



DEPT. OF ENGINEERING, BUILDING & ZONING

## Site Plan Checklist

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following information **MUST** be included with all Site Plans submitted for review and processing in order to constitute a complete Site Plan Package. **Incomplete applications will be returned and will not be processed.**

**Complete Site Plan Package Includes:**

- This completed form
- Application
- 20 Complete Sets of Plans
- 2 Sets of Supporting Documentation

Please check the following items to ensure the plans have complied with the City of Alliance's General Site Plan Requirements. These are the minimum requirements. The designer is responsible to provide any and all other information that is pertinent to the design of an individual site. All items must be checked unless an item is not applicable to this particular project; whereas, "N/A" should be written beside the box. Failure to include all applicable items will constitute an incomplete submittal.

**Plan Requirements**

- All sheets must be either 24"x36" or 18"x24". A larger sheet size must be approved prior to submittal.
- The drawing scale must be appropriate for the detail of the plan. The scale must be either 1"=10', 20', 30', 40' or 50'. A different drawing scale must be approved prior to submittal.
- The title page or the first page of the set of drawings must include a signature block for the City Engineer AND the following note. The TWO blocks shall be similar to the following boxes:

Site Plan approved by the City of Alliance Engineer  
 this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.  
 \_\_\_\_\_  
 Curtis D. Bungard, P.E.

Only approved plans signed by the  
 City Engineer are to be used for  
 construction.

- All plan sheets must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio. (The Existing/Demolition Plan can be stamped and signed by a Professional Surveyor licensed to practice in the State of Ohio)
- All plans must be computer generated. Copies of the final set of plans must be submitted in a ".dwg" format on a CD prior to the plans being signed.
- Site plans must be referenced to the Alliance Mapping System. Please contact the Engineer's office at 330-823-5122 for reference points for your project location.
- All plan sheets must include a title block, date, revision block, sheet number and scale. The title block shall include the name of the project, lot or outlot number, and the names of the design firm and developer.

The following plan sheets must be included, as well as every applicable item on each sheet. The sheets may not be combined unless approval is granted by the City Engineer's Office prior to plan submittal. **Incomplete submittals will not be processed.**

#### **EXISTING/DEMOLITION PLAN**

- Show existing roadway's edge of pavement and/or curbing.
- Show and label the road right of way as "R/W".
- Show and label intersecting roadways with right of way widths along with the bearings and distances of the centerlines.
- Show all existing structures such as, but not limited to, hydrants, utility poles, manholes, inlets, etc.
- Location of existing buildings.
- Existing drives adjacent to the site or across the street.
- Show and label all existing easements.
- Show existing vegetation.
- Show existing sidewalks.
- Show lot lines with bearings and distances.
- Label the site's parcel number, City Lot or Outlot number, zoning category, owner's name, and acreage of the site.
- Label adjacent properties' parcel numbers, City Lot or Outlot numbers, zoning category, owner's names.
- Show and label existing wetlands, streams, ponds, etc.
- Show and label existing contours at 1' intervals. Contours shall extend a minimum of 100' outside the site.

#### **SITE PLAN**

- Show existing items with a light line type and the proposed items with a bolder line type.
- Show the existing and proposed roadway edge of pavement and/or curbing.
- Show and label the road right of way as "R/W".
- Show and label intersecting roadways with right of way widths along with the bearings and distances of the centerlines.
- Show all existing structures such as, but not limited to, hydrants, utility poles, signs, manholes inlets, etc.
- Location of existing buildings to remain.
- Show existing drives adjacent to the site or across the street.
- Show and label all easements.
- Show and label all setback lines.
- Show existing sidewalks.
- Show the location of the parcel with respect to the intersection of two roadways (this may be done with a dimensional tie).
- Show and label proposed sidewalks and curb ramps.
- Show the proposed building and label the square footage and finish floor elevation.
- Show and label all proposed paved areas while stating the type of pavement.
- Show and label all curbing, steps, retaining walls, etc.
- Show and label all landscaped areas.
- Show and label all fencing.
- Show the required number of parking spaces along with the actual number of parking spaces. Show how the required number was determined.
- Show the number and size of parking spaces. Dimension spaces and aisles.
- Show all proposed pavement markings and signs.
- Show proposed structures that are visible at the ground surface (catch basins, manholes, etc.).
- Show location of detention/retention area.
- Show and label the dumpster location with enclosure and it's height listed.
- Show loading zones.
- State the radiuses of all curves.
- Show a north arrow on the drawing.
- Dimension all structures and tie the corners to property and/or right-of-way lines.

