CITY OF LEBANON
ENGINEERING DEPARTMENT

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

DEVELOPMENT NAME: _____

REVIEWED BY: _____ **DATE RECEIVED:** _____

ITEMS INCLUDED IN SUBMITTAL

All items must be submitted and approved prior to overall project approval by the City of Lebanon

OK AS SUBMITTED?				
Y	**N**	**N/A**	**MINIMUM REQUIREMENTS**	**COMMENTS**
☐	☐	☐	Site plans.	
☐	☐	☐	Legal description of the subject property.	
☐	☐	☐	Any additional drawings referenced in the site plans (mechanical drawings, pump station drawings, etc.).	
☐	☐	☐	Irrigation plan (For informational purposes only).	
☐	☐	☐	Landscaping plan (For informational purposes only).	
☐	☐	☐	ISO needed fire flow calculations (Required regardless of whether or not the building has a fire sprinkler system).	
☐	☐	☐	Stormwater detention calculations.	
☐	☐	☐	Stormwater quality calculations.	
☐	☐	☐	Storm sewer sizing calculations.	
☐	☐	☐	Stormwater management plan (SWMP).	
☐	☐	☐	EPA approved NOI application.	
☐	☐	☐	Application for utility service.	
☐	☐	☐	Sanitary sewage generation calculations.	
☐	☐	☐	Water demand calculations (Only if requested by the City of Lebanon Engineering Department).	
☐	☐	☐	Traffic generation calculations (Only if requested by the City of Lebanon Engineering Department).	
☐	☐	☐	Bond estimates for all public improvements and erosion control.	
☐	☐	☐	All plans and calculations signed and stamped by a Professional Engineer registered in the State of Ohio.	
☐	☐	☐	Stormwater Maintenance Covenant	

Notes: _____

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CITY OF LEBANON
ENGINEERING DEPARTMENT

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

PLANS

COVER SHEET

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Name of the Development.	
☐	☐	☐	Phase number of the Development.	
☐	☐	☐	Zoning classification of the subject property.	
☐	☐	☐	Total area of the Development in square feet and in acres.	
☐	☐	☐	Contact information. (See contact information portion of this checklist).	
☐	☐	☐	Vicinity map with scale indicated and north arrow.	
☐	☐	☐	Signature line for the Owner.	
☐	☐	☐	Signature line for the City Engineer.	
☐	☐	☐	Signature line for the City Planner.	
☐	☐	☐	General Notes as necessary.	
☐	☐	☐	Construction Notes as necessary.	

Notes: _____

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

EXISTING CONDITIONS

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	North arrow.	
☐	☐	☐	Scale indication (minimum of 1” = 50’, unless otherwise approved).	
☐	☐	☐	Bearings and distances of all lot lines.	
☐	☐	☐	Reference point	
☐	☐	☐	All existing easements.	
☐	☐	☐	All building setback lines.	
☐	☐	☐	All existing grading. Contours at a maximum of 4’ intervals.	
☐	☐	☐	Location of all existing fire meter pits indicated.	
☐	☐	☐	All existing above- and below-ground utilities. Top and invert elevations of all manholes and catch basins. Pipe sizes shall be indicated.	
☐	☐	☐	All existing roads. R/W and pavement widths shall be indicated. If the R/W and/or pavement widths vary, the widths shall be indicated at all points of change and at the extents of the subject property.	
☐	☐	☐	All existing points of ingress and egress. Widths of existing drive aisles and driveways. Width of aprons shall be provided at R/W line and at back of curb.	
☐	☐	☐	All existing parking areas and loading/unloading zones.	
☐	☐	☐	Location of any existing structures and/or impervious areas.	
☐	☐	☐	Location of all existing structures on adjacent properties within 20’ of the property lines of the subject property.	
☐	☐	☐	Property information for subject property and all adjacent properties, including owner name, property address, subdivision, City of Lebanon Lot Number (if applicable), acreage, and zoning classification.	
☐	☐	☐	Any other existing conditions that apply to the Development.	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

Notes: _____

PROPOSED SITE PLAN/DEVELOPMENT LAYOUT

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	North arrow.	
☐	☐	☐	Scale indication (minimum of 1” = 50’, unless otherwise approved).	
☐	☐	☐	Bearings and distances of all lot lines.	
☐	☐	☐	Reference point.	
☐	☐	☐	All existing and proposed easements.	
☐	☐	☐	All building setback lines.	
☐	☐	☐	Location of all existing structures on adjacent properties within 20’ of the property lines of the subject property.	
☐	☐	☐	Property information for subject property and all adjacent properties, including owner name, property address, subdivision, City of Lebanon Lot Number (if applicable), acreage, and zoning classification.	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

