



City of
Avon Lake Ohio
Department of Public Works

150 Avon Belden Road Avon Lake, Ohio 44012-1699
Phone: 440-930-4101 Fax: 440-930-4105 www.AvonLake.org

October 1, 2018

PLAN REVIEW REQUIREMENTS FOR INDIVIDUAL HOUSE TOPO SUBMITTAL

Dear Developers/Builders:

It has become increasingly more important for the information included on new home site plans (commonly referred to as a topographical plan or topo) to be as accurate and complete as possible. The City of Avon Lake Public Works Department has updated the requirements for topo submittal. Therefore, beginning on **October 1, 2018** the following list of items will be required to appear on each Topo:

All plans submitted must be prepared by a professional surveyor, registered in the State of Ohio, and include the following information:

General (to be shown on drawing):

1. Builder's name, address, phone and fax numbers.
2. Surveyor's name, address, phone and fax numbers, original signature, seal and date.
3. North arrow, legend, 20ft or 30ft scale.
4. Sheet size 11"x 17" unless prior approval from the Public Works Department.
5. Benchmark within 150ft. of property. A benchmark using an "assumed" elevation will not be acceptable.
6. Sublot number, subdivision, site address and permanent parcel number.
7. Sufficient survey data describing lot (lot dimensions and bearings).
8. Monuments found or set (existing or to be set at all property corners including curve P.T and P.C.).
9. Setbacks – front, rear, side yard.
10. Offset dimensions from house to property lines (side and rear) and house to right-of-way.
11. Easements indicated and labeled (sewer, walk, swale, utility, etc.).
12. Nearest base flood elevation and location.
13. Proposed house foundation dimensions.
14. Proposed house elevations – top and bottom of footer, garage floor, first floor, finish basement floor.
15. Driveway slope minimum of 0.5% and maximum of 12.0%.
16. Drives and aprons at least 5 ft. from hydrants and at least 5 ft. from property lines. On a main street, driveway may not be closer than 8 ft. to a hydrant. In a residential area driveway may be 5 ft. to a hydrant.
17. Side-entry garage pad minimum 25 ft. width.
18. Existing or proposed swales, ditches, ridges, walls, other structures on lot, and other unusual features of terrain that impact the drainage of the site.
19. Existing structures within 25ft. of parcel or notation of vacant lot.
20. Existing elevations at corners of structures on adjoining lots.
21. Swales graded at minimum of 2.0% and located along property line when possible.
22. Swale elevation at least 6 inches lower than finished grade at house.
23. Maximum slope 4:1 within 25 ft. of house, 3:1 other areas unless retaining structures installed.



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24. Existing and proposed elevations at any changes of grade or slope.
25. Existing and proposed elevations at 50 ft. maximum spacing along swales or ditches.
26. Existing pavement.
27. Existing utilities (type, size, etc.).
28. Yard drains installed when necessary, connect to storm service connection within 10 ft. of utility easement.
29. Sump Pump detail if applicable and discharge point shown on drawing.
30. Existing elevations-property line projection at center of pavement.
31. Existing elevations at top of curb (edge of pavement if no curbs).
32. Existing and proposed elevations – property line projection at back of walk (right-of-way if no walk).
33. Existing and proposed elevations on property line at front building line.
34. Existing and proposed elevations on property line at rear house line.
35. Existing and proposed elevations at rear property corners.
36. Existing and proposed elevations at any additional locations as requested by the Public Works Director.
37. Sewer inverts upstream and downstream of sewer connections.
38. Actual inverts of test tee if exposed.
39. Proposed minimum 4' concrete sidewalk.
40. Individual rear yard inlets/drains, including:
 - a. Rim and invert elevations.
 - b. Tie-in to storm connection with pipe size (6" min.), type, grade (1% min.) and length for all segments.
 - c. Cleanouts with invert elevation or inlets with rim and invert elevations at all bends (100' min. between cleanouts).
 - d. Invert elevation at storm connection.

The following notes should be included on all topos:

1. The City of Avon Lake Public Works Department (Engineering) must be notified twenty four (24) hours in advance for all required inspections.
2. Bottom of footer grade is the minimum grade for frost protection only. Actual bottom of footer grade to be determined by builder. Consultation with a geotechnical engineer is recommended.
3. Prior to construction, basement and footer elevations are to be verified by the builder/contractor and if a discrepancy exists between the house plans and this plot plan, the City of Avon Lake and (Insert Your Company) shall be notified.
4. Contractor to uncover and check invert elevation and location of sewer connection before footer excavation to ensure gravity flow.
5. If footer drains are utilized, a sump pump is required unless a gravity storm connection is available. Use minimum 1.0% slope to storm sewer.
6. All pertinent erosion control BMP's will be followed throughout construction.
7. I acknowledge that my builder has reviewed this plot plan with me prior to its submission to the City of Avon Lake:
Add Signature Line with: **Home Owners Signature & Date**



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To Plan Preparer:

All proposed grades must confirm to the minimum City of Avon Lake standards and requirements and must coincide with approved subdivision grading plan. Of particular importance is that all grading and surface water flow must conform to the City of Avon Lake on site retention requirements. Under no circumstances will surface water flow be allowed to drain on an adjacent parcel, or towards any dwelling.

Approval:

A checklist has been provided for your convenience in preparing topo plans. Omission of any of the stated requirements will necessitate the denial of approval and return of the plan to the preparer for the revision. The submittal of a plan proposing a modification of an approved house grade may require a resubmittal of the master grading plan. If the plans submitted do not meet the attached requirements, **NO** grading permit will be issued.

Submittal:

Submittal of two copies (2) of the completed topo is required for review and approval and should be included with the building application for each lot. Ample time should be allotted for review and approvals prior to the start of construction.

Any questions, please feel free to contact Kelly Marton or me at (440) 930-4101.

Sincerely,

Joseph R. Reitz, P.E.
Public Works Director