

CITY OF EASTLAKE
BUILDING DEPARTMENT
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CT CONSULTANTS, INC.

GUIDELINES FOR RESIDENTIAL SITE PLAN CHECKLIST

(+) - ADDITIONAL INFORMATION NEEDED, (0) – NOT SHOWN, (*) – ADEQUATE

1. ___ Property lines with all bearings and distances called out and noted as recorded, calculated, or measured. Encroachments and Easements must be documented, must be addressed.
2. ___ Curve data (D, R, L, C, C Bearing).
3. ___ Describe monuments and note as found or set; surveyor's cap must be placed on all pins set.
4. ___ Adjoining streets – indicate name, limits of existing and proposed pavements and right-of ways, type of pavement and curb and gutter construction, distance to monument and/or intersection.
5. ___ Existing and proposed structures. Note finish floor elevations.
6. ___ Underground and overhead utilities:
 - a. ___ Sanitary and storm sewers, upstream and downstream manholes, size notation, pipe material, inverts at point of connection, rim and invert of catch basin and manholes
 - b. ___ Water
7. ___ Existing and proposed contours at 1' intervals. Use darker contour line every 5' vertical.
8. ___ Storm water flow path and rear yard drain (6" min. connection). Section 905.07
9. ___ Graphic scale and numerical scale.
10. ___ If detached garage: 3' minimum side yard
11. ___ 1145.04 building line setback requirements; R60:40, 5, 15 R75:40, 5, 20 S1:50, 10, 25.
12. ___ Dimensions of structure or table of coordinates. Minimum livable first floor space – Ord. (1355.01)
13. ___ Sufficient point elevations for proposed work (50-foot grid, all corners, and 25' outside of property line). Finish ground grade is within 6" of approved subdivision master grading plan.
14. ___ General Notes:
 - a. ___ Engineer/surveyor certification w/date of field survey
 - b. ___ Underground utility location disclaimer and overhead and underground electric lines caution along with OUPS telephone number.
 - c. ___ Benchmark description and location on plan.
15. ___ North arrow.
16. ___ Adjacent and subject property owner's names, volume and page number, permanent parcel number and address.
17. ___ Site area in acres.
18. ___ Title block with project name, owner or developer name, engineer's or surveyor's name, job number, drawing number, revision.

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GUIDELINES – Cont'd

19. ___ Sidewalks: 5' concrete, 4" thick 6" inside R/W w/elevation shown at each end (typically 6" above top of curve).
20. ___ 1119.04 (f) (1); driveways:
 - a. ___ 18 feet for 2 car garage. Two enclosed parking spaces are required for a one family dwelling per Section 1155.03
 - b. ___ 4" concrete, 6-sack mix, over 4" stone base or 6" concrete, 6-sack mix, over compacted earth.
21. ___ 1119.04 (f) (2); aprons:
 - a. ___ 3-foot flare per side.
 - b. ___ 6" concrete, 6-sack mix, over 4" stone base.
 - c. ___ 8" minimum culvert may be required.
 - d. ___ 6" thick to back of walk.
22. ___ 1145.05: One building per lot (permanent parcel).
23. ___ Laterals: Sanitary: 6" minimum VCP with O-ring or 6" PVC SDR 35 – Iron Cast Top for Cleanout – Straight T. Storm: 6" minimum VCP with O-ring or 6" PVC SDR 35. Water – Type K copper 1". 1% minimum slope. Need cleanout located on plans. Sanitary and storm subject to inspection by Eastlake's Service Department.
24. ___ Backflow preventers required, if house has a basement. Backflow preventer not needed for slab houses. Service connection to be approximated at 1.5 feet below basement elevation.
25. ___ Flood Plain – Chapter 1367
 - a. ___ Finish floor of habitable area shall be 2 feet above flood plain elevation per FEMA map.
 - b. ___ Elevation datum on the drawings must match NAVD 88 which was used as a basis for the revised 2010 flood maps.
 - c. ___ Flood Hazard Permit Application must be submitted.
 - d. ___ 913.09 Performance Standards (6) and (7) for volume requirements.
 - e. ___ Hydrologic and hydraulic analysis Ord. 1367.04 (i) (2). (Usually conveyance and volume calculations).
 - f. ___ An As-Built Elevation Certificate is required.
26. ___ Ord. 906 Erosion and sediment control
 - a. ___ Plans must be submitted to Lake County Soil & Water Conservation District for approval.
 - b. ___ Abbreviated storm water pollution prevention plan needed for all residential construction if planned construction disturbs less than one acre and greater than 1/10th acre. Must be certified by a registered Professional Engineer, registered Landscape Architect, or a certified Erosion and Control Specialist.

