



Retaining Wall Submittal Requirements Checklist

<u>APPLICANT</u>	<u>STAFF</u>
<input type="checkbox"/>	<input type="checkbox"/> Building Permit Application / Fee / Digital plans (signed)
<input type="checkbox"/>	<input type="checkbox"/> Soils report (Digital copy must be wet stamped & signed) specific to the project prepared by a geotechnical engineer
	<u>Site Plan showing the following information (minimum scale 1:20):</u>
<input type="checkbox"/>	<input type="checkbox"/> ➤ Property address, owner's name, and contact information of the plan preparer
<input type="checkbox"/>	<input type="checkbox"/> ➤ Topographic contours with slopes greater than 35% identified.
<input type="checkbox"/>	<input type="checkbox"/> ➤ Area of work outlined and distance to property boundaries
<input type="checkbox"/>	<input type="checkbox"/> ➤ Easements (from current title report)
<input type="checkbox"/>	<input type="checkbox"/> ➤ All physical improvements on the site (e.g. buildings, paved areas, etc.)
<input type="checkbox"/>	<input type="checkbox"/> ➤ Underground utilities including septic tanks and associated leach fields.
<input type="checkbox"/>	<input type="checkbox"/> ➤ Drainage features, swales, creek banks, trees and other natural features on the site.
<input type="checkbox"/>	<input type="checkbox"/> ➤ Staging Plan
	<u>Grading & Drainage Plan:</u>
<input type="checkbox"/>	<input type="checkbox"/> ➤ Top and bottom wall elevations
<input type="checkbox"/>	<input type="checkbox"/> ➤ Proposed contour and finished grade elevations
<input type="checkbox"/>	<input type="checkbox"/> ➤ Surface & subsurface drainage systems including invert elevations, pipe sizes and types.
<input type="checkbox"/>	<input type="checkbox"/> ➤ Erosion control methods (may be on a separate sheet).
	<u>Structural Design:</u>
<input type="checkbox"/>	<input type="checkbox"/> ➤ Structural plans and details. Key the details to the site or grading plan.
<input type="checkbox"/>	<input type="checkbox"/> ➤ Calculations (digital copy) referencing the soils reports and any supplemental reports prepared for the wall(s)