



ENGINEERING DEPARTMENT

27700 Hilliard Blvd. Phone 440.871.3300
Westlake, OH 44145 Fax 440.617.4189

Revised: 3/24/2021

It has become increasingly more important for the information included on new home topo's to be as accurate and complete as possible. Therefore, the following list of items will be required to appear on each plan:

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

General (to be shown on drawing)

- Scale 1" = 20'
- Drawing Size: 11" x 17" or 12" x 18" for larger parcels, Call the Engineering Dept. for a variation on the drawing scale and/or size
- Subdivision name Volume and Page of plat (if applicable)
- Sublot number (if applicable)
- Permanent Parcel Number
- House Address
- Surveyor's or Engineer's name, address, phone number, seal, certification clause, and signature
- Builders name, address and phone number
- North arrow
- Date of survey
- House dimensions and setbacks for front, rear and side yards
- All recorded easements (sewer, walk, swale, utility, etc.)
- Existing pavement and utilities
- Proposed driveway including:
 - Type of hard surface
 - Driveway dimensions
 - Curb on edge of drive opposite side loading garages within 4' of property lines
 - Proposed concrete apron with dimensions and curb cut
 - Proposed 5' concrete sidewalk
- Existing drives, aprons and sidewalks within 25 ' of property lines
- Legend
- Lot dimensions and bearings
- Locations of property pins, existing or to be set at all property comers including curve P.T. and P.C.

- Individual rear yard inlets 2 per lot where applicable, including:
 - Rim and invert elevations
 - Tie-in to storm connection with pipe size (6"min.), type, grade
 - Minimum slope 1% and length for all segments
- Proposed private sidewalk(s) with elevations
- Proposed patio with elevations (if applicable)
- Cleanouts with invert elevation or inlets with rim and invert elevations at all bends (100' min. between clean outs)
- Invert elevation at storm and sanitary connection
- Sump pump note and detail (required on all lots)
- Yard swales with a centerline 2 foot minimum from property line, typical detail, and centerline elevations
- Filter fabric or sock around entire lot- Silt Control*

The following notes should be included on all topos:

- The City of Westlake Engineering Dept. must be notified twenty-four (24) hours in advance for all required inspections.
- Sump pump is required for footer drains, use minimum 1% slope to storm sewer.
- 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 Westlake and (Your Company) shall be notified.
- Label benchmark and elevation with a leader to its location.
- Face/Front of mail boxes shall be installed 12" from back of curb or edge of pavement.
- I acknowledge that my builder has reviewed this plot plan with me prior to its submission to the City of Westlake.

Home Owners Signature & Date

The following details should be included on topo's as applicable:

- Typical yard swale section
- Sump pump connection detail
- Rear yard inlet
- Curb ramp detail (all corner lots)

Grading & Drainage

Show existing and proposed grades at the house corners, lot corners front and rear building lines on the property line and at the mid-point of both the front and rear property lines. Give existing and/or proposed elevations for all swales, ditches, ridges, and other unusual features of terrain.

Include existing elevations at the property line extension for the pavement centerline, gutter, top of curb road ditch, and back of walk or right-of-way. Give existing elevations on adjacent parcels (at 50 foot intervals), 25 feet off property lines. If the adjacent lot either side has an existing finished elevation of the front and rear corners of that structure.

Roadside ditch elevations should be proposed drive culverts. The minimum culvert size is 10 inch (10"). Culvert calculation should be provided.

Show surface water flow direction on the plan and include rim elevation, invert and connecting sewer design for any inlets that are required.

So that all topos/surveys are the same, include all existing and proposed elevations as indicated:

Proposed Finished Elevation Existing Elevation

The plan should include the proposed elevations for the finished first floor, finished garage floor, finished basement floor (if applicable), top of footer elevation and bottom of footer elevation.

On homes with side loading garages, provide property line elevations (existing and proposed) and proposed drive elevation opposite the doors with surface water flow across drive.

Label benchmark with elevation and location. The nearest hydrant should be used whenever possible. B.M. must be located within 200 feet of site. Datum must be U.S.G.S. related. A benchmark using an "assumed" elevation will not be acceptable.

Utilities and Connections

Indicate on the plan all existing utilities affecting the site (ie: storm sewer, sanitary sewer, water, gas, etc.) and label all pipe sizes. Include manholes on each side of the proposed connection and give a rim elevation and invert. Show and label the water, sanitary and storm sewer connections and test tees, indicate if existing or proposed.

Cleanouts should be shown with invert elevations as per 915 of the Codified Ordinances of the City of Westlake, Ohio.

Special Notes and Details

From time individual lots or entire developments may require specific information that is unique and was indicated on the approved site development plans. This information must be included on or with the topo submittal.

Although the City of Westlake will review to ensure that these items are included, it is the responsibility of the submitting surveyor to have at his disposal all information unique to the lot/development and to include that information on or with the submittal.

To Plan Preparer

All proposed grades must confirm to the minimum City of Westlake Standards and requirements and must coincide with approved subdivision Master Grading Plan (if applicable).

Of particular importance is that all grading and surface water flow must conform to the City of Westlake on-site retention requirements.

Under no circumstances will the surface water flow be allowed to drain on an adjacent parcel, or towards any dwelling unless given prior approval of the Director of Engineering of the City of Westlake.

Approval

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.

Submittal

Submittal of one (1) copy of the completed topo is required 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 construction starting date. Once the topo is approved the Engineering reviewer will contact the preparer for an Additional four (4) Copies to be submitted for approval.

Additional, *revised or resubmitted* topos should be submitted to the Engineering Department for review and approval and must include:

- A cover letter from the plan preparer identifying the lot address, builder, and the revisions made.
- Five (5) *hard copies* of the revised topo.

Topos *will not be accepted* or reviewed without a cover letter/transmittal. Topo's will not be accepted without home owner's signature, on at least two of them.

*Inspection of Sanitary and Storm Sewer tie ins, will only happen *once Silt Control is installed*.

As-Built Topos

Before Engineering Department's final grade check and approval, two (2) copies of an as-built topo must be submitted. Any refunds from the grading and drainage deposit will not be released until the as-built is received and approved.



Robert P. Kelly, P.E.
Director of Engineering