

# Subdivision Plan Submittal Checklist

## City of Brandon, South Dakota

**Proposed Name of Subdivision:**

**Submittal for (circle one):**    **Concept Plans**    **Preliminary Plans**    **Development Engineering Plans**

**Submitted Date:**

**Engineering Firm:**

	Concept Plans	Preliminary Subdivision Plans	Development Engineering Plans (DEP)	Comments
<b>General:</b>				
6 hard copies – 11"x17" submitted to the City Hall for review and acceptance by the City Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electronic copies (both PDF and DWG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conforms to all chapters of Engineering Design Standards and Standard Specifications for Public Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variances requested for any portion of City Design Standards, Standard Specifications, Ordinances, and/or Regulations? If so, attach all such requests and responses if applicable.			<input type="checkbox"/>	
Any expectations for city reimbursements; will need to be approved by City Council prior to construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
North arrow and scale bar on every page with a layout (including Title Page).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Title Page:</b>				
The proposed name of the subdivision. The name shall not duplicate, be the same in spelling or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to said subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Names, addresses, emails and telephone numbers of the owner, developer, engineer and surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vicinity map showing the general location of the proposed subdivision within the city's limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illustrative map to scale, showing the following information:				
Underlay the general layout of the project. Include a proposed and existing property lines and street names.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Location of the proposed project and other property for at least 660 feet in every direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Highlight area of project limits. The project limits shall match that of the final plat.			<input type="checkbox"/>	
Engineers Certificate		<input type="checkbox"/>	<input type="checkbox"/>	
Index of Sheets		<input type="checkbox"/>	<input type="checkbox"/>	
Legal description and notations stating acreage and square foot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Legend of Symbols:</b>				
Legend of Symbols		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Orientation and Data Control:</b>				
Maximum scale of 1-inch equal to 400 feet (1:400)			<input type="checkbox"/>	
Underlay the general layout of the project. Include proposed and existing property lines and street names.			<input type="checkbox"/>	
Location and elevations of bench marks and control points.			<input type="checkbox"/>	
<b>General Notes:</b>				
Certificates of approval as required in the city's Subdivision Regulations		<input type="checkbox"/>	<input type="checkbox"/>	
Any anticipated supplemental provisions to the Engineering Design Standards and the Standard Specifications for Public Improvements		<input type="checkbox"/>	<input type="checkbox"/>	
Note if any neighboring streets to the subdivision are undeveloped. The developer will need to petition for street improvements to neighboring streets that are rural or gravel sections.		<input type="checkbox"/>	<input type="checkbox"/>	
List all referenced specifications including the order of precedence. Plans shall reference the city's Standard Specifications for Public Improvements as first order of precedence. Supplemental provisions to the city's standards shall be included.			<input type="checkbox"/>	
The developer shall be responsible for providing record drawings to the City Engineer. Notes regarding record keeping between the contractor and developer shall be included.			<input type="checkbox"/>	

