Appendix B:
Preliminary Plat or Plan Checklist

PRELIMINARY PLAT OR PLAN CHECK LIST

SUBDIVISION NAME:_____ DATE:_____
LOCATION:_____ REVIEWED BY:_____

The following information shall be included on all Plans submitted for approval by the Livingston County Drain Commissioner.

	Item	Included Yes or No	Approved Yes or No
1.	The location of the proposed development by means of a small location map.		
2.	The township, city, or village in which the parcel is situated, including the section and fractional portion thereof, Town and Range Designation		
3.	Name, email, address & telephone no. of Owner		
4.	Name, email, address & telephone no., signature and seal of engineer		
5.	North arrow and scale		
6.	Benchmark description (2 minimum)		
7.	Legend		
8.	Typical road cross-section (Label road as “Public Road” or “Private Road”)		
9.	Lot Information: Unit numbers, dimensions (scaled or computed), setback lines, and square footage (minimum)		
10.	Minimum house grade and basement opening elevation for each lot		
11.	Typical lot grading plan detail or statement		
12.	Development boundary with metes & bounds property description, tied to nearest government corner		
13.	Identification of all adjoining parcels (for subdivision show lot number, subdivision name, Liber and page number, for acreage parcels, show tax roll number and owners name)		
14.	Existing buildings (label those under construction with address)		
15.	Existing and proposed roads with name and R.O.W. width		

	Item	Included Yes or No	Approved Yes or No
16.	Soil boring logs and locations (to include ground elevation at each boring log and water table information). Logs from site report prepared for Environmental Health Division are acceptable.		
17.	Existing contours at 1 ft. intervals or less, with NAVD 88 datum.		
18.	Existing and proposed easements (w/dimensions, both utility and drainage easements)		
19.	All existing drainage courses and structures (w/proper labeling as to type, size and invert elevations)		
20.	Flood plain contour (existing and proposed)		
21.	Identification of agency to assume maintenance responsibility for the drainage system		
22.	A map, showing the drainage boundary of the proposed development and its relationship with existing drainage patterns.		
23.	Any water course passing through the development, including the area of upstream watershed, current zoning, and preliminary calculations of runoff from the upstream area for both the Flood Control Volume and the Channel Protection Rate Control Volume, for fully-developed conditions according to the current land use plan for the area.		
24.	Proposed drainage system identifying all open and enclosed portions. Approximate boundaries and acreages of tributary areas of proposed and existing inlets, catch basins and culverts shown.		
25.	Proposed detention or retention basins (w/volume and dimension; show computations). If retention basin, provide overflow failure analysis, if detention provide evidence of adequacy of outlet.		
26.	The location and description of any other on-site and adjacent off-site features that may be relevant in determining the overall requirements for the development. For example: High tension power lines or underground transmission lines, cemeteries, parks, sewers, water mains, septic fields, wells and any proposed environmental mitigation features.		