PROPOSED SITE PLAN/DEVELOPMENT LAYOUT

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Location of all existing and proposed structures associated with the Development.	
☐	☐	☐	All existing and proposed above- and below-ground utilities. Top and invert elevations of all manholes and catch basins. Pipe sizes and materials indicated.	
☐	☐	☐	Location of nearest fire hydrant indicated with distance from hydrant to structure indicated (must be within 250 feet).	
☐	☐	☐	Location of all existing and proposed fire meter pits indicated.	
☐	☐	☐	Location, size and material of all water service lines.	
☐	☐	☐	Location, size and material of all fire lines.	
☐	☐	☐	Location, size, and material of all sanitary laterals.	
☐	☐	☐	Sanitary cleanouts placed at a maximum of every 100 feet, and at all bends. Cleanouts placed in protected locations.	
☐	☐	☐	City of Lebanon standard cleanout at or near R/W line.	
☐	☐	☐	All existing and proposed existing roads. R/W and pavement widths shall be indicated. If the R/W and/or pavement widths vary, the widths shall be indicated at all points of change and at the extents of the subject property.	
☐	☐	☐	All existing and proposed points of ingress and egress. Widths of existing and proposed drive aisles and driveways. Width of aprons shall be provided at R/W line and at back of curb.	
☐	☐	☐	All existing and proposed parking areas and loading/unloading zones.	
☐	☐	☐	Minimum drive aisle widths indicated (minimum for 2-way traffic is 24’, minimum for 1-way traffic is 12’).	
☐	☐	☐	Traffic flow patterns indicated.	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT
SITE DEVELOPMENT PLAN
SUBMITTAL CHECKLIST

Notes: _____

GRADING PLAN

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	North arrow.	
☐	☐	☐	Scale indication (minimum of 1” = 50’, unless otherwise approved).	
☐	☐	☐	All existing and proposed easements.	
☐	☐	☐	Total area of the Development in square feet and acres.	
☐	☐	☐	Table of land uses and areas used to determine composite ‘c’ value for both pre- and post-development conditions.	
☐	☐	☐	All existing and proposed grading. Existing contours shall be at a maximum of 4’ intervals. Proposed contours shall be at a maximum of 2’ intervals.	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

GRADING PLAN

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	The discharge route of the detention basin shall be shown 250 feet downstream of the property to ensure that the flow is following a proper drainage way.	
☐	☐	☐	All existing above- and below-ground utilities.	
☐	☐	☐	Layout of stormwater management system showing the placement of all pipes, catch basins, manholes, headwalls, and detention/retention/stormwater quality facilities.	
☐	☐	☐	Top/invert information for all storm sewer related structures.	
☐	☐	☐	Length and slope of all storm sewer pipes.	
☐	☐	☐	Location of all downspout/sump pump connections to the storm sewer system.	
☐	☐	☐	Pipe materials indicated.	
☐	☐	☐	High water elevation in detention/retention basin for each design storm (1-, 2-, 5-, 10-, 25-, 50-, 100-year events).	
☐	☐	☐	Spot elevations given at all parking lot corners and radius points.	
☐	☐	☐	Site high and low points indicated.	
☐	☐	☐	Drainage patterns indicated.	
☐	☐	☐	Profile views for all storm sewer runs.	
☐	☐	☐	Cross-sectional detail of detention/retention basin outlet structure indicating elevation and size of all inlet and outlet pipes, orifices, openings, etc.	
☐	☐	☐	Location and description of all erosion control measures to be employed on site.	

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MISCELLANEOUS

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Parking lot pavement section shown.	
☐	☐	☐	Driveway pavement section shown.	
☐	☐	☐	Dumpster pad and approach section shown.	
☐	☐	☐	Erosion control details (silt fence installation, inlet protection, check dams, etc.) as necessary.	
☐	☐	☐	Appropriate water quality notes and details as necessary (ODOT W101, etc.)	
☐	☐	☐	City of Lebanon standard drawings as necessary.	
☐	☐	☐	Additional standard drawings as necessary.	
☐	☐	☐	OUPS and/or 811 logo found on all sheets	

Notes: _____

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COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

TRAFFIC GENERATION CALCULATIONS

Traffic generation calculations will be used to determine if a Traffic Impact Study will be necessary.

