



Site Plan Requirements

Single Family Residential

The information and references in this document are subject to change.

Last Revised: 10/10/2024

Plans shall be prepared in accordance with these standards, the approved Stormwater Management Plan for the applicable subdivision plat, the City's adopted Comprehensive SWMP and/or related drainage studies. Plans are subject to City Stormwater Management Code 52.00 and all other City codes related to land development. If no or inadequate Stormwater Management Plans exist, plans shall be prepared by a licensed professional, ultimate proposed surface drainage routes must be indicated on the site plan and may require additional modeling.

1. General

- 1.1 Owner's name, project address, phone number, email list on plan.
- 1.2 Graphic scale not less than 1 inch to 50 feet (1" = 50').
- 1.3 North arrow and legend included on plan.
- 1.4 Legend shall identify all information symbolized on plan.
- 1.5 Signed by a licensed professional.

2. Existing Site Conditions

- 2.1 Boundary lines and lot dimensions of proposed plan clearly indicated.
- 2.2 All adjacent areas to the site which may be affected by land disturbing activity.
- 2.3 Existing surface features including roads, driveways, sidewalks, trees, and other buildings in the area.
- 2.4 Location and dimensions of all existing public and private utilities.
- 2.5 Location, dimensions, and total area of all existing structures.
- 2.6 Existing topography with a contour interval appropriate to the topography of the land.
 - 2.6.1 Contours shall extend beyond project limits a minimum of 50 feet.
 - 2.6.2 Extent shall also be sufficient to verify overall drainage routes and may require further survey.
 - 2.6.3 2-foot contours shall be used at a minimum. 1-foot contours in critical areas.
 - 2.6.4 Significant topographical or physical features of the site.
 - 2.6.5 Identification of all steep slopes, ravines, and bluffs.
- 2.7 Drainage features such as ponds, wetlands, infiltration areas, ditches, drainage ways, etc.
 - 2.7.1 Identification of any landlocked or poorly drained areas.
 - 2.7.2 Normal water level and 100-year flood (HWL) elevation of ponds, wetlands, flood plains, and water bodies.
- 2.8 Location and purpose of existing easements clearly indicated.
- 2.9 Location and confirmation of approvals from Steele County regarding county ditch or tile system.

3. Proposed Site Conditions

- 3.1 Minimum building setback lines as required by the zoning ordinance.
- 3.2 Proposed drainage and utility easements are shown and labeled on the plan.
 - 3.2.1 Applicant to obtain necessary easements to permit runoff to flow onto properties from owner(s).
 - 3.2.2 Easement documents signed and submitted to Engineering Department with recording fee.
 - 3.2.3 Installation and use rear/side yard drainage structures require recorded private easements and/or maintenance agreements.

- 3.3 Proposed topography with a contour interval appropriate to the topography of the land.
 - 3.3.1 2-foot contours shall be used at a minimum. 1-foot contours in critical areas.
 - 3.3.2 Significant topographical or physical features of the site.
 - 3.3.3 Spot elevations to confirm grades and slope for all right-of-way construction/reconstruction.
- 3.4 Directional flow arrows of finished grading showing flows onto, across, or off the project site.
 - 3.4.1 Location, direction, and elevations of local and regional emergency overflows clearly labeled.
 - 3.4.2 Location and elevations of 100-yr HWL of all ponding or low areas.
 - 3.4.3 Control/ spot elevations, slope percent, and direction for drainage ways and swales are shown.
- 3.5 Building pads and type of structure match approved Stormwater Management Plan and is shown on plan.
- 3.6 Spot elevations for garage floor, top of curb, top of sidewalk, and critical elevations listed below shall be shown.
- 3.7 Maximum driveway slope is 10%. Measured from top of curb to the garage floor at centerline of driveway.
- 3.8 Locations, dimensions, and material of all proposed public and private utilities within 50 feet.
- 3.9 Site plan shall detail all proposed work within right-of-way including structures, driveway/access, approaches, street opening, curb and gutter, sidewalks, boulevards, pavement replacement, etc.
 - 3.9.1 All City Engineering construction specifications, standards, and details shall be included in plan.

4. Freeboard and Critical Elevations

- 4.1 Proposed critical elevations of finished floor, lowest openings, top of foundation, lot corners, spot elevations, 100-yr HWLs, and emergency overflows clearly indicated on plan.
 - 4.1.1 Lowest opening elevation as appropriate to proposed structure type (window well, sill height of window or walkout)
 - 4.1.2 Floor elevation, adjacent grade, and lowest opening to building must be minimum of 2' above 100-year HWL of all waterbodies or low areas.
 - 4.1.3 Lowest opening to the structure must be a minimum 1' above emergency overflow elevations.
 - 4.1.4 Top of foundation must be a minimum of 6" above grade directly adjacent to foundation, and 1' above grade 10' from the foundation. (grade at 10 feet from building must be 1 foot below top of foundation)
- 4.2 Lots must conform to the lowest opening, lot corner elevations, and structure type as specified on subdivision grading/drainage plan and Stormwater Management Plan.
- 4.3 Certification of critical elevations by licensed land surveyor or engineer shall be submitted prior to permit termination.
 - 4.3.1 Certification of elevations is to be submitted as an updated site plan/ Record Drawing.

5. Stormwater Pollution Prevention Plan (SWPPP)

- 5.1 Schedule of anticipated start date and installation of erosion and sediment control best management practices.
- 5.2 Provisions for maintenance and inspection of proposed erosion and sediment control BMPs, including discharge points, are clearly indicated in plan.
- 5.3 Maintenance and inspections conducted in compliance with the most recent MPCA Construction Activity Permit timeline requirements.
- 5.4 Plan for temporary stabilization methods clearly indicated, including winter stabilization for projects extending beyond November 15th.
- 5.5 A description of proposed permanent stabilization measures to be taken, including specifications, times frames/scheduling, and responsible party.
- 5.6 Locations of all proposed land disturbances and any phasing of the activities.
- 5.7 Locations and specification of perimeter control method shown on plan. Slash mulch is not permitted.

- 5.8 Locations and protection (perimeter control and stabilization) of all stockpiles.
- 5.9 Location and specification of inlet protection in downstream catch basin(s). Use of pre-manufactured devices required.
- 5.10 Location and dimensions of stabilized construction exit(s)/entrance(s). Use of slash mulch not permitted. Geotextile fabric shall be underlain clean crushed 1.5"-2" rock.
- 5.11 Plan and protection for all dewatering activities.
- 5.12 Plan for all concrete washout containment, no concrete waste shall contact ground.
- 5.13 Measures to manage all solid and liquid waste from construction and building activity clearly indicated.
 - 5.13.1 In compliance with the most recent MPCA Construction Activity Permit (Part IV. F. Pollution Prevention Management Measures.)
- 5.14 Plan for keeping street clear of tracking clearly indicated on plan, including timeframe.

Please contact us at stormwater@owatonna.gov or 507-774-7300 for further assistance.