

# 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 feet of the property
5. Existing topography, at a max. 2 feet contour interval, within the property and extending 25 feet outward
6. Limits of disturbance LOD (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 feet 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 and all wetland setbacks, 100-year floodplains, bedrock outcrops, etc...
11. Locations, dimensions, and material specifications of erosion and sediment control (E&SC) measures
12. Locations of all required Construction fencing for wetland or LOD boundaries.
13. Maintenance and inspection requirements for all proposed E&SC measures, *may be on separate sheets*
14. Reference to the approved subdivision plat, include any restrictions (i.e. wetlands, soils, buffers, etc.)
15. The location, design, and description of any water supply and sewage disposal facilities (if applicable)
16. The location of all drainage swales with proposed flow arrows Shown. Grass lined drainage swales shall be design to have a minimum of 2% positive pitch.
17. Show all roof leader and footing drain piping including discharge point elevations and locations. All piping shall have a minimum of 1% pitch.
18. The location of the angle of repose line for any step slopes within or adjacent to the property. The angle of repose line shall meet the requirements of the Town of Bethlehem's grading, erosion and sediment control code section 128-49-C-1.

# TOWN OF BETHLEHEM: Grading Plan Checklist for Building Permit Applications

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

- 19. Construction fence must be installed along wetland boundaries and buffers within 25 feet of any activity
- 20. All disturbed soils must be stabilized with a minimum cover of mulch meeting the requirements of the current NYS Standards and Specifications for Erosion and Sediment control, which includes winter Stabilization.
- 21. All E&SC measures must be inspected and maintained in compliance with § 128-49 of the Town Code
- 22. All cut and fill slopes within the area of disturbance must have a maximum slope of 3:1 (H:V) or 33%
- 23. All driveways and walkways constructed on the property must not exceed a maximum slope of 10%
- 24. Final grading must have a minimum of 6" of elevation drop over the first 10' away from all structures.
- 25. All structures shall have a minimum of 6" reveal of exposed foundation.
- 26. Typically, Garage Finished Floor (GFF) is to be 18" above the existing roadway centerline elevation
- 27. Notify the Engineering Division of any deviations in building location or grading from approved plans
- 28. If proposed lots do not have any steep slope requirements meeting Item 18. Provide a certification that no steep slopes exist within the property or adjacent properties.

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

- 29. All cut and fill slopes within the area of disturbance have a maximum slope of 3:1 (H:V) or 33%
- 30. All driveways and walkways constructed on the property do not exceed a maximum slope of 10%
- 31. Final lot grading ensures positive drainage from structures meeting the grading requirements with no flat spots
- 32. 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\*\***