OK AS SUBMITTED?				
Y	N	N/A	MINIMUM REQUIREMENTS	COMMENTS
☐	☐	☐	Traffic generation calculations based upon credible source such as *ITE Traffic Generation Manual*.	
☐	☐	☐	Copies of all cited charts and formulae provided.	
☐	☐	☐	Selected charts and formulae representative of the proposed use.	

Notes: _____

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REQUIRED NOTES

OK AS SUBMITTED?				
Y	N	N/A	MINIMUM REQUIREMENTS	COMMENTS
☐	☐	☐	All sewer and water trenches shall be visually inspected by the City of Lebanon Engineering Department prior to backfill.	
☐	☐	☐	Roof drains, foundation drains, sump pumps, and other clean water sources shall not be connected to the sanitary sewer system. Such conditions are strictly prohibited.	
☐	☐	☐	All work shown on the plans shall be done by the Owner unless otherwise indicated.	
☐	☐	☐	All work on the plans shall be done in accordance with City of Lebanon standards, regulations, and specifications.	
☐	☐	☐	All water mains shall be hydrostatically leak tested and chlorine tested with two consecutive negative bacteria samples being returned prior to being placed in use.	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

REQUIRED NOTES

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	All sanitary sewers shall pass deflection and air testing in the presence of the City of Lebanon Engineering Department prior to being placed in service.	
☐	☐	☐	All sanitary manholes shall pass vacuum testing in the presence of the City of Lebanon Engineering Department prior to backfill.	
☐	☐	☐	All sewer mains shall be video inspected by a professional firm specializing in video inspection. Copies of all reports and videos shall be provided to the City of Lebanon Engineering Department for review. Any abnormal findings shall be corrected based on the recommendations of the City Engineer.	

Notes: _____

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CONTACT INFORMATION

Minimum contact information to be included on Cover Sheet

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	City of Lebanon Electric 125 South Sycamore Street Lebanon, Ohio 45036 Attn: Shawn Coffey 513-228-3200	
☐	☐	☐	City of Lebanon Water, Wastewater, and Stormwater 50 South Broadway Lebanon, Ohio 45036 Attn: John Habig 513-228-3601	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

CONTACT INFORMATION

Minimum contact information to be included on Cover Sheet

OK AS SUBMITTED?				
Y	N	N/A	MINIMUM REQUIREMENTS	COMMENTS
☐	☐	☐	City of Lebanon Streets and Public Works 50 South Broadway Lebanon, Ohio 45036 Attn: Scott Horne 513-228-3701	
☐	☐	☐	Duke Energy Gas 139 East Fourth Street PO Box 960 Cincinnati, Ohio 45201 Attn: Chris Colyer 513-287-1593	
☐	☐	☐	Time Warner 11252 Cornell Park Drive Cincinnati, Ohio 45242 Attn: Kent Rieger 513-489-5067	
☐	☐	☐	Cincinnati Bell Extended Territories - Coax 201 E 4th Street Cincinnati OH 45202 Attn: Mark Conner 513-228-3299	
☐	☐	☐	Cincinnati Bell Extended Territories - Fiber 201 E 4th Street Cincinnati OH 45202 Attn: Mike Williams 513-565-6024	
☐	☐	☐	Centrury-Link 20 North Mechanic Street Lebanon, Ohio 45036 Attn: Vic Bates 513-933-3502	
☐	☐	☐	Warren County Telecommunications 500 Justice Drive Lebanon, Ohio 45036 Attn: Adela Dingman 513-695-1320	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

CONTACT INFORMATION

Minimum contact information to be included on Cover Sheet

OK AS SUBMITTED?				
Y	N	N/A	MINIMUM REQUIREMENTS	COMMENTS
☐	☐	☐	Windstream Communications 3701 Communications Way Evansville, Indiana 47715 Attn: LaDon Haley 812-253-2851	
☐	☐	☐	Ohio Utility Protection Service (OUPS) 811 or 1-800-362-2764	
☐	☐	☐	Owner(s) name, address, and phone number with contact name.	
☐	☐	☐	Design Engineer(s) name, address, and phone number with contact name.	
☐	☐	☐	Developer(s) name, address, and phone number with contact name.	

