

COMMERCIAL DEVELOPMENT CHECK LIST

PROJECT _____
 LOCATION _____
 REVIEWED BY _____
 DATE REVIEWED _____ FILE # _____



GENERAL	Not Submitted	Incorrect	Correct	N/A	COMMENTS
- Provide location map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- If possible provide plans to be on 24" x 36" sheets. (Note: E.C.D.E.P. requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- List U.S.G.S. benchmark used for vertical control on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide all elevations tied to USGS datum and OP Bench System.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Site Plan certified by licensed engineer or architect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide title, project name, scale (1" = 20'), north point and date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show Easements and Right-of-way width of streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show Property lines include all distances and angles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide all adjoining land owners and buildings within 200' of the project site per Town Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide address of site and adjacent land owners if possible and/or tax numbers per Town Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show all existing and proposed contours and/or spot elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show all foundation/first floor elevations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show existing gas, electric, telephone, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: "All utility locations shown are approximate. Contractor shall verify all locations before beginning work as required by applicable laws and regulations".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show Clearing limits, stockpile (50' from ROW or property line).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: Parking space size required is 10' X 18' and number per Town Code. Handicapped parking, curbing or wheel stops and paving cross section conforming to NYS Uniform Fire Prevention and Building Codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide State, Federal Wetlands permits/approvals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Up to date property survey included, signed and certified by a licensed Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Proposed floor plan included with site plan set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: "Fill shall be placed and satisfactorily compacted prior to installation of water and sewer lines (typical), and must be approved by the supervising project engineer".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: "Construction shall be in accordance with The Town of Orchard Parks specifications where applicable and/or subject to the latest revisions by the Town Engineer."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide screened dumpster and pad.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: "Stumps and brush shall be buried in the Town."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide Composite Utility Plan depicting all existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show location of any free standing sign (s) along with mounting details sizes and lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Landscape plan with all utilities shown; certified by a licensed Landscape Architect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Two copies of the Engineer's Report; signed and certified by a licensed Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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DRAINAGE	Not Submitted	Incorrect	Correct	N/A	COMMENTS
- Show all existing storm systems are shown including inverts, size, and slope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show water courses, wetlands and flood plains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show low areas properly drained; earthwork balance calculations provided in the Engineer's Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Must show adequate drainage or the project area including type, size, slope, and inverts for proposed pipes, ditches, and/or swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Design properly the retention/detention facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Drainage calculations in the Engineer's Report (Detention basins shall be designed using the SCS unit hydrograph method or Hydro CADD. The basin shall be designed to contain the 10-, 25-, 50- and 100-yr 24-hour storms after development with 1-foot of freeboard while restricting the outflow to a rate equal to a 10-, 25-, 50- and 100-yr 24-hour storms prior to development; respectively. The basin shall also include an auxiliary emergency spillway to direct stormwater to a positive outlet in the event of an overflow.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show 10, 25, and 100-yr storms calculated and design basin water elevations; also show normal water elevation and acre-feet of storage per all elevations on the Plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Include a little map showing drainage areas to catch basins with the Engineer's Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show roof and sump drains are properly discharged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Drainage pipe calculations (exist. & proposed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show all existing and/or proposed drainage easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide 2.00% grade on parking lots (recommended)(1% min.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide minimum 12" diameter Storm pipes at minimum grade of 0.40%. Velocity = 2ft/sec minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide 2.00% minimum grade (recommended) for swales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show drainage direction illustrated by flow arrows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Supply grading and drainage plans on one sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show all temporary and permanent drainage, erosion and sediment control facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide Green infrastructure per Phase 2 Regs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide supporting CALCS&text for Green Infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit signed NOI and SWPPP signed and certified by a licensed Engineer. (Plan certifies design meets Phase 2 Regs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Accept SWPPP and Grant MS4 by providing signed form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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SANITARY					
