



## PLAN SUBMITTAL GUIDE

### **Revision 4-1-2017**

A plan set is a detailed, scaled drawing of a parcel showing proposed improvements. Before most building permits can be issued or zoning actions processed, a plan set must be submitted for review. To avoid delays, a plan set must be submitted with the building plans accurately showing all information needed to review the project.

All major remodels or new commercial developments need to include a full plan set that addresses the items in the plan submittal check list. Typical plan sets include a cover sheet, grading plan, site plan, utility plan, landscaping plan, traffic control plan and erosion and sediment control plan. **A project is considered a major remodel when the estimated value of additions, alterations or repairs, within any twelve-month period, exceeds fifty percent (50%) of the assessed value of the existing building or structure.**

REMEMBER, THE OWNER IS RESPONSIBLE FOR DETERMINING THE ACCURATE LOCATION OF PROPERTY LINES. THE CITY CANNOT PROVIDE YOU WITH PROPERTY LINE LOCATION(S). YOU SHOULD CONSULT WITH A LICENSED SURVEYOR IF YOU HAVE ANY DOUBTS AS TO THE CORRECT LOCATION.

If you have questions, please call the Permit Center staff at 746-1319 and we can answer your questions prior to submittal of the plan or schedule a time you can meet with our development review committee. Attached is a checklist of typical items appearing on a plan set.

### **Lewiston City Construction Standard Drawings**

Lewiston Construction Standard Drawings were fully adopted on December 13, 2010.

You can access all Standards through the City's Website ([www.cityoflewiston.org](http://www.cityoflewiston.org)) following this path – City Departments/Public Works/Engineering/Construction Standard Drawings OR use the following link: <http://www.cityoflewiston.org/index.aspx?nid=981>



## PLAN SUBMITTAL CHECKLIST

The items listed in this checklist are not intended to represent examples of every aspect of developing property in the City of Lewiston. It shall be understood that there will be many cases in which items listed in the checklist do not cover all the information needed in the plan set. Also certain items listed in the checklist will not apply, and in those instances all of the material included on this list need not be included in the plan set. The checklist is to be used only as a guide to help ensure the needed information is provided in the plan set. This will expedite the review process. A City standard drawing book can be purchased at the permit center to describe the standard drawings referenced below. The site plan checklist must be completed, stamped and signed by the architect or engineer and submitted with the plans at the time of application.

**NAME OF APPLICANT:**

**STREET ADDRESS:**

**ARCHITECT OR ENGINEER:**

Please pay attention to each item on this checklist as you review/complete it and attach this completed checklist to the Plan Set when you submit it to the City. In the checklist, “Required” means that the applicant must provide this information for plan review. In the checklist, “P” means:

- *If checked by the applicant* – the information is provided for the plan review.
- *If checked by the plans reviewer* – this information is required for the plan review.
- In the checklist, “NA” means that the information does not apply.

### GENERAL REQUIREMENTS

- |       |  |   |
|-------|--|---|
| 2.1.A | <input checked="" type="checkbox"/> Required           | Date, scale, north arrow, zone, owner, architect or engineer.   |
| 2.1.B | <input checked="" type="checkbox"/> Required           | Sheet title block, sheet number and revision number.  |
| 2.1.C | <input type="checkbox"/> P <input type="checkbox"/> NA | Drawings may be required to be stamped, signed, and dated by a professional engineer or architect, as applicable, registered in the state of Idaho. |
| 2.1.D | <input checked="" type="checkbox"/> Required           | Plans shall be submitted on full sized paper (22” x 34” or larger and 11” x 17” only with prior approval).  |
| 2.1.E | <input type="checkbox"/> P <input type="checkbox"/> NA | Legal description (Lot, Block, and Subdivision name if in a subdivision).   |
| 2.1.F | <input checked="" type="checkbox"/> Required           | Street address.   |



- 2.1.G     Required    Property lines, bearings, and dimensions.
- 2.1.H     Required    Adjacent streets with names, centerlines, and right-of-way widths.
- 2.1.I     Required    Dimensions of private and public easements and use. Owner is responsible for accurate location of easements. A title report will provide necessary public and private easement information.
- 2.1.J     P     NA    New easements or rights-of-way will require a legal description prepared by a surveyor or engineer. The proposed legal description needs to be submitted to the City for review.
- 2.1.K     Required    Appropriate legends, notes and abbreviations

