
- ☐ Spot Elevations, as required
- ☐ Surface Grades (%)

- ☐ Scale Bar and North Arrow
- ☐ Gopher State One Call note if not on Title Sheet
- ☐ Call out all proposed retaining walls height & elevations, discuss with client
- ☐ Show culverts, storm sewer & catch basins graphically, but no annotation if a storm sewer plan & profile is included in the plan set
- ☐ Earthwork quantity tables, if necessary
- ☐ Limits of construction – phase limits, if applicable
- ☐ Show all existing surface improvements, utilities buried & overhead, existing buildings, poles, stretches. This is usually shown on the survey base sheet received from the surveyors
- ☐ Note detention pond area if applicable
- ☐ Ponds/Storm Basins: normal water level, ground water level, high water level, emergency overflow elevation,
- ☐ Note for stockpile locations
- ☐ Note any off-site slope easements required
- ☐ Soil Boring Location
- ☐ Soils Report

LANDSCAPING PLAN

- ☐ Plans