- E.C.D.E.P. requires 24" x 36" sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show existing mainline and lateral sanitary sewers, including size and inverts if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show proposed sewer lateral including size, slope, and type of pipe (2% min. slope and 4' of cover required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show all proposed sewer line lateral profiles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Locate trap and vent at the building (5' min from building opening) (protect with bollards if the vent is in the sidewalk or paved area).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide cleanout located at right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Locate cleanouts as required - 90' maximum spacing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show Oil interceptor. (Size as required by Erie County Health Dept.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide grease trap/oil separator calculations in the Engineer's Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide Details/Notes if any existing service laterals are to be abandoned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide 6" min. diameter lateral (SDR-35 pipe) at 2.0% slope for commercial buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show bore/open cut, required approvals noted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show all fill areas and add note: "Fill shall be satisfactory placed and compacted prior to sewer installation. Concrete encasement shall be required if lateral is less than 3' deep, or greater than 10' deep."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: "The Town of Orchard and the Erie County Division of Sewage Management who operates and maintains the existing sewer lines and appurtenances within county districts are to be notified 24 hours in advance of the start of construction."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note: "Prior starting any work associated with or near existing Sanitary Manholes, the Contractor shall meet with the Town of Orchard onsite to discuss and agree to said work."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show and label all road crossing and mark "Select Fill Required" with No. 2 crushed stone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide 10' separation between sanitary lateral and water service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Note : "The Professional Engineer supervising construction of sanitary lines shall provide a written certification of construction compliance, including the results of the hydrostatic leakage test, lamp test, deflection test, air test, etc. to the Town of Orchard Park and to the Erie County Division of Sewage Management within thirty (30) days after construction completion."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide interior plumbing drawing and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit Erie County/ECHD approval of sewer Site Plan or septic system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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<u>WATER</u>					
- Show existing water mains and water services including size, type and valve locations (8" pipe - 800' max, 10"-1200', 12"-1400').	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide Details/Notes if any existing service laterals are to be abandoned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show proposed water and fire services including size and type of pipe (5' cover for up to 10" watermain, 4.5' cover for larger watermain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Show backflow preventor and meter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Meter pit at ROW. if service is over 150 L.F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Nearest hydrant or distance to nearest hydrant shown. Additional fire hydrant required if distance to nearest hydrant is greater than 500' (a valve is placed on every hydrant line).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Label for Hydrant Detail: "OPERATING NUT SHALL BE PENTAGONAL IN SHAPE, 1 1/2" POINT TO FLAT".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Label for Hydrant Detail: "KENNEDY K81A OR MUELLER A-423 5 1/4" HYDRANT, COLOR YELLOW , OPEN LEFT, OR APPROVED EQUAL." (RED for Private Systems).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
-Note: "All construction shall be in accordance with The Town of Orchard Park and the Erie County Water Authority requirements."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
-Note: "THE PROFESSIONAL ENGINEER SUPERVISING CONSTRUCTION OF WATERLINE SHALL PROVIDE A WRITTEN CERTIFICATION OF CONSTRUCTION COMPLIANCE, INCLUDING THE RESULTS OF THE HYDROSTATIC PRESSURE AND LEAKAGE TESTS, CHLORINE TEST, ETC. TO THE TOWN OF ORCHARD PARK AND TO ERIE COUNTY WATER AUTHORITY WITHIN THIRTY (30) DAYS AFTER CONSTRUCTION COMPLETION."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Provide interior plumbing drawing and details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Submit ECWA and ECHD approvals of water Site Plan or rpz system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>STANDARD DETAILS / SHEETS</u>					
- Un-sheeted Trench (O.P.. detail #1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Sheeted Trench (O.P.. detail #2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Watermain Crossing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Pipe Crossing Support (O.P.. detail #9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Monolithic Precast Base (O.P.. detail #10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Monolithic Precast Base Manholes (O.P.. detail #11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Standard Frame and Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Flat Top (O.P.. detail #15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Standard Manhole Step (O.P.. detail #17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Outside Drop Pipe (O.P.. detail #18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Typical House Service (O.P.. detail #22)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Typical Cross Section of Highway Crossing (O.P.. detail #24)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Cap and Blocking Methods for Air Testing (O.P.. detail #26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Typical Riser and House Connection (O.P.. detail #27)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Precast Dog House Manhole (O.P.. detail #35)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Connection to Existing Manhole (O.P.. detail #37)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Lamp hole/Cleanout in Pavement/Sidewalks (O.P.. detail #53)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Lamp hole/Cleanout in Lawn/Field Areas (O.P.. detail A254)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____