**COVER SHEET**

**A Cover Sheet is required to introduce the project and to provide the reviewer and contractor with general site information.**

- 2.2.A     Required    Vicinity map
- 2.2.B     Required    Index, general notes, abbreviations, legends, code analysis (if applicable), project information, and contact list
- 2.2.C     P     NA    Public improvement quantities. For example curb, gutter, sidewalk, water, sewer, storm line and structures

**EXISTING SITE PLAN**

**An Existing Site Plan is required if any structures or existing site improvements are planned for demolition and removal.**

- 2.3.A     Required    Dimensions and location of existing buildings, utilities and improvements. Mark all items planned for demolition
- 2.3.B     Required    Existing grading plan with 2 foot contour interval



**A Grading Plan is required if any excavation, grading or contouring is planned as part of the project.**

- 2.4.A     Required    Building pad and finished floor elevations.
- 2.4.B     Required    Existing and proposed contours shall be shown on the drawing.
- 2.4.C     Required    Total cut and fill volumes noted on the plans or on the permit.
- 2.4.D     P     NA    Grade break lines
- 2.4.E     P     NA    Label all cut or fill slopes steeper than 2:1 Slopes steeper than 2:1 require geotechnical reports prepared by a licensed professional engineer.
- 2.4.F     P     NA    Retaining walls over 4 feet in height measured from the bottom of the footing or retaining walls with a surcharge may be required to be designed by a professional engineer licensed to practice in the state of Idaho and may require a geotechnical report.
- 2.4.G     P     NA    Note if explosive blasting will be proposed as part of the excavation activities. A blasting permit can be obtained from the Fire Department.

**SITE PLAN**

**A Site Plan is required to show the location of the building and other external improvements in relationship to the property boundaries.**

- 2.5.A     Required    Building setbacks from property lines. The owner/plan preparer is responsible for accurate location of building on the property.
- 2.5.B     P     NA    Parking lot layout, stall dimensions and striping plan. If more than five parking spaces are required, a landscaping plan is needed. Please refer to Article 7 of City Code Section 37 (Zoning) and City standard drawing 1-14, 1-15 and 1-16.
- 2.5.C     P     NA    Handicap stalls, signage and access aisles need to be shown. Please refer to Construction Standard Drawings. Use the ADA (Americans with Disabilities Act) guidelines to ensure additional design features are met.



- 2.5.D     P     NA    Plans need to specify the type of solid waste service to be used. If container service is planned, dumpster location(s) needs to be shown with access for a 30' long collection vehicle. Minimum turning radius for collection vehicle is 30'.
- 2.5.E     P     NA    Surface of dumpster enclosure pad shall be asphalt or concrete, level, and at the same elevation as the adjacent parking area for a distance of 30'. Maximum allowable slope of adjacent parking area is 2%.
- 2.5.F     P     NA    Fence location, height, and construction materials.
- 2.5.G     P     NA    All signage must be shown with sign location, height and square footage. A separate sign permit is required for sign installation.

### LANDSCAPING PLAN

**A Landscaping Plan is required when five or more parking stalls are required.**

- 2.6.A     P     NA    Location and spacing of all plant material.
- 2.6.B     P     NA    Common and/or scientific name of all plant materials proposed.
- 2.6.C     P     NA    Location and specifications of irrigation system including back flow preventor if required. A backflow device is required on all irrigation service supplied by a domestic (potable) water source).

### STREET IMPROVEMENT PLAN

**A Street Improvement Plan is required for new streets or when improvements such as curb, gutter, and sidewalk are added to existing streets.**

- 2.7.A     P     NA    Proposed streets or improvements to existing streets must meet City standard drawings 3-1 through 3-17.
- 2.7.B     P     NA    Street improvements such as curb, gutter, sidewalk and/or paving require a Right of Way Use permit obtained from the Public Works Department (at 215 "D" Street or call (208) 746-1316).



