

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 for all new home construction.*

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

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 Engineer, be based on the datum used in the approved subdivision plat or on the current Town datum, NAD 83 and NAVD 88 in U.S. Survey Feet, with existing contours shown as *light, dashed lines* and proposed contours shown as *dark, solid lines*.

Required Information: *Minimum information required for the Engineering Division to review a Grading Plan*

- ___ 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 all structures 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 ensures positive drainage from structures at a minimum slope of 1% with no flat spots
- ___ 26. Final lot grading complies with proposed grades and drainage shown on the approved Lot Grading Plan

****Contours and/or spot elevations with flow arrows must be illustrated on the Final Plot Plan to verify drainage patterns****