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Provide the following notes: The City Engineer shall conduct inspections throughout the construction process. The contractor shall contact the City prior to construction to discuss the schedule. There must be a pre-construction meeting with the City Engineer BEFORE any work begins.			<input type="checkbox"/>	
<b>Typical Sections:</b>				
Illustrate depth, width and locations of proposed street sections, pedestrian paths and utilities		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lot Layout Plan:</b>				
Compliance with the city's Subdivision Regulations and Planning and Zoning Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maximum scale of 1-inch equal to 200 feet (1:200)		<input type="checkbox"/>	<input type="checkbox"/>	
A systematic lot and block numbering pattern complete with proposed lot dimensions, right of way widths, square feet and acreages		<input type="checkbox"/>	<input type="checkbox"/>	
Layout of adjoining subdivisions. The plan shall show the name of adjoining subdivisions along with existing access points, right-of-way, lot and block lines and numbers, city limits and any other pertinent information needed for review. Adjoining unplatted property shall be labeled as such.		<input type="checkbox"/>	<input type="checkbox"/>	
Label proposed and existing street names		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Land Use Plan:</b>				
Illustration of proposed zoning districts and special use facilities such as schools, libraries, fire stations, parks, waterways, churches or other significant uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance with the city's Planning and Zoning Regulations		<input type="checkbox"/>	<input type="checkbox"/>	
Maximum scale of 1-inch equal to 400 feet (1:400)		<input type="checkbox"/>	<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers and street names		<input type="checkbox"/>	<input type="checkbox"/>	
Illustrate proposed zoning districts and special use facilities such as schools, libraries, fire stations, parks, waterways, churches and other significant uses.		<input type="checkbox"/>	<input type="checkbox"/>	
Notable properties to be dedicated for public use		<input type="checkbox"/>	<input type="checkbox"/>	
Table of minimum setback requirements		<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Existing Conditions:</b>				
Maximum scale of 1-inch equal to 400 feet (1:400)		<input type="checkbox"/>	<input type="checkbox"/>	
Location and size of all significant natural features including tree masses, water ways, and developed properties.		<input type="checkbox"/>	<input type="checkbox"/>	
Existing grade contours referenced to North American Vertical Datum (NAVD88) with intervals sufficient to determine the character and topography of the land to be subdivided (1-foot intervals typical).		<input type="checkbox"/>	<input type="checkbox"/>	
Existing grade contours referenced to North American Vertical Datum (NAVD88) with intervals sufficient to determine the character and topography of the land to be subdivided (1-foot intervals typical).		<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations and size of delineated, jurisdictional wetlands. The developer shall provide correspondence from the Corps of Engineers documenting their determination.		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Grading Plan:</b>				
Illustration of existing conditions shall include the following:				
Maximum scale of 1-inch equal to 400 feet (1:400)		<input type="checkbox"/>	<input type="checkbox"/>	
Location and size of all significant natural features including tree masses, water ways, and developed properties		<input type="checkbox"/>	<input type="checkbox"/>	
Existing grade contours referenced to North American Vertical Datum (NAVD88) sufficient to determine the character and topography of the land to be subdivided (Minnehaha County 4-foot intervals for Concept Plans, 1-foot intervals for Preliminary Subdivision Plans and Development Engineering Plans).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations and size of delineated, jurisdictional wetlands. The developer shall provide correspondence from the Corps of Engineers documenting their determination.		<input type="checkbox"/>	<input type="checkbox"/>	
Illustration of proposed conditions shall include the following:				
Maximum scale of 1-inch equal to 100 feet (1:100)		<input type="checkbox"/>	<input type="checkbox"/>	

	Concept Plans	Preliminary Subdivision Plans	Development Engineering Plans (DEP)	Comments
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers, street names, culverts, storm sewers and other drainage facilities		<input type="checkbox"/>	<input type="checkbox"/>	
Identify mitigated wetlands and intentions for mitigation plan. Discuss any restrictive covenants that would prevent the city from performing maintenance activities such as excavating within the wetlands.		<input type="checkbox"/>	<input type="checkbox"/>	
Proposed finished grade contours referenced to North American Vertical Datum (NAVD 88) with intervals sufficient to determine the character and topography of the land to be subdivided (1-foot intervals typical).			<input type="checkbox"/>	
Identify the size and location of mitigated wetlands. A copy of the mitigation plan as approved by the Corp of Engineers shall be submitted.			<input type="checkbox"/>	
Drainage arrows.			<input type="checkbox"/>	
All lot corner elevations.			<input type="checkbox"/>	
Location and size of all significant natural features including tree masses, water ways, and developed properties.			<input type="checkbox"/>	
<b>Erosion Control Plan:</b>				
Erosion Control Narrative (see Chapter 12 for requirements)			<input type="checkbox"/>	
Maximum scale of 1-inch equal to 100 feet (1:100)			<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers, street names, proposed contours, culverts, storm sewers and other drainage facilities.			<input type="checkbox"/>	
Submit sizing calculations for sediment basins and sediment traps.			<input type="checkbox"/>	
Location and size of proposed inlet protection, sediment basins and traps, vehicle tracking stations, silt fence and other erosion control appurtenances.			<input type="checkbox"/>	
<b>Sanitary Sewer Plan:</b>				
The general layout of the proposed sanitary sewer system including locations of gravity sewers and force mains, lift stations, and connection points to the existing system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Compliance with the city's Wastewater Collection System Master Plan		<input type="checkbox"/>	<input type="checkbox"/>	
Maximum scale of 1-inch equal to 200 feet (1:200)		<input type="checkbox"/>		
Maximum scale of 1-inch equal to 40 feet (1:40)			<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers and street names.		<input type="checkbox"/>	<input type="checkbox"/>	
Location and size of proposed gravity sewers, force mains, manholes, lift stations and other sanitary sewer appurtenances. Manholes shall be labeled with a systematic numbering system.		<input type="checkbox"/>	<input type="checkbox"/>	
Direction of flow and connection points to the existing system		<input type="checkbox"/>	<input type="checkbox"/>	
Type and capacity of existing and proposed lift stations		<input type="checkbox"/>	<input type="checkbox"/>	
Estimated peak and average daily flows in proposed sewer		<input type="checkbox"/>	<input type="checkbox"/>	
Location and widths of proposed and existing easements		<input type="checkbox"/>	<input type="checkbox"/>	
Extension of sanitary sewer to the adjacent upstream users		<input type="checkbox"/>	<input type="checkbox"/>	
Identify major contributors for individual commercial or industrial occupants. The plan shall include the type of sewage and volume produced		<input type="checkbox"/>	<input type="checkbox"/>	
Notes regarding adequacy of receiving sewer system and serviceability to upstream properties		<input type="checkbox"/>	<input type="checkbox"/>	
Plan and Profile sheets illustrating horizontal and vertical data necessary to install utility.			<input type="checkbox"/>	
Manhole rim and invert elevations, including existing manholes that are being connected into.			<input type="checkbox"/>	
Location and size of sewer services.			<input type="checkbox"/>	
Connections to existing system.			<input type="checkbox"/>	
Specifications for proposed lift stations.			<input type="checkbox"/>	
<b>Water Plan:</b>				
The general layout of the proposed water main system including connection points to the existing system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance with the city's Water Distribution System Master Plan		<input type="checkbox"/>	<input type="checkbox"/>	

