



PRE-APPLICATION ENGINEERING REVIEW

Pre-Application Submittal Checklist

The following materials are required at minimum for a pre-application engineering review. Additional materials may be required by the City Engineer depending on the complexity of the project.

A map accepted for pre-application review does not constitute approval of the included items. The purpose of the pre-application review is to provide guidance as to the next step to take in order to secure the proper permit or approval.

PROJECT DESCRIPTION – Provide a project description and state the reasons for the development. Describe the proposed uses as well as the current uses and conditions of the site.

SUBMITTAL PLANS

- 2 full-sized set of plans at 30" by 42" (maximum dimension)
- 4 (Engineering, Stormwater, Wastewater and Traffic) reduced-sized set of plans at 11" by 17"

It is recommended to provide a plan including:

- Date, north arrow, scale, and reference to City of Richmond datum.
- Name and addresses of the record owner and the civil engineer or land surveyor preparing the map.
- Vicinity map showing the location of the properties involved.
- Existing lot lines, their dimension and bearing, based on survey data, calculated data, or information of record.
- Proposed lot lines, their dimension, and bearing.
- Footprints, height, and setbacks of all existing structures, including their entrances, exits, and walkways.
- Location of all improvements including but not limited to buildings, edge of pavement, driveways, parking areas, fencing, drainage facilities, surface and underground utilities, dedications, and rights-of-way.
- Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
- Location, purpose, and width of all existing and proposed easements.
- Location of all utilities including but not limited to sewers, drainage ditches and other drainage facilities.
- Location of all watercourses.
- Location of all trees and tree masses, twelve feet or more in height.

PRE-APPLICATION REVIEW FEE: Surveying - \$250 fee (up to 2 hours); Engineering - \$800 fee (up to 4 hours of engineering staff time. Beyond 4 hours, additional costs to be paid based on staff hourly rates)

SPECIFIC CHECKLIST SHALL BE USED FOR OTHER SPECIFIC APPLICATIONS DURING THE REVIEW OF FORMAL APPLICATION

- ENGINEERING DIVISION USE -

Project:

Location:

Engineer:

Date:

Notes: