

Private Site Improvement Plan (PSIP) Consultant Checklist

A. Required Plan Sheets
The following sheets are required for a Private Site Improvement Plan (PSIP). The sheet order listed below should be adhered to unless otherwise approved by Engineering staff.

Yes	No	N/A	
			1 Title Sheet
			2 General Notes (Including Estimate of Quantities)
			3 Site Details
			4 Existing Conditions Plan
			5 Demolition Plan
			6 Site Plan
			7 Utility Plan
			8 Grading Plan
			9 Grading Details (Drive approaches, ADA ramps and parking, other fine graded areas, etc.)
			10 BMP Facility Plan and Details (Detention grading/details, underground storage details, etc.)
			11 Utility Profiles
			12 Stormwater Pollution Prevention Plan and Details
			13 Maintenance of Traffic Plan
			14 Water Service Plan
			15 Landscape Plan
			16 Tree Survey (If applicable)
			17 Tree Preservation Plan (If applicable)
			18 Tree Replacement Plan (If applicable)
			19 Site Lighting Plan (Including photometrics)

B. Common Plan Elements
Plans shall adhere to the following requirements:

Yes	No	N/A	
			1 All plan sheets for Private Site Improvement Plans shall be 22"x34".
			2 Utilize Dublin standard sheet border for all plan sheets.
			3 Comment responses shall be submitted at each review (provide response to each comment on reviewed set).
			4 Submittals shall not contain clouded revisions prior to Building Standards approval.
			5 Compliance with Planning & Zoning Commission Record-of-Action.
			6 Plans shall not use color unless approved by Engineering staff.
			7 Coded notes shall be used sparingly (only to be used for items with multiple call-outs or lengthy descriptions).
			8 Plan sheets shall have horizontal and vertical bar scales (engineering scales only).
			9 All plan views shall have a north arrow. Arrows shall face up or to the left unless otherwise approved.
			10 Show development phase lines with description.
			11 Distinct separation between proposed (solid linetype) and existing (dashed linetype) elements of the plan.
			12 Proposed and existing rights-of-way and easements labeled and dimensioned.
			13 Center lines, edges of pavement, and R/W lines (including width) of all abutting streets with street names.
			14 Municipal corporation boundaries.
			15 Site boundary with bearings and distances.
			16 Identification of adjacent parcels, property lines, property owners and addresses.
			17 Building and pavement setbacks, no-build zones, no-disturb zones, and other associated zoning setbacks.
			18 Show and label detention facility normal pool and 100-year ponding limits on all sheets.

Private Site Improvement Plan (PSIP) Consultant Checklist

C. Title Sheet		
Utilize the Standard City of Dublin Title Sheet provided. Do not change the location of items on the Title Sheet. https://dublinohiousa.gov/applications-permits/engineering-permits-drawings/		
Yes	No	N/A
		1 All plan sheets in PSIP shall use title sheet border.
		2 Vicinity map must be 1"=1000' and show all municipal boundaries.
		3 Provide a brief narrative of project description with details of work being performed only in the subject plan set.
		4 Provide the name, address, telephone, and email for: Property Owner, Applicant, and Design Engineer.
		5 Utilize Dublin signature block from Standard Title Sheet (additional signatures can be added if required).
		6 Provide signature, seal, and registration number of the design engineer.
		7 City of Dublin project number will be assigned after the first submittal.
		8 All sheets shall be numbered. Additional references (C001,C201,etc.) may be used in addition to numbering.
		9 Index Map (scale 1" = Appropriate scale to clearly show entire property, adjoining parcels, and site layout).
		10 List applicable standard construction drawings (SCDs shall be prioritized by Dublin, Columbus, then ODOT).
		11 Provide a list of benchmarks referenced to USGS datum (NAVD88). Show benchmarks on the Index Map.
		12 Provide reference to both vertical and horizontal survey datum.
		13 Complete the site data table.
		14 Fill out the Related Plans and Permits table. State "N/A" for any that do not apply.
		15 Fill out utility contact information.

