

CITY OF BROADVIEW HEIGHTS  
**RESIDENTIAL SITE PLAN REQUIREMENTS CHECKLIST**

BUILDER SHALL SUBMIT 6 COPIES OF A SITE PLAN COMPLYING WITH THE FOLLOWING SITE DESIGN CRITERIA PREPARED AND STAMPED BY A SURVEYOR OR ENGINEER, ALL COPIES MUST HAVE AUTHOR'S ORIGINAL SIGNATURE AND DATE

**REQUIRED INFORMATION:**

- Builder's name, address, phone and fax numbers
- Surveyor's name, address, phone and fax numbers, original signature & date
- North arrow, legend, 20 ft. or 30 ft. scale
- Sheet size 11"x17" unless prior approval from City Engineer
- Benchmark within 150 ft. of property
- Sublot number, subdivision, site address and permanent parcel number
- Sufficient survey data describing lot
- Legend identifying any symbols used on plan
- Monuments found or set
- Setbacks – front, rear, side yard
- Offset dimensions from house to property lines (side and rear) and house to right-of-way
- Easements indicated and labeled
- Flood data if applicable
- Proposed house foundation dimensions
- Proposed house elevations – bottom of footer, garage floor, first floor
- Existing and proposed elevations at proposed house corners
- Proposed drive and walks including width and material
- Driveway slope minimum of 0.5% and maximum of 12.0%
- Drives and aprons at least 5 ft. from hydrants and at least 3 ft. from property lines
- Side-entry garage pad minimum 25 ft. width
- Existing or proposed swales, ditches, ridges, walls, other structures on lot
- Existing structures within 25 ft. of parcel or notation of vacant lot
- Existing elevations at corners of structures on adjoining lots
- Swales graded at minimum of 2% and located along property line when possible
- Swale elevation at least 6 inches lower than finished grade at house
- Maximum slope 4:1 within 25 ft. of house, 3:1 other areas unless retaining structures installed
- Existing and proposed elevations at any changes of grade or slope
- Existing and proposed elevations at 50 ft. maximum spacing along swales or ditches
- Existing pavement
- Existing utilities
- Yard drains installed when necessary, connect to storm service connection within 10 ft. of utility easement
- Sump Pump if applicable
- Existing elevations - property line projection at center of pavement
- Existing elevations at top of curb (edge of pavement if no curbs)
- Existing and proposed elevations - property line projection at back of walk (right-of-way if no walk)
- Existing and proposed elevations on property line at front building line
- Existing and proposed elevations on property line at rear house line
- Existing and proposed elevations at rear property corners
- Existing and proposed elevations at any additional locations as requested by City Engineer
- Sewer inverts upstream and downstream of sewer connections
- Actual inverts of test tees if exposed
- Other \_\_\_\_\_

ANY QUESTIONS SHOULD BE DIRECTED TO:  
**BROADVIEW HEIGHTS ENGINEERING DEPARTMENT**  
9543 Broadview Road, Broadview Heights, Ohio 44147  
**PHONE: 440-838-4705 / FAX: 440-717-4013**  
REVISED: April 7, 2014