

Town of Geneva

Grading and Drainage Plan Review Standard Procedures

The following information shall be provided for review by the Town Engineer:

1. Name, address and phone number of owner / developer.
2. Name, address and phone number of individual who prepared the Site Plan.
3. A legal survey showing existing property boundary and right of way information including:
 - Lot lines with dimensions
 - Right-of-way
 - Easements
 - Lot and block numbers
4. All existing topographic and utility information (on USGS datum if possible*) on the site and adjacent lands or road right of way shall be shown on the drawing including:
 - Local permanent elevation reference/benchmark.
 - Existing structures.
 - Existing contours
 - Existing roadside ditch and side yard swale flow line locations and elevations.
 - Elevation of 100-year floodplain (if applicable).
 - Power poles or underground utility pedestals.
 - Roadway edge of pavement and centerline elevations: Show shoulder if applicable.
5. All proposed improvements including:
 - Buildings footprint including proposed Top of Foundation elevation and any steps in foundation or look-out/walk-out elevations.
 - Garage footprint and Garage Floor Elevation.
 - Driveway location.
 - Drive culvert location, size (minimum 15") and pipe material.
 - Driveway elevation at right-of-way line and/or at the low point at top of culvert.
Driveway apron shall slope downward from roadway edge of pavement to low point over driveway culvert at slope approximating 2% (1/4" per foot).
 - Driveway slope from culvert to Garage. Slope shall not exceed 10%.
 - Retaining wall locations, top of wall and bottom of wall elevations (if applicable).
 - Proposed contours
 - Drainage direction arrows
 - Swales and ditches
6. Building elevations/floor plan (to confirm foundation fit/reduced size plan OK)
7. Town building permit application form

* Town Engineer can provide USGS benchmark information on sanitary manholes.