D. General Notes Sheet		
Utilize the Standard City of Dublin General Notes Sheet provided below. https://dublinohiousa.gov/applications-permits/engineering-permits-drawings/		
Yes	No	N/A
		1 General notes shall not be changed. Additional project specific notes shall be added after all General Notes under "Project Specific Notes" header. Project specific notes shall not conflict with the City General Notes.
		2 Estimate of Quantities is required for all projects. Separate work performed on the private site versus work performed in public R/W. Item call-outs shall be per City of Columbus specifications.

E. Site Details		
Provide site details that support the proposed improvements.		
Yes	No	N/A
		1 All site details should be prioritized by standard drawings from City of Dublin, then Columbus, then ODOT.
		2 Additional site details may be added that do not have a municipal standard drawing.
		3 If City standard drawings need to be revised, they shall be revised as required and labeled "as per plan".

Private Site Improvement Plan (PSIP) Consultant Checklist

F. Existing Conditions Plan			
Yes	No	N/A	
			1 Stamp and signature of surveyor licensed in the State of Ohio.
			2 Note shall be provided stating the date of field work.
			3 Survey shall be oriented to the State Plane Coordinate System.
			4 Survey shall include metes and bounds of entire property.
			5 Survey shall include existing features including: structures, trees, topography, utilities, etc.
			6 Utilities shall be labeled with size, material (if known), and record plan information.
			7 Storm and sanitary structures shall include record plan structure numbers or GIS identifiers.
			8 Utility structures shall be labeled completely: top of casting, inverts, incoming pipe sizes, sumps, etc.
			9 Existing ground materials shall be labeled: asphalt pavement, concrete, sidewalk, path, brick pavers, etc.
			10 Signs shall be identified and labeled as private or public.

G. Demolition Plan			
This sheet shall be provided as-needed for projects that will be removing existing buildings, structures, or site features. For projects with minor demolition, items may be combined with the existing conditions plan.			
Yes	No	N/A	
			1 Clearly identify and label items to be demolished.
			2 Demolition plan shall only show existing items to be removed or relocated. No proposed improvements.
			3 Provide limits of removal.

H. Site Plan			
The Site Plan establishes the horizontal dimensions of the site improvements and serves as the basis of information common to all other plan sheets. The Site Plan shall contain only the following information clearly dimensioned and labeled (Do NOT show utilities, lighting, landscaping, or topographic contours):			
Yes	No	N/A	
			1 Property metes and boundary, all property lines, and identify all contiguous landowners.
			2 Property size, subdivision name and lot numbers (if applicable).
			3 Current zoning, parcel ID, parking and loading required/provided table, setbacks, and proposed building use.
			4 Proposed building dimensions and height per Zoning Code (Chapter 153) and Ohio Building Code (OBC).
			5 Proposed building corners perpendicular to property lines and between other proposed and existing buildings.
			6 Location of all exterior doorway and exitway sidewalks from all proposed and existing buildings.
			7 ADA parking spaces must meet all applicable requirements of ADAAG, OBC, and local building code. Provide accessible paths from building exits to ADA parking areas.
			8 Parking lot dimensions, including parking spaces, aisle width, parking island geometry, radius returns of curbs. Indicate where the dimensions are taken from (e.g., edge of pavement, face of curb, or back of curb).
			9 Distance from the center line of all proposed driveways to all existing and proposed adjacent and opposing driveways, street intersections or median cuts within 200 feet of each fronting property corner pin.
			10 Add note to plans: All driveways require City of Dublin inspection.
			11 Adjacent public and private easements, street centerlines, pavement widths, edge of pavement, curb, right-of-way lines and widths, no-build zones, and no-disturbed zones.

Private Site Improvement Plan (PSIP) Consultant Checklist

H. Site Plan - Continued			
Yes	No	N/A	
			12 Note any vehicular access restrictions or vehicular cross access easements to public streets.
			13 Show intersection visibility triangles at all adjacent street intersections and proposed driveways (Refer to City Engineer's Administrative Policy Number 95-013).
			14 Dimension width and label material of proposed and existing drives, parking spaces, sidewalks, shared-use path, etc. Separate paving plan can be provided after Site Plan if necessary.
			15 Coordinate fire access with local Township. Minimum fire access route turning radii of 25' inside, 45' outside. Heavy duty pavement (75,000 lbs) for fire routes.
			16 Dumpster enclosures and pads, utility pads, and ground signs.
			17 Label all curb types.
			18 Detention/Retention facilities, waterways, wetlands, tree/vegetation limits, and other pertinent features.
			19 Show FEMA designated floodway, floodway +20 feet, and 100-year floodplain (if applicable).
			20 Size, location, and type of proposed sidewalks or shared-use paths including ramps to be built on site or within the public right-of-way.
			21 Show and label proposed ground sign locations. Applicant shall apply for separate sign permit.

I. Utility Plan			
The Utility Plan addresses underground and above ground utility features, including easements and rights-of-way, pipe alignments, and critical elevations necessary for layout. The Utility Plan shall contain the following information clearly dimensioned and labeled at a minimum:			
Yes	No	N/A	
			1 Existing utilities shall be dashed linetype. Proposed utilities shall be solid linetype.
			2 Existing utility pipes shall reference type, size, slope, and record plan drawing number.
			3 Existing utility structure survey information (top casting, inverts with direction, pipe size, pipe material, etc.).
			4 Proposed utility pipe and structures. All structures shall be uniquely numbered and identified.
			5 Proposed pad and finished floor elevations.
			6 Inverts and slope of sanitary services at building pad, clean-outs, and at mainline connection.
			7 Inverts and slope of roof drains at building pad and storm sewer connection.
			8 Fire hydrant locations with proper spacing between hydrants and buildings. If no on-site hydrant, show and label distance to nearest public hydrant.
			9 Electric, gas, and communication services (including transformer pads, meters, poles, vaults). Note these connections may require a separate permit.
			10 Property lines, easements, and right-of-ways.
			11 Tree preservation fences and location of all protected trees (if applicable).
			12 Provide Bearing and Distance Table of all storm and sanitary main lines, measured from center of structure.
			13 Provide State Plane Coordinate Table that includes blank columns for as-built information for all storm structures. Include hydrant and valve coordinates if applicable.

Private Site Improvement Plan (PSIP) Consultant Checklist

J. Grading Plan

The Grading Plan shall contain information necessary for establishing elevations and stormwater management of the site. The Grading Detail sheet shall be used for fine grading areas that require additional detail and slope requirements (ADA locations, building entrances, driveway entrances, etc.). The Grading Plan shall contain the following information clearly dimensioned and labeled at a minimum:

Yes	No	N/A	
			1 Existing contours (dashed linetype) labeled at 1 foot intervals extending beyond the project work limits.
			2 Proposed contours (solid linetype) at 1 foot intervals and proposed spot elevations (critical high/low points, lot lines, grade breaks, etc.).
			3 Slopes on proposed contours shall be provided (4:1, 3:1, etc.)
			4 Existing (dashed) and proposed (solid) storm sewer and other utilities.
			5 Proposed pad and finished floor of all structures, including elevation of ground around building.
			6 Pavement slopes and grades.
			7 Top of casting elevation (storm structures, sanitary structures, vaults, boxes, etc.).
			8 Size and type of existing and proposed storm sewers.
			9 Major flood routing arrows.
			10 Major flood routing cross sections with 100 year flow (if applicable).
			11 Show location of emergency spillway.
			12 Ponding limits and elevation.
			13 Ditch direction of flow and slope with spot elevations.
			14 Proposed landscaping mound contours.
			15 Grading limits/limits of disturbance (label acreage).
			16 Location reference to grading details (if applicable).

K. Grading Details

Grading Details shall include fine graded areas such as ADA locations, building entrances, driveway entrances, etc.

Yes	No	N/A	
			1 ADA locations shall provide detailed spot elevations and slopes adhering to applicable ADA standards.
			2 Drive entrances shall provide detailed spot elevations and slopes adhering to applicable standard drawing.
			3 Any other detailed grading that is required beyond available scale of the Grading Plan.
			4 Cross sections of ditches in right-of-way (at 50-foot spacing), if applicable.

Private Site Improvement Plan (PSIP) Consultant Checklist

L. BMP Facility Plan and Details			
The BMP Facility Plan and Details shall provide all pertinent information regarding the proposed detention and BMP facilities for the project.			
Yes	No	N/A	
			1 Plan view of BMP facility labeling all critical components (side slope of basins, outlet protection, location of permanent outlet structure, components of underground storage, etc.).
			2 Basin plan shall include normal pool elevation, 100-year elevation, side slopes, emergency overflow location, safety shelf, etc.
			3 Underground storage shall include storage materials, storage size, manifold systems, stone base and underdrains, 100-year elevation, etc.
			4 Dimensioned cross section of BMP (to scale).
			5 Cross section of spillway (label top of bank, elevation of spillway, erosion treatment, 100-year elevation, etc.).
			6 Outlet control structure detail (to scale). Show and label all water quality and quantity control orifices. Temporary sediment control devices shall be shown on SWPPP sheets.
			7 BMP Table Summary showing 1,2,5,10,25,50, and 100 year frequency events with corresponding storage volume and water surface elevation.
			8 Stage-Storage Table of BMP.
			9 Provide post-construction Operation and Maintenance schedule.

M. Utility Profiles			
The Utility Profiles shall contain the following information clearly dimensioned and labeled at a minimum:			
Yes	No	N/A	
			1 Profile horizontal scale shall match plan view scale of grading/utility plan. Vertical scale shall be 1"=5'.
			2 Stationing must start with 0+00 and begin at the downstream structure.
			3 Pipe size, slope, length, and material for each pipe segment.
			4 Pipe slopes shall be designed to a minimum velocity of 3.0 feet per second.
			5 Station limits and type of backfill must be shown on the profiles. All backfill under pavement influence shall be 912 - compacted granular backfill.
			6 Show and label all utility crossings with elevations. Provide 18" out-to-out vertical separation for all pipes.
			7 Label all structure types with inverts and top of casting elevation. List City of Dublin castings and stone facing of headwalls per City standard drawings.
			8 Provide concrete encasement for pipes under pavement with less than 30" of cover from top of pipe.
			9 Show and label rock channel protection (dimensions and type) at all headwalls (See standard drawing ST-05).
			10 Show and label normal water surface elevation, 5-year and 100-year ponding elevations at all headwalls.
			11 5-year hydraulic grade line shall be shown on storm profiles.
			12 All tie-in elevations shall be field verified.

Private Site Improvement Plan (PSIP) Consultant Checklist

N. Storm Water Pollution Prevention Plan
This plan sheet shall be submitted as part of the PSIP set as well as the SWPPP document.

Yes	No	N/A	
			1 Proposed and existing contours.
			2 Inlet protection locations and type.
			3 Silt fence locations.
			4 Check dam locations.
			5 Show and label acreage of limits of disturbance.
			6 Tree protection fencing and location of all protected trees.
			7 Construction entrance location(s).
			8 Staging areas, fuel storage, and concrete wash-out locations.
			9 Stockpile locations.
			10 Temporary sediment basin locations and control features.
			11 Rock channel protection (dimensions and type).

O. Storm Water Pollution Prevention Details
This detail sheet shall be submitted as part of the PSIP set as well as the SWPPP document.

Yes	No	N/A	
			1 Erosion control notes and narrative (on-site contact, site data, disturbed area, soils, NOI permit number, etc.)
			2 Sequence of construction.
			3 Erosion Control standard details.
			4 Temporary outlet structure detail.
			5 Temporary sediment basin table (dewatering, sediment storage required and provided).
			6 Sediment accumulation detail (normal surface, bottom of structure, elevation of removal).
			7 Skimmer detail and specifications.
			8 Dewatering detail.
			9 Permanent and Temporary Stabilization tables 1 and 2 from general permit.

P. Maintenance of Traffic
Provide necessary maintenance of traffic for vehicles, bicycles, and pedestrians:

Yes	No	N/A	
			1 Provide MOT plans and/or details for all vehicular and non-vehicular modes of travel.
			2 Closures to sidewalks, shared-use paths, and roadways shall require appropriate detours.
			3 MOT shall follow OMUTCD, ADA, ODOT Multimodal Design Guide and City of Dublin standard drawings.