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Maximum scale of 1-inch equal to 200 feet (1:200)		<input type="checkbox"/>		
Maximum scale of 1-inch equal to 40 feet (1:40)			<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers and street names.		<input type="checkbox"/>	<input type="checkbox"/>	
Location and size of proposed water mains, valves, fire hydrants and other water main appurtenances.		<input type="checkbox"/>	<input type="checkbox"/>	
Location and widths of proposed and existing easements.		<input type="checkbox"/>	<input type="checkbox"/>	
Extension of waterlines to perimeter of the development.		<input type="checkbox"/>	<input type="checkbox"/>	
Identify major contributors for individual commercial or industrial occupants. The plan shall include the volume of water anticipated.		<input type="checkbox"/>	<input type="checkbox"/>	
Plan and Profile sheets illustrating horizontal and vertical data necessary to install utility			<input type="checkbox"/>	
Location and size of water services			<input type="checkbox"/>	
<b>Drainage Plan:</b>				
Compliance with the Citywide Drainage Master Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General locations of major drainage ways and potential wetlands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The general layout of the proposed storm sewer system including approximate flow paths with drainage arrows, detention ponds, water quality facilities, watershed boundaries and locations of discharged runoff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location and widths of proposed and existing easements		<input type="checkbox"/>	<input type="checkbox"/>	
Illustration of the historic drainage pattern to include the following:				
Maximum scale of 1-inch equal to 200 feet (1:200)		<input type="checkbox"/>	<input type="checkbox"/>	
Existing grade contours referenced to North American Vertical Datum (NAVD 88) with intervals sufficient to determine the character and topography of the land to be subdivided (1-foot intervals typical)		<input type="checkbox"/>	<input type="checkbox"/>	
Drainage arrows and watershed boundaries		<input type="checkbox"/>	<input type="checkbox"/>	

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Location and size of existing storm sewers, culverts, open channels, bridges, detention ponds and other drainage appurtenances		<input type="checkbox"/>	<input type="checkbox"/>	
Identify current 100-year floodplain as governed by FEMA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations of inflow from tributary basins along with calculated peak flow rates for the 5-year and 100-year storm events		<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations of discharge toward downstream properties with calculated peak flow rates for the 5-year and 100-year storm events.		<input type="checkbox"/>	<input type="checkbox"/>	
Illustrate ponding elevations during the 100-year storm event. Include critical overtopping elevations at intersections, detention ponds, and other sump locations.		<input type="checkbox"/>	<input type="checkbox"/>	
Illustration of the post-developed drainage pattern to include the following:				
Maximum scale of 1-inch equal to 200 feet (1:200)		<input type="checkbox"/>	<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers and street names.		<input type="checkbox"/>	<input type="checkbox"/>	
Drainage arrows and watershed boundaries		<input type="checkbox"/>	<input type="checkbox"/>	
Show intended revisions to the 100-year flood plain. The developer shall coordinate with FEMA as necessary and provide documentation to the city of FEMA's conditional acceptance prior to construction.		<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations of inflow from tributary basins along with calculated peak flow rates for the 5-year and 100-year storm events.		<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations of discharge toward downstream properties with calculated peak flow rates for the 5-year and 100-year storm events.		<input type="checkbox"/>	<input type="checkbox"/>	
Illustrate ponding elevations during the 100-year storm event. Include critical overtopping elevations at intersections, detention ponds, and other sump locations.		<input type="checkbox"/>	<input type="checkbox"/>	
Location and widths of proposed and existing easements.		<input type="checkbox"/>	<input type="checkbox"/>	
Indicate areas of subdivision routing storm water to a water quality BMP structure		<input type="checkbox"/>	<input type="checkbox"/>	



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Note if applicant intends to dedicate drainage ways		<input type="checkbox"/>	<input type="checkbox"/>	
Identify locations and size of proposed detention ponds and best management practices (BMP) facilities. Notate whether or not detention ponds or BMP facilities will be dedicated to the city.		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Storm Sewer Plan:</b>				
Maximum scale of 1-inch equal to 40 feet (1:40)			<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines, lot numbers and street names.			<input type="checkbox"/>	
Hydraulic module analysis: The developer shall provide computer aided, hydraulic analysis of the subdivision's historic and post-developed drainage patterns. The results shall be compiled into a report format to be submitted as part of the preliminary plan. The report shall include the following data:				
Watershed areas, boundaries, elevations, and time of concentration		<input type="checkbox"/>	<input type="checkbox"/>	
Rainfall intensity		<input type="checkbox"/>	<input type="checkbox"/>	
Runoff coefficients		<input type="checkbox"/>	<input type="checkbox"/>	
Manning's "n" values		<input type="checkbox"/>	<input type="checkbox"/>	
Projected land uses and existing physical features of areas contributing runoff		<input type="checkbox"/>	<input type="checkbox"/>	
Storm duration		<input type="checkbox"/>	<input type="checkbox"/>	
Historic runoff calculations for the 5-year and 100-year storm events.		<input type="checkbox"/>	<input type="checkbox"/>	
Post-developed runoff calculations for the 5-year and 100-year storm events		<input type="checkbox"/>	<input type="checkbox"/>	
Plan and Profile sheets illustrating horizontal and vertical data necessary to install utility			<input type="checkbox"/>	
Location and size of proposed storm sewers, structures and other storm sewer appurtenances. Inlets and other structures shall be labeled with a systematic numbering system.			<input type="checkbox"/>	
Label critical overtopping elevations at intersections, detention ponds, and other sump locations			<input type="checkbox"/>	
Rim and invert elevations of proposed and existing storm sewer structures			<input type="checkbox"/>	

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Connections to existing system			<input type="checkbox"/>	
Location and widths of proposed and existing easements			<input type="checkbox"/>	
<b>Pavement Plan:</b>				
The general layouts of streets and access points to adjacent street systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The general layout of pedestrian connectivity.	<input type="checkbox"/>			
Compliance with the city's Pedestrian Connectivity Master Plan and Transportation System Master Plan. The city has approved a Comprehensive Plan that limits access on Expressways and Arterial Streets. Accesses to these streets will be limited whenever possible.		<input type="checkbox"/>	<input type="checkbox"/>	
Maximum scale of 1-inch equal to 200 feet (1:200)		<input type="checkbox"/>		
Maximum scale of 1-inch equal to 40 feet (1:40)			<input type="checkbox"/>	
Underlay the general layout of the proposed subdivision. Include proposed and existing property lines and lot numbers.		<input type="checkbox"/>	<input type="checkbox"/>	
Illustration of street geometrics including curb and gutter alignments, valley gutters, and fillets.		<input type="checkbox"/>	<input type="checkbox"/>	
Label proposed and existing street names.		<input type="checkbox"/>	<input type="checkbox"/>	
Label proposed street widths from back to back of curb including curb radius dimensions at cul-de-sacs.		<input type="checkbox"/>	<input type="checkbox"/>	
Label street right-of-way widths.		<input type="checkbox"/>	<input type="checkbox"/>	
Location and widths of proposed and existing access easements.		<input type="checkbox"/>	<input type="checkbox"/>	
Identify street classifications with conformance to the Engineering Design Standards.		<input type="checkbox"/>	<input type="checkbox"/>	
Transportation connectivity within the development as well as connectivity with the surrounding properties. This also includes pedestrian connectivity.		<input type="checkbox"/>	<input type="checkbox"/>	
Note conformance to traffic calming practices shown in the Engineering Designs Standards.		<input type="checkbox"/>	<input type="checkbox"/>	
Illustrate pedestrian connectivity.		<input type="checkbox"/>	<input type="checkbox"/>	
Plan and Profile sheets illustrating horizontal and vertical data necessary to install surfacing			<input type="checkbox"/>	
Detailed Intersection data complete with spot elevation data and dimension labels			<input type="checkbox"/>	

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Label proposed and existing street names			<input type="checkbox"/>	
Pedestrian connectivity: Sidewalk layout complete with handicap ramps and warning panel locations, meeting all ADA requirements; all ramps must be detailed out.			<input type="checkbox"/>	
<b>Standard Plates and Details:</b>				
Standard Plates, as referenced in the city's Standard Specifications, shall be attached to the plans for all pertinent construction. Additional special details shall be attached as deemed necessary by the City Engineer			<input type="checkbox"/>	
<b>Phasing Plan:</b>				
Proposed phasing for the development with estimated timelines		<input type="checkbox"/>	<input type="checkbox"/>	