## **GRADING PLAN**

- Show the existing and proposed roadway edge of pavement and/or curbing.
- Show and label the road right of way as "R/W".
- Show and label the benchmarks that will be utilized for the site.
- Show and label the existing and proposed structures that can be seen at the surface. Manholes and catch basins must include rim or top of casting elevations.
- Location of existing buildings to remain with finish floor elevations labeled.
- Existing drives adjacent to the site or across the street.
- Show and label existing and proposed sidewalk.
- Show and label existing and proposed wetlands, streams, ponds, drainage swales, etc.
- Show and label existing and proposed contours at one foot intervals in the site area as well 100' outside the site. The line type should be bold for proposed contours such that they are distinguishable from the existing contours. All contours existing and proposed must be labeled.
- Show proposed spot elevations where necessary.
- Show the location of the proposed building with the square footage and finish floor elevations labeled.
- Show all and label all proposed paved areas.
- Show and label all curbing, steps, retaining walls, etc.
- Show the location or the detention/retention area. (Maximum side slope 3:1)
- State whether the parcel is in a flood zone. If so, show the extent of the floodplain.
- Handicapped parking spaces and access aisles shall not exceed a 2% slope in any direction.
- Minimum pavement slope is 0.50% and maximum pavement slope is 10.00%.
- Show rock channel protection.

## **UTILITY PLAN**

- Show the existing and proposed roadway edge of pavement and/or curbing.
- Show and label the road right of way as "R/W".
- Show and label the existing and proposed structures that can be seen at the surface. Manholes and catch basins must include rim or top of casting elevations and also invert elevations.
- Show and label existing and proposed sanitary and storm sewer pipes with the length, type, and slope of pipe.
- Location of existing buildings to remain with finish floor elevations labeled.
- Show existing drives adjacent to the site or across the street.
- Show and label existing and proposed sidewalk.
- Show and label existing and proposed wetlands, streams, ponds, drainage swales, etc.
- Show the location of the proposed building with the square footage and finish floor elevations labeled.
- Show and label all proposed paved areas.
- Show and label all curbing, steps, retaining walls, etc.
- Show the location or the detention/retention area.
- Show and label all existing and proposed utilities. Also show the location of any connection and meters.
- The minimum allowable depth of a waterline is 5 feet.
- The minimum vertical separation between sanitary sewer and a water line is 18". The min. horizontal separation is 10 ft.
- The minimum acceptable pipe size in the City right of way is 12" and must be RCP or PVC.
- Show rock channel protection.
- If there is to be a fire line inside the building it must have a reduced pressure backflow with detector check. The domestic line must have a reduced pressure backflow.
- Pipe that is used for the waterline must be Ductile Iron Pipe Class 52 or "k" copper.
- The domestic and fire lines must be split and be separate lines at the right of way and have a shut off valve provided at that point.

### **SWP-3 PLAN**

- For sites over one (1) acre a permit with the EPA for stormwater pollution prevention must be obtained. A copy of the NOI (Notice of Intent) and the EPA's approval letter must be submitted to the City. The City must receive a letter from the Stark County Soil and Water Conservation District stating that a SWP3 plan has been reviewed and approved for this project prior to the City's approval. All sites (more or less than one acres) must comply with City regulations.
- Location map showing the site in relation to surrounding area. Clearly indicate the location of receiving streams and/or surface waters.
- Indicate the limits and show the acreage of earth disturbing activity.
- Show borrow, spoil and topsoil stockpile areas.
- Include existing and proposed contours.
- Delineate drainage watersheds indicating acreage of each area.
- Include a narrative describing the overall sediment and erosion control scheme for the site.
- Show locations of all lakes, ponds, surface drainage patterns, wetlands, springs, etc. on or within 200 ft of the site.
- Show locations of all existing and proposed buildings, roads, utilities, parking facilities, etc.
- Include a schedule for implementing temporary and permanent erosion and sediment control practices.
- Show the location of all erosion and sediment controls and stormwater management practices.
- All structural practices should be explained with detail drawings and specifications.
- The following note must appear on the plan: "The contractor shall prevent and/or reduce and control soil erosion resulting from the proposed improvements. The use of silt fencing, jute matting, temporary seeding, silt checks, inlet protection around all catch basins, stabilized construction entrance(s), etc. will be required. Sediment control structures/devices shall be installed in accordance with the latest edition of the manual Rainwater and Land Development – Ohio's Standards for Stormwater Management, Land Development and Urban Stream Protection. Sediment control devices must be installed prior to beginning any construction activity. The contractor shall be responsible for continued inspection and maintenance of all sediment control devices. The contractor shall follow the requirements set forth on the approved stormwater pollution prevention plan if applicable, or as detailed on the construction plans, as specified by the City of Alliance".

### **DETAIL SHEET(S)**

- Contact the Engineering & Building Department for standard details and notes.

### **SUPPORTING DOCUMENTATION**

Two copies of Supporting Documentation must be submitted at the time of plan submittal.

### **STORM WATER RUNOFF CALCULATIONS**

- The storm water runoff shall be submitted in report form. The post-developed rate of runoff is not permitted to exceed the pre-developed rate of runoff. The following are minimum necessary items that shall appear in the report:
- Summary of the existing conditions including the type of vegetation, drainage area, the direction of flow, offsite flow, etc.
- Summary of proposed features such as storm sewers, detention/retention basins, underground detention systems, drainage swales, area of outlet, etc.
- Summary of the results for the 2, 5, 10, 25, 50, and 100-year storm events including pre-developed rate of runoff, post-developed rate of runoff, critical storm (where applicable), allowable rate of discharge, actual discharge, elevation reached in the detention/retention basin.
- Provide a soils map.
- Pre-developed and post-developed drainage maps.
- Calculations supporting time of concentrations for both pre and post-developed conditions.
- Determination of the runoff curve for both pre and post-developed conditions.
- Calculation of the pre and post developed flow for the 2, 5, 10, 25, 50, and 100-year storms. The method shall be appropriate for the size of the drainage area.
- Calculations supporting the detention/retention basin volume.
- Outlet structure(s) used and the calculations for each structure.
- Routing of the 2, 5, 10, 25, 50, and 100-year storms through the basin.

**STORM SEWER SIZING**

- Pipe sizing shall be done in accordance with the ODOT Location and Design Manual (rational method) for a 10-year storm event and checking the hydraulic grade line for the 25-year storm event.
- Provide a clearly defined drainage map with calculations.

**LANDSCAPING PLAN**

- Location, sizes, and types of existing trees five inches or greater in diameter, measured at one foot off the ground, before and after the proposed development.
- Tree replacement plan.
- Show screening requirements meeting requirements of the Planning and Zoning Code Chapter 1136, Landscaping, Screening, and Planting.

**BUILDING AND STRUCTURE DETAILS**

- Location, height, and outside dimensions of all proposed buildings or structures.
- Indication of the number of stores and number of commercial or office units contained in the building.
- Building floor plans.
- Total floor area.
- Location, size, height, and lighting of all proposed signs.
- Proposed fences and walls, including typical cross-section and height above the ground on both sides.
- Building facade elevations, drawn to a scale of one inch equals four feet, or another scale approved by the Administrative Official and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type of building materials, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers.

**ROCK CHANNEL PROTECTION**

- Include calculation sheets used to determine size and type of rock channel protection

**DRAINAGE SWALE AND DITCHES**

- Include calculations used to determine size, slope, and type of lining for drainage swales.
- Calculations shall be done in accordance with ODOT’s drainage design for open water carriers.

**CULVERTS**

- Include calculations used to determine size, slope, and type headwalls for drainage culverts.
- Calculations shall be done in accordance with ODOT’s drainage design for culverts.

**RETAINING WALLS**

- Include design calculations for all walls over 3’ in height.
- Provide a site/grading blowup of the wall location showing all pertinent information, including all proposed and existing utilities and structures.
- Provide all details and specifications.

