

**CITY OF DUBLIN  
DIVISION OF ENGINEERING  
ADMINISTRATIVE POLICY AND PROCEDURE**

<b>Subject: Residential Building Permit Site Plan Review</b>	<b>Date Initiated: 6/10/98 Last Revision Date: 06/08/16 Policy No: 96-019 Page 1 of 3</b>
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**Purpose:**

This policy establishes procedures for the review of residential building permit Site plans for compliance with engineering regulations and guidelines in the City of Dublin. This policy, in conformance with **TITLE XV, Land Usage**, of the Dublin Codified Ordinances, applies to all residential building permits for new construction, remodeling, fence construction, deck construction, or other work requiring a building permit.

**Design Considerations:**

- 1) Driveway slopes are to be determined from the front of the garage (for a front-loaded garage) or at the street side edge of the apron (for a side-loaded garage) to the rear edge of the pedestrian path. The slope in this area shall not exceed eight percent (8%). Appropriate breaks in grade within the driveway approach shall be provided for the pedestrian paths as shown in the City's Standard drawings. This standard will have a consistent slope of ¼ inch per foot from the back of the curb or edge of pavement to the rear edge of the pedestrian path.
- 2) A minimum one-foot clearance shall be provided between the floor slab elevation of the basement and the outside top elevation of the sanitary sewer lateral at the foundation. (§51.22 (D))
- 3) Sanitary sewer laterals are to be 6-inch in size with a minimum slope of 1/8 inch per foot (2.08%). (§51.22 (C) (3))
- 4) Floodplain (§Chapter 151)
  - a) New construction and substantial improvement of any residential structure located within the floodplain shall have the lowest habitable floor including the basement no less than one foot above the 100-year base flood elevation, provided by FEMA. (§151.021(A))
  - b) No fill shall be allowed to be placed in the 100-year floodplain without an equivalent volume of soil removed to compensate for the loss of the flood storage. (§53.080 (B))
  - c) No gravity basement or footer drains may outlet to a floodplain without backflow preventing devices. (§151.020 (B) (3))
- 5) Easement Encroachments (§150.055)
  - a) Construction of fences, decks, or other privately owned or maintained structures, above or below ground, shall comply with the approved Master Grading Plan. Access to all manholes, pipes, or other publicly owned facilities shall remain free and clear from all obstructions, including landscaping, grading, fences, or other privately maintained structures.
  - b) An approved Easement Encroachment must be obtained from the Division of Engineering before a building permit may be issued. Written consent from private utility companies may be required of the Applicant.
- 6) Sidewalks and bike paths at street intersections shall be provided with curb ramps constructed according to the current City of Dublin Standard Detail Drawing.
- 7) Residential lots may have one driveway, unless approved by the Director of Planning and the City Engineer. (§153.0210)
- 8) All utility trenches under paved surfaces and within right-of-way shall be backfilled according to City of Columbus Item 912, Compacted Granular Backfill, or Item 304, Aggregate Base.
- 9) The Applicant shall maintain existing and required tree protection and soil erosion control during construction. The Applicant may be required to supplement existing tree protection and/or erosion controls as directed by the City of Dublin. (§153.145 and §53.090 (G))
- 10) Show size (minimum 12-inch), length, material type and upstream and downstream elevations for pipes under driveways in areas with roadside ditches. (§150.038 (D))
- 11) Field verified elevations for all existing yards and/or homes adjacent to the structure being reviewed shall be provided.
- 12) Show proposed or existing drainage paths, swales, or other features which may be required for approval of the site plan. (§150.040)

**Review of Site Plans:**

Building permit applications shall be submitted to the Division of Building Standards for review by the Division of Engineering and shall include a site plan on ledger size paper. The Site plan shall be clean, clear, crisp and legible. Faxed versions cannot be reviewed and will be disapproved. Upon review and/or approval by the Division of Engineering and other City staff as applicable, building permit applications shall be returned to the Division of Building Standards for processing. Site plan review time by the Division of Engineering will be approximately two weeks.