Q. Water Service Plan
Prepare Water Service Plan per City of Columbus requirements.

Yes	No	N/A	
			1 Water Service Plan shall be submitted to both City of Dublin and City of Columbus concurrently for review.
			2 Any modifications or extensions to existing water service requires coordination with City of Columbus to confirm compliance with current backflow regulations. Provide City correspondence with submittal.

Private Site Improvement Plan (PSIP) Consultant Checklist

R. Landscape Plan			
Yes	No	N/A	
			1 Percentage of building expansion (if applicable).
			2 Lot coverage (area and percentage).
			3 Plant list including botanical and comment names, installation size (e.g., caliper, height, and gallon), on-center planting dimensions (where applicable), and quantity.
			4 All natural features shown.
			5 Site grading with minimum one-foot contour interval and spot elevations of parking lot and top of mounds.
			6 Existing trees shown to be removed or maintained.
			7 Tree protection fencing.
			8 Existing landscaping including location, size (height and caliper), and species.
			9 Street trees including location, size (height and caliper), number required, species, and spacing.
			10 Landscape buffer zones shown and dimensioned.
			11 Parking perimeter requirements showing screening design and height, trees, shrubs, mounding, fences, and walls as required.
			12 Interior landscaping requirements including square footage of paved area, percentage of interior landscape shown, building footprint area shown, and number of trees shown.
			13 Landscaping used to meet screening requirements for dumpsters, mechanical units, loading areas, utility features, outdoor storage, and proposed ground sign foundations.
			14 Edge treatment and ground cover at detention and retention ponds.
			15 Landscape lighting shown (if applicable).
			16 Irrigation system (if applicable).
			17 Inside dimensions of landscape islands, peninsulas, medians, and curb height.
			18 Sidewalk and shared-use path locations with width and type.
			19 Fence locations, height, type, opacity, color, and material.

S. Tree Survey			
Yes	No	N/A	
			1 Outline of critical root zone or 15 feet radius, whichever is greater, of all trees with a diameter chest height (DCH) of 6 inches or greater.
			2 Species and condition of all trees with a DCH of 6 inches or greater.
			3 Tree replacement data to include total number of caliper replacement inches.
			4 Table showing total number of caliper inches being removed.

Private Site Improvement Plan (PSIP) Consultant Checklist

T. Tree Preservation Plan			
Yes	No	N/A	
			1 Tree preservation area and building activity area.
			2 Outline of critical root zone or 15 feet radius, whichever is greater.
			3 Location of all protective fencing (should be equal to or greater than (2) above.)
			4 Location of all utility lines.
			5 Site grading.
			6 Location for ingress, egress, operation of and parking of all construction vehicles and equipment, and storage of solvents, hazardous materials, and soil and materials stockpiles.
			7 Specified locations for all clearing, grubbing, grading, and excavation.
			8 Measures such as construction pruning and root pruning of trees directly impacted by construction.
			9 Short term and long term maintenance plans for existing trees.
			10 Tree preservation fence detail.

U. Tree Replacement Plan			
Yes	No	N/A	
			1 Location of all tree replacements.
			2 Tree replacement data to include total number of replacement inches.
			3 Plant list to include quantity, species, installation, and size in caliper inches.

V. Site Lighting Plan			
Note: Verify required lighting standards before designing lighting system.			
Yes	No	N/A	
			1 Provide under separate attachment; cut sheets for all specified exterior light fixtures.
			2 Point-by-point photometric plan is required for all projects that must comply with the City of Dublin Exterior Lighting Guidelines. Photometric contours (minimum 0.5 footcandles for all paved areas) are required for all other projects.
			3 Photometric information shall be shown at least 10 feet beyond property lines.
			4 All necessary details for construction of the proposed lighting system.
			5 Label fixture height above grade. Show design of light pole bases (if applicable).
			6 Label fixture/pole finish color, lamp type, and fixture style (cutoff, flood, spot, etc.).