The Engineering, Building, & Zoning Department will review the plans once they have been processed. If there are any comments, the applicant or the consultant will receive the comments at the Planning Commission Meeting or sooner if possible. The City of Alliance will be pleased to discuss (either by telephone or by meeting) any comments or questions in regard to the review. Three copies of the revised plans must be submitted with a response letter addressing each comment. If a response letter is not received, the plans will not be reviewed. Ample time should be given to allow for review of the resubmittals. *(The week of Planning Commission is typically insufficient time to review the resubmittals prior to Planning Commission.)*

*I do hereby attest that all above applicable items have been incorporated into the plans. I understand that failure to include all applicable items will constitute an incomplete submittal, which in turn will not be processed.*

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date



The City of

**Alliance,** OHIO, 44601-2415

"The Carnation City"

504 EAST MAIN STREET

**CURTIS D. BUNGARD, P.E.**  
ENGINEERING, BUILDING & ZONING

Phone (330) 823-5122  
Fax (330) 829-2236

## The City of Alliance RIVER Award

**RIVER: Reclaiming and Improving Vital Environmental Resources.**

The City of Alliance RIVER Award is given for sites utilizing *Post Construction* practices that improve water quality and reduce rainfall runoff. Post Construction elements of site development are those that are left in place after the site is built. For example, if permeable concrete pavers are used for parking spaces, they will continue to reduce a site's overall stormwater runoff long after construction is completed.

A minimum of 95 points is required to receive the RIVER Award. Scoring for the most common Best Management Practices (BMP's), or methods, are included on the attached form. Developers and Designers may select any of the BMP's suitable for their sites. Detailed descriptions of each BMP can be found at the link listed in appendix. Designs shall follow ODNR "Rainwater and Land Development" and/or ODOT "Location and Design Manual" guidelines.

To be eligible, design and construction sites must first follow the required *Construction Practices & BMP's*. These have been used for years now, and they include such items as silt fence, siltation ponds, site clearing controls, temporary seeding, etc. For sites larger than 1 acre, this means filing and following a Soil & Water Pollution Prevention Plan (SWP3) with the Stark Soil and Water Conservation District & a Notice of Intent with the EPA. For sites less than 1 acre, follow applicable "Small Lot" controls outlined in Chapter 8 of Rainwater and Land Development Manual. The SWP3 or the "Small Lot" procedures shall be included with the site plan submittal. If a site's contractor has violations that go uncorrected during construction, the site may lose eligibility for the honor.

The City of Alliance RIVER Award will be presented after the site construction is complete and when all Post Construction BMP's are in place. The awards are presented at Planning Commission once per year.

On behalf of the City of Alliance, we wish you much success on your development and your business. Thank you for your cooperation in preserving our vital natural resources.

Curtis D. Bungard, PE  
Alliance City Engineer

## Appendix

For more information regarding Soil and Water Conservation Programs and Ohio EPA's NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER PHASE II Program, visit the following websites:

NPDES Overview Video, "Tempest in a Channel":

<http://www.epa.ohio.gov/dsw/storm/video.aspx>

OHIO EPA: <http://www.epa.ohio.gov/dsw/storm/index.aspx>

SWP3 & NOI: [http://epa.ohio.gov/dsw/storm/construction\\_index.aspx](http://epa.ohio.gov/dsw/storm/construction_index.aspx)

List of Post Construction BMP's and their descriptions:

[http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min\\_measure&min\\_measure\\_id=5](http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min_measure&min_measure_id=5)

Stark County Soil and Water Conservation District: [www.starkswcd.org](http://www.starkswcd.org)

United States Department of Agriculture, Natural Resource Conservation Service  
Website: [www.nrcs.usda.gov](http://www.nrcs.usda.gov)

Rainwater and Land Development Manual:

<http://www.dnr.state.oh.us/tabid/9186/default.aspx>

ODOT Location and Design Manual Volume 2:

<http://www.dot.state.oh.us/Divisions/Engineering/Hydraulic/LandD/Pages/LDManual,Volume2.aspx>

ODOT Standard Drawings Hydraulics and Water Quality Basins:

<http://www.dot.state.oh.us/Divisions/Engineering/Hydraulic/Pages/HydraulicStandardConstructionDrawings.aspx>

**CITY OF ALLIANCE**  
**Application for Planning Commission Review**

Submission Date: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Type of Submittal (Check all that apply): \_\_\_\_\_ Site Plan; \_\_\_\_\_ Replat; \_\_\_\_\_ Alley/Vacation; \_\_\_\_\_ Variance(s);  
\_\_\_\_\_ Preliminary Plat; \_\_\_\_\_ Final Plat; \_\_\_\_\_ Zoning Change; \_\_\_\_\_ Conditional Use; \_\_\_\_\_ Other (explain)

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_ Lot/ Parcel No.: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Professional contact Name (*Engineer, Surveyor, Architect, etc.*): \_\_\_\_\_

Professional Contact's Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

*(The person the City should contact regarding the project.)*

Address (if different than above): \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Planning Commission meets every 3<sup>rd</sup> Wednesday of each month. Submission deadline is the 20<sup>th</sup> of the month prior to the regularly scheduled meeting. Late applications will be scheduled for the next available meeting. All information listed on the application and applicable checklist must be submitted for the application to be complete. Incomplete applications will not be processed. All applicable requirements will be strictly enforced. An authorized representative must attend the Planning Commission for the project to be considered.**

*I do hereby attest that all statements, signatures, descriptions, and exhibits submitted with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of the property owner.*

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Signature of the Property Owner, if not the applicant

# RIVER AWARD POINTS

Project Name: \_\_\_\_\_

Awarded for Post Construction Practices that Improve Water Quality and Reduced Rainfall Runoff. Address: \_\_\_\_\_

Best Management Practices (BMPs):	Site Plans	Subdivisions	City to Develop	Points	Comments	USED ✓
<b>Innovative BMPs for Site Plans</b>						
Alternative Turnarounds		X	X	10	By variance	
Conservation Easements	X	X		30		
Eliminating Curbs and Gutters	X	X		30	In conjunction with other BMP's	
Shared Mixed-use Parking	X	X		50	Alternating use times	
Green Roofs	X	X		25		
Narrower Residential Streets - private streets		X	X	10	10% Above minimum requirements	
Open Space Design	X	X		20	keep >65% of existing mature trees	
Protection of Natural Features	X	X		25		
Redevelopment of existing site	X	X		5+	1pt per 1% pervious added (5% min)	
Reduction of impervious areas on existing site	X	X		35		
Riparian/Forested Buffer	X	X		10+	In conjunction with other BMP's	
Street Design and Patterns	X	X			1pt per 1% of the land (10% min)	
Urban Forestry - New tree planting						
<b>Infiltration</b>						
Grassed Swales (Green in Between)	X	X		20		
Infiltration Basin	X	X		40	Requires soils test and design	
Infiltration Trench	X	X		40	Requires soils test and design	
Permeable Interlocking Concrete Pavement	X	X		30	In parking spots only - not drive lanes	
<b>Filtration</b>						
Bioretention (Rain Gardens)	X	X		40		
Catch Basin Inserts	X	X		10		
Sand and Organic Filters	X	X		40		
Vegetated Filter Strip	X	X		20	Not appropriate for "Hot Spots"	
<b>Retention/Detention</b>						
Dry Detention Ponds w/ water quality design	X	X		35		
In-Line Storage	X	X		10		
On-Lot Storage for Reuse	X	X		20	Rain Barrels & Systems	
Stormwater Wetland	X	X		50		
Wet Retention Ponds w/ water quality design	X	X		40		
<b>Other</b>						
Manufactured Products for Storm Inlets	X	X		10		
<b>TOTALS</b>			<b>Points =</b>		<b>Eligible for Award (&gt;100 pts.)</b>	

Guidelines: A total of 95 points required to receive award. Sites must follow construction BMP's to be eligible.

Best Management Practices (BMP's) for Post Construction chosen from EPA's website below, which provides a detailed description of each. Designs shall follow ODNR "Rainwater and Land Development" and/or ODOT "Location and Design Manual" guidelines.

[http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min\\_measure&min\\_measure\\_id=5](http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm?action=min_measure&min_measure_id=5)



City of Alliance RIVER Award Program  
**RIVER: Reclaiming and Improving Vital Environmental Resources**