

***Minimum Requirements of a
Stormwater Management (SWM) Grading/Site Plan
(Standard Variance Request Submittal)**

1. Plans must be a size of 24" x 36".
2. Property Address(es) and Property Map and Parcel Number(s).
3. Scale (no less than one inch = fifty feet).
4. North arrow.
5. Name and address of plan preparer.
6. Plan preparer's stamp and signature.
7. Lot layout with dimensions.
8. Existing and proposed site contours at an interval no greater than 2 feet.
9. All existing and proposed buildings/structures on the property, including detached structures, garages, carports, sheds, barns, pools, decks, porches, patios, fences, bridges, AC pads, etc. Label all.
10. All existing and proposed paving on the property, including carports, patios, at-grade surface, driveways, sidewalks, etc. Label all.
11. Existing and proposed stormwater management structures on and in the immediate vicinity of the property. Label all.
12. Erosion prevention and sediment control (EPSC) measures. EPSC measures can be shown on a separate sheet, if needed.
13. Areas of disturbance. Visibly highlight all buffer disturbances – actual highlighter can be used.
14. Delineation of sinkholes, springs, wetlands, streams (tops of banks), ponds, lakes, community waters, and any other environmentally sensitive areas. Label all.
15. All floodways, actual 100-year floodplain contours with base flood elevations (BFEs) noted, and water quality buffer buffers with each zone delineated and buffer widths noted. Label all. Mark locations of required buffer signs.
16. FEMA Note with flood zone, map panel number, and flood study (with community name) with its date. Include the base flood elevation (BFE).
17. First floor elevation for building(s), including AC pads, in and adjacent to the floodplain. Identify and label any basements and include floor elevation.
18. Computed number and location of any FEMA-required flood vents, if applicable.
19. For variance requests involving Uncompensated Fill in the Floodplain (UFF) and Minimum Finished Floor Elevation (MFFE) with associated UFF, provide the amount of UFF requested on Pg. 1 of the Variance Application, along with cut and fill cross-sections and volume calculations for the floodplain.
20. Drainage pipe(s) and structures with size, capacity, and material.
21. Information should be clear, concise, and discernable.

**Some requirements will not be applicable to all plans and additional details may be required, depending on the type of variance being requested, to adequately depict the site details and proposed project for Committee consideration. Omission of any of the heretofore mentioned requirements for detailed plans shall deem these plans as being incomplete, and shall be returned to the Applicant.*