Notes: _____

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

STORMWATER DETENTION/RETENTION CALCULATIONS

OK AS SUBMITTED?				
Y	N	N/A	MINIMUM REQUIREMENTS	COMMENTS
☐	☐	☐	Pre-development 'c' calculation provided.	
☐	☐	☐	Post-development 'c' calculation provided.	
☐	☐	☐	Pre-development runoff determined.	
☐	☐	☐	Post-development runoff determined.	
☐	☐	☐	Design storm properly selected.	
☐	☐	☐	Pre-development time of concentration calculated 't.'	
☐	☐	☐	Pre-development rainfall intensity calculated 'i'.	
☐	☐	☐	Pre-development discharge rate determined (allowable discharge rate) 'q'.	
☐	☐	☐	Post-development time of concentration calculated 'T'.	
☐	☐	☐	Post-development rainfall intensity calculated 'I'.	
☐	☐	☐	Post-Development discharge rate calculated 'Q'.	
☐	☐	☐	Required storage volume calculated.	
☐	☐	☐	Detention/retention basin outlet structure/weir sizing calculations provided. Discharge rate shall be less than or equal to the allowable discharge rate 'q'.	
☐	☐	☐	Inflow and release rates provided for the 1, 2, 5, 10, 25, 50, and 100-year events for both pre- and post-development conditions. Release rates shall be provided for both detained/retained and non-detained/non-retained conditions.	
☐	☐	☐	Maximum water elevation if the detention/retention basin for the 1, 2, 5, 10, 25, 50, and 100- year storm event.	
☐	☐	☐	Calculations indicating that the peak rate of runoff from the critical storm occurring over the developed site does not exceed the peak rate of runoff from a 1-year, 24-hour storm occurring over the same area prior to development and that Storms of less frequent occurrence (longer return period) than the critical storm shall have the peak rate of runoff not greater than that for the same storm under pre-development conditions.	

COMMERCIAL/INDUSTRIAL/MULTI-UNIT
SITE DEVELOPMENT PLAN
SUBMITTAL CHECKLIST

STORMWATER DETENTION/RETENTION CALCULATIONS

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Calculations indicating that the outlet pipe from the discharge structure can handle the undetained 50-year post-development inflow to the detention/retention basin in the case of the outlet orifice/weir becoming blocked.	
☐	☐	☐	Calculations indicating that the velocity of the flow across the emergency spillway is less than 5 feet per second for a 100-year storm event.	
☐	☐	☐	Calculations indicating that the depth of flow across the emergency spillway is less than 1 foot deep for a 100-year storm event.	

Notes: _____

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

STORMWATER QUALITY CALCULATIONS

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Treatment percent calculated.	
☐	☐	☐	Cq calculated.	
☐	☐	☐	Water quality flow (WQf) calculated for manufactured systems only.	
☐	☐	☐	Water quality volume (WQv) calculated for bioretention cell, extended detention/retention, infiltration basin, or constructed wetlands only.	
☐	☐	☐	120% of the WQv provided for extended detention or extended retention systems to allow for the accumulation of sediment.	
☐	☐	☐	Discharge rate calculations provided for the water quality outlet structure. The WQv shall be released over a minimum of 48 hours	
☐	☐	☐	Proper sizing calculations for selected BMP provided.	
☐	☐	☐	If an infiltration basin or trench is selected, the results of a properly conducted soil percolation test shall be provided with the stormwater quality calculations.	

Notes: _____

COMMERCIAL/INDUSTRIAL/MULTI-UNIT
SITE DEVELOPMENT PLAN
SUBMITTAL CHECKLIST

SWP3

All items must be included.

OK AS SUBMITTED?				
Y	**N**	**N/A**	**MINIMUM REQUIREMENTS**	**COMMENTS**
☐	☐	☐	Stormwater management plan body listing responsible parties, specific measures to be taken, erosion and sedimentation control measures to be employed and chemicals and materials to be stored on site, etc.	
☐	☐	☐	Stormwater management map.	
☐	☐	☐	Stormwater calculations.	
☐	☐	☐	Erosion and sedimentation control plan.	
☐	☐	☐	Overall project grading plan.	
☐	☐	☐	SWMP signed by responsible party.	

Notes: _____

COMMERCIAL/INDUSTRIAL/MULTI-UNIT SITE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

TRAFFIC GENERATION CALCULATIONS

Traffic generation calculations will be used to determine if a Traffic Impact Study will be necessary.

OK AS SUBMITTED?			MINIMUM REQUIREMENTS	COMMENTS
Y	N	N/A		
☐	☐	☐	Traffic generation calculations based upon credible source such as *ITE Traffic Generation Manual*.	
☐	☐	☐	Copies of all cited charts and formulae provided.	
☐	☐	☐	Selected charts and formulae representative of the proposed use.	

Notes: _____