TOWN OF BETHLEHEM: Grading Plan Checklist for Building Permit Applications

*Instructions: Submit one (1) completed copy of this checklist and three (3) copies of the **Proposed Grading Plan**, prepared and sealed by an architect, a landscape architect, a licensed land surveyor, or a professional engineer licensed by the State of New York, to the Building Department with a copy of the Building Permit Application.*

Project:_____ **Preparer:** _____ **Date:**_____

Required Information: *(Minimum information required for the Engineering Division to accept a Grading Plan)*

Proposed plot plan must be prepared at a scale of not more than 1 inch to 50 feet or a scale approved by the Town, be based on the datum used in the approved subdivision plat or on the current Town datum (NAVD 88) U.S. Feet, and show existing contours illustrated as *light, dashed lines* and proposed contours illustrated as *dark, solid lines.*

___ 1. Property lines of the applicant's property, showing associated bearings or angles and distances in feet ___

___ 2. Property lines, roads, and above or below ground structures within 25 feet of the applicant's property ___

___ 3. Location and elevation of all *existing* buildings and structures within the project limits of disturbance ___

___ 4. Information and locations for *existing* and *proposed* easements and ROWs within 25 ft of the property ___

___ 5. Existing topography, at a max. 2 ft contour interval, within the property and extending 25 feet outward ___

___ 6. Limits of disturbance (i.e. clearing, grading, excavating, etc…) for all the proposed land improvements ___

___ 7. Location and elevation of all *proposed* buildings and structures within the project's area of disturbance ___

___ 8. Proposed topography, at a max. 2 ft contour interval, within the project proposed limits of disturbance ___

___ 9. Total square footage of *proposed* impervious surfaces (i.e. houses, driveways, walkways, sheds, etc...) ___

___ 10. The location of watercourses, federal and state wetlands, 100-year floodplains, bedrock outcrops, etc… ___

___ 11. Locations, dimensions, and material specifications of erosion and sediment control (E&SC) measures ___

___ 12. Maintenance and inspection requirements for all proposed E&SC measures, *may be on separate sheets* ___

___ 13. Reference to the approved subdivision plat, include any restrictions (i.e. wetlands, soils, buffers, etc.) ___

___ 14. The location, design, and description of any water supply and sewage disposal facilities (if applicable) ___

Standard Notes: *(Include these notes on the Proposed Grading Plan in a section titled "Town Standard Notes")*

___ 15. Construction fence must be installed along wetland boundaries and buffers within 25 ft of any activity ___

___ 16. All disturbed soils must be stabilized with a minimum cover of mulch within 14 days of last activity ___

___ 17. All E&SC measures must be inspected and maintained in compliance with § 128-49 of the Town Code

___ 18. All cut and fill slopes within the area of disturbance must have a maximum slope of 3:1 (H:V) or 33% ___

___ 19. All driveways and walkways constructed on the property must not exceed a maximum slope of 10%

___ 20. Final grading must ensure positive drainage away from the structure with a minimum of slope of 1% ___

___ 21. Typically, Garage Finished Floor (GFF) is to be 18" above the existing roadway centerline elevation ___

___ 22. Notify the Engineering Division of any deviations in building location or grading from approved plans ___

Grading Certification: *(Include these notes on the final plot plan survey and submit prior to requesting a CO)*

___ 23. All cut and fill slopes within the area of disturbance have a maximum slope of 3:1 (H:V) or 33% ___

___ 24. All driveways and walkways constructed on the property do not exceed a maximum slope of 10% ___

___ 25. Final lot grading contours ensure positive drainage away from all structures at a minimum slope of 1% ___