**Deviations from Master Grading Plan:**

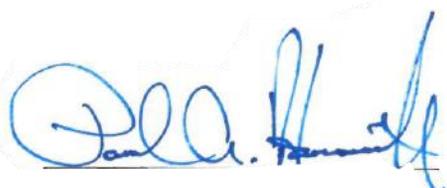
Deviations from the approved Master Grading Plan shall require review and approval by the Engineer who designed the Master Grading Plan prior to review by the Division of Engineering. Any proposed revisions to the grades shown on the Master Grading Plan shall be limited to no more than 1 foot. Not every proposed grade change may be approved. Grade changes recommended by the Design Engineer must be coordinated with the grades on adjacent lots and properties, respecting existing and proposed building heights. Field adjustment of any approved grades shall be limited to no more than 8 inches, and must be approved by the Building Inspector and Engineering Inspector prior to implementation of the change.

The City of Dublin shall not be responsible for additional costs or delays from failure to follow this policy.

**Certification of Elevations:**

The builder is reminded that Engineering Administrative Policy 98-027 *Final Grading Inspection of Single Family Residential Construction* requires "as-built" grade elevation certificate confirming compliance with the Master Grading Plan.

Approved:



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Paul A. Hammersmith, P.E.  
Director of Engineering/

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Date



**PERMIT NUMBER**

Conditional Acceptance of the Public Improvements Received (New Subdivisions)

**DIVISION OF ENGINEERING  
RESIDENTIAL BUILDING PERMIT SITE PLAN REVIEW CHECKLIST**

<b>Subdivision:</b>	<b>Lot Number:</b>	<b>Reviewer:</b>
<b>Address:</b>		<b>Date:</b>

ITEM	DESCRIPTION	YES	NO	NA
1	Assigned approved address. If corner lot, address should be for the street that faces the front door.			
2	Footprint of the building matches the Architectural Drawings, including any patios and/or decks			
3	Lot dimensions match the recorded Plat			
4	Easements, NBZ, Setbacks are shown, labeled, and match the recorded Final Plat.			
5	"No Parking Zone" along street frontage is shown, labeled and matches recorded final Plat.			
6	Erosion control is shown and labeled.			
7	Tree protection fencing is shown, labeled and match the recorded Final Plat.			
8	A north arrow is shown.			
9	The drawing scale is shown.			
10	Stabilized Construction Entrance is shown and labeled.			
11	Latest FEMA FIRM Map Number and Effective Date is shown.			
12	Sanitary sewer lateral location is shown with correct E.O.S elevation.			
13	Sanitary and storm structures are shown, label and match the approved construction drawings.			
14	One-foot or more clearance is shown between basement floor slab elevation and end of service elevation for the sanitary sewer lateral.			
15	Required sidewalk(s) and/or bike path(s) location and size is shown and labeled.			
16	Sidewalk/Bike Path/Tree Lawn slopes match Master Plans. *Note the plan with the appropriate Cross Slopes.			
17	Tree lawn size is shown and labeled as shown in the approved construction drawings.			
18	Location and size of water service tap is shown and labeled.			
19	Water main and any near fire hydrant are shown, labeled and match the approved construction drawings			
20	Lot elevations match the Master Grading Plan? If <b>NO</b> , the design Engineer has to submit a revision to the MGP and it has to be approved by an Engineer in Review Services.			
21	If the lot is in an older subdivision that does not have a Master Grading Plan or a lot with unusual grading, request a field verification if it is not provided.			
22	Are there any 100-year Floodplain, Floodway, and/or Floodway + 20 feet existing in the lot shown?			
23	A major flood routing path is located on this lot. If it does, does it match the MGP?			
24	Is there a Cross Section of a swale detail in the lot? If YES, is the detail shown?			
25	Driveway spot grades and distance are shown to determine the driveway slope. Front of the garage (front-loaded garage) or at the street side edge of the apron (side-loaded garage) to the rear edge of the pedestrian path.			
26	The driveway slope is less than 8.0%.			
27	Driveway width is less than 26 feet at the curb line and 20 feet at the right-of-way.			
28	Driveway is located more than 3 feet from the property line and 6 feet from a fire hydrant.			
29	Side yards do not exceed 3:1 Slopes.			
30	First floor elevation is shown			
31	Basement floor elevation is shown			
32	Garage floor elevation is shown			

**Comments:**

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**REVIEW RESULTS:** **APPROVED** **DISAPPROVED**

If this Site plan is **disapproved**, please return this checklist, the redlined Site Plan, and two revised permit applications to the Division of Building Standards