



TRAFFIC RESIDENTIAL PLAN REVIEW CHECKLIST

INSTRUCTIONS:

For the purpose of plan review, **plans must be submitted with this checklist** to be considered as complete, thus providing the best opportunity for approval.

Please check each box to indicate if the item is included and list the applicable sheet number or any of the following: **N/A** – Not Applicable, **ATT** - Attached, **IP** – In Process (not submitted for review), **UR** – Under Review (already submitted for review), **RS [list Sheet No.]** – Revision Submitted.

For **paper** plan submission: Complete and attach this checklist to each plan set.

For **electronic** plan submission: Complete and upload this checklist to the Prerequisite Checklist subfolder under Documents.

General Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	Cover sheet showing project address, index of sheets, and vicinity map	
<input type="checkbox"/>	Copy of the survey of the property	
<input type="checkbox"/>	Copy of the recorded subdivision plat (with lot, block, and subdivision name)	
<input type="checkbox"/>	Existing conditions and demolition plan	

Site Plan Requirements		
	Item Description	Sheet No.
<input type="checkbox"/>	Name of street(s) abutting the property	
<input type="checkbox"/>	Right-of-way width for street(s) abutting the property	
<input type="checkbox"/>	Illustrate proposed driveway width, radius and driveway material (asphalt or concrete)	
<input type="checkbox"/>	Illustrate distance from proposed driveway to closest property line (radius cannot extend past the property line)	
<input type="checkbox"/>	Driveway must remain tangential for a minimum of 20' past the property line	
<input type="checkbox"/>	Show the 17' garage set back line	
<input type="checkbox"/>	Show location of all obstacles in the right of way (i.e. power poles, light poles, cable/guy wires, existing trees, traffic signs/cabinets, fire hydrants, manhole covers, curb inlets, water meters)	
<input type="checkbox"/>	Show location of all existing driveways (any driveway not providing access to property shall be removed and restored with curb and gutter or open ditch (based on type of street)	

Proposed Driveway on Open Ditch Street		
	Item Description	Sheet No.
<input type="checkbox"/>	Illustrate center line of existing ditch	
<input type="checkbox"/>	Illustrate high bank of existing ditch	
<input type="checkbox"/>	Illustrate distance between property line to high bank of ditch	
<input type="checkbox"/>	Illustrate distance between property line to center line of ditch	
<input type="checkbox"/>	Illustrate distance between property line to edge of street	
<input type="checkbox"/>	Illustrate culvert type (HDPE/RCP)	
<input type="checkbox"/>	Illustrate culvert diameter (24-inch minimum or equivalent)	
<input type="checkbox"/>	Illustrate culvert length (culvert must extend 1' beyond the driveway on both sides; lengths greater than 40' require submittal of Plan and Profile drawings to the Office of the City Engineer for approval)	

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Driveway Access Through Alley		
	Item Description	Sheet No.
<input type="checkbox"/>	Copy of e-mail that approves driveway access through alley (attached to site plan)	

Sidewalks in Public Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	5' wide across entire property frontage; 6' wide if major thoroughfare, transit corridor, or type A street	
<input type="checkbox"/>	Copy of variance approval letter (attached to site plan) for variance of the sidewalk width	

Americans with Disabilities Act (ADA) Ramps		
	Item Description	Sheet No.
<input type="checkbox"/>	All sidewalks at street intersections and driveways require ADA compliant ramps	
<input type="checkbox"/>	Illustrate corner ramp and add note on site plan stating "ADA ramp per COH Drawing No. 02775-02"	

Parking Pad (Open Ditch Enclosure) in Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	Show COH Drawing No. (from the Office of the City Engineer) on site plan	

Relocation of Existing Storm Inlet		
	Item Description	Sheet No.
<input type="checkbox"/>	Show COH Drawing No. (from the Office of the City Engineer) on site plan	

Tree Protection / Tree Removal in Right of Way		
	Item Description	Sheet No.
<input type="checkbox"/>	Show location, caliper and species of all existing trees in right of way	
<input type="checkbox"/>	Copy of Urban Forestry approval stamp (attached to site plan)	

Standard Details (select as applicable and attach to site plan)		
	Item Description	Sheet No.
<input type="checkbox"/>	COH Drawing No. 02754-01B: Driveway Detail with 6" Curbed Streets (curb and gutter)	
<input type="checkbox"/>	COH Drawing No. 02754-01A: Driveway Detail / Local Residential Street (open ditch)	
<input type="checkbox"/>	COH Drawing No. 02771-01: Curb Gutter Header Detail (curb replacement)	
<input type="checkbox"/>	COH Drawing No. 02775-02: Wheel Chair Ramp Details (ADA ramps at corners and driveways)	