CITY OF PONTIAC
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
47450 Woodward Avenue - PONTIAC, MICHIGAN 48342
(248) 758-3600 FAX (248) 758-3750

CONSTRUCTION PLAN REVIEW CHECKLIST

ITEM	REQUIREMENTS	YES	NO
3.1	PLAN REQUIREMENTS – ALL CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY FOR ENGINEERING APPROVAL AND SHALL CONTAIN, BUT NOT BE LIMITED TO THE FOLLOWING:		
A.	Sealed Plans All subdivision plans, condominium plans, site plans and utility plans submitted to the City for review shall bear the signature and seal of a Licensed Professional Engineer currently registered to practice in the State of Michigan under whose supervision the plans were prepared. All boundary surveys, architectural surveys, topographic surveys, subdivision plats and condominium plats shall bear the signature and seal of a Land Surveyor currently registered to practice in the State of Michigan under whose supervision the plans were prepared.		
B.	Plan Contents		
	Title Sheet		
	Project Title.		
	Location map with north arrow and scale, scale shall be not greater than 1" = 100' nor smaller than 1" = 2000'. Relationship of general project area to the surround area shall be shown.		
	Overall layout of the utility system with manhole numbers.		
	Sheet index.		
	Symbol legend.		
	Name, address and phone number of proprietor.		
	Plan completion date and all revision dates.		
	A statement that the work shall conform to the City's current standards and specifications.		
	North arrow and scale.		
	District limits of sewers.		
	Plan and Profile Sheets		
	Plan Sheet – Scale 1"=50' or larger		
	Existing topography extending 100' past the site boundaries		
	Street names, street and easement widths, subdivision names, lot number and lot dimensions.		
	Locations of all manholes and other sewer and water appurtenances		
	All proposed building leads and wyes. Length, size and end of lead invert elevations, and length of rise shall be shown.		
	Dimension to manholes and sewers from property lines, right-of-way lines or buildings.		
	"Miss Dig" note.		
	Limits of special backfill requirements.		
	Profile Sheet – Scale 1"=5' vertical or proportionally larger		
	Size, slope, length, type and class of pipe.		
	Invert of each pipe and top of casting elevations at each manhole.		
	Limits of special backfill requirements.		
	Profiled elevations over centerline of proposed sewer of existing and proposed ground, and pavement surfaces. Existing profile shall be obtained from actual filed survey data.		
	Location, by station, or coordinate, of every proposed manhole with manhole number, top of casting elevation, and manhole type.		
	Location by station, or coordinate, of all building sewers, and wye branches.		
	Reference bench marks established at intervals not greater than 1,200' shall be noted on the Plan and Profile Sheets with description and established elevation listed. Each sheet shall show at least two bench marks.		

	List of quantities.		
	Detail Sheets		
	Standard Storm Sewer Details 1 of 2		
	Standard Storm Sewer Details 2 of 2		
	Standard Paving Details 1 of 2		
	Standard Paving Details 2 of 2		
C.	Additional Plan Requirements for Grading and Surface Drainage		
	All existing utilities showing invert elevations and rim elevations at all structures.		
	All proposed utilities showing the rim elevations of all structures		
	Centerline of street stationing with centerline elevations at 50' intervals.		
	Top of curb elevations opposite each lot corner. All grades shall be shown to hundredths of a foot.		
	Proposed ground elevations at each lot corner.		
	Drainage flow arrows indicating the direction of surface water drainage.		
	Elevation of highpoint changes of grade, and low point of all swales and ditches.		
	Finish grade elevation for each building. If the finish grade for a house is uniform on all sides the finish grade elevation shall be placed inside a rectangular box situated in the lot according to the required front and side yard setback. Proposed finish building grades for site plan developments shall be shown at all corners and other locations requested by the Engineer.		
	Proposed elevations for sidewalks, top of curb and other locations as may be required to establish drainage patterns.		
D.	Additional Plan Requirements for Parking Lot and Sidewalk Pavements		
	Dimensions:		
	Typical parking space.		
	Maneuvering lanes and driveway width.		
	Radii of Driveways and all curves.		
	Cross sectional view of the pavement showing thickness of surface and sub-base material.		
	Existing Elevations:		
	Contour elevations shown at a minimum of two 1' intervals.		
	Centerline of ditches or swales at a minimum of 50' intervals.		
	Centerline and edge of existing roads at a minimum of 50' intervals		
	Top of casting and invert elevations of all existing drainage structures.		
	Proposed Elevations:		
	All radii points.		
	All building corners (existing and proposed).		
	Pavement elevation at all corners and at 50' intervals along edge of the pavement.		
	All high points and ridgelines. (Ridge line and flow arms must be shown).		
	Invert at each drainage control point including swales, ditches, manholes, catch basins, detention/retention system, etc.		
	Proposed and Existing Drainage Structures:		
	Culverts showing length diameter and type.		
	Type of culvert end treatment.		
	All existing and proposed drainage structures.		
E.	Additional Plan Requirements for Water Supply System		
	Refer to Water Resources Commisisoner's Standards		

F.	Additional Plan Requirements for Storm Water Management Systems, Storm Water Detention and Storm Water Retention Facilities		
	General		
	Runoff Source Control by the following:		
	Preserve the Natural Environment		
	Site Design		
	Vegetative Practices (Filter Strips, Stream Buffers)		
	Grading and Soil Erosion and sedimentation Control		
	Runoff Conveyance using		
	Vegetated Swales w/Checkdams		
	Level Spreaders		
	Runoff Pretreatment in		
	Trapped Catch Basins		
	Old Grit separators		
	Sediment Basins		
	Runoff Treatment by		
	Infiltration Devices		
	Retention/Detention Basins		
	First Flush Capture		
	Mechanical Cleaning Devices (e.g. Vortechnics, Stormceptor)		
	System Maintenance such as		
	Inspection		
	Sediment Disposal		
	Access		
	Secondary Impact Mitigation		
	Stream Restoration		
	Downstream Wetland Protection		
G.	Additional Plan Requirements for Soil Erosion and Sedimentation Control		
	Refer to Water Resources Commisisoner's Standards		