- 2.7.C     P     NA    The City may require street improvements for the full frontage of the property. Curb, gutter and sidewalk must be designed by an Idaho Licensed Engineer and must conform to City standards. Curb, gutter and sidewalk widths, offsets, sawcut lines, alignments and profiles must be shown on the drawing. Curb cuts that will no longer be used must be identified for removal. Please refer to Construction Standard Drawings.
- 2.7.D     P     NA    Location and widths of approaches must be shown. Please refer to Construction Standard Drawings.
- 2.7.E     P     NA    Street corner radii must conform to City standard drawing 3-15 and shall have handicapped ramps as shown in Section 2 (Concrete Standards) of Construction Standard Drawings.
- 2.7.F     P     NA    Appropriate sight distance must be provided at intersections. Items such as parked cars, buildings, trees, hedges, walls or fences shall not obstruct the driver's view within the sight triangle. (Lewiston City Code 31-23 Clear Vision Area Requirement).
- 2.7.G     P     NA    Public street plan view (Only required when a new street is proposed as part of the project)
- Centerline with bearings and stationing tied to monuments
  - Monuments (new and existing)
  - Horizontal curve data including curve radius, length, and delta with elevations at ¼ deltas
  - Match Lines
  - Toe and Top of slope
  - Cross section locations
  - Signing and striping
  - Curb, gutter, sidewalk, driveways, etc. dimensioned to stationing.
- 2.7.H     P     NA    Public street profile view (Only required when a new street is proposed as part of the project)
- Station grade and elevation (PC, PT, PI, INTX, high point, low point, grade break).
  - Vertical curve data (K, grade change, elevation, BVC, PIVC, EVC, and length)
  - Proposed curb and gutter profile shall be to lip of gutter or top of curb (not flowline)
  - Ground at centerline and R/W (existing and proposed)
  - Extend profile 300' minimum past project limits
  - Curb return profiles (No inlets on curb radii)
  - Scale (Horizontal and Vertical)
- 2.7.I     P     NA    Traffic Services division shall be notified prior to any trench or asphalt cutting within 300 feet of any City traffic signals.



2.7 J  P  NA

A proposed plan sheet shall include:

- All existing vehicle and pedestrian access locations
- Existing and proposed striping
- Existing and proposed street & traffic sign placement
- Existing and proposed location of equipment and wiring
- Vertical and horizontal alignment
- Applicable sight distance information

2.7 K  Required

Verify that driveway widths have been reviewed by Engineer of Record for truck & vehicle tracking thru all access points into the site.

**A Utility Plan is required when new public or private utilities are proposed as part of improvements.**

2.8.A  Required

Location, material and size of proposed and existing electric, phone, water, storm sewer, sanitary sewer, and gas lines and structures.

2.8.B  P  NA

Utility work in the right of way requires a Right of Way Use Permit which can be obtained from Public Works Department (at 215 "D" Street or call (208) 746-1316).

2.8.C  Required

Existing and proposed fire hydrants must be shown.

2.8.D  P  NA

Location and size of all detention basins including drywells, culverts and swales.

2.8.E  P  NA

Swales must show overall dimension, slope and must be built to prevent overflow to the adjacent property. All drainage swales shall be seeded or sodded and outfalls shall be riprapped to prevent erosion. Swales cannot be in public right-of-way and must drain or infiltrate the required volume in 72 hours or less. A note shall be added to the construction plans to convey this information.

2.8.F  P  NA

Drywells must show overall dimensions, slope, barrel size and fill rock type (1-1/2 washed rock to meet 0.30 void ratio). The City requires that the barrels of all drywells be wrapped with filter fabric in addition to the filter fabric placed on the slopes around the rock. The Idaho Department of Water Resources (IDWR) reviews all shallow injection wells for Idaho. The required forms and information for reporting on shallow injection wells can be obtained from IDWR's web site.

2.8.G  P  NA

A completed copy of the City's utility permit request form must be submitted with the utility plans



- 2.8.H  P  NA Proposed parking lot and street lighting.
- 2.8.I  P  NA Existing and proposed street signs, traffic signs and/or signals
- 2.8.J  P  NA The location and size of all proposed oil/water separators and/or grease interceptors must be shown on the utility plan. Engineered calculations sizing the oil/-water separators and/-or grease interceptors must be submitted. The building plans must show which interior fixtures are tied into the oil/-water separators and/-or grease interceptors.
- 2.8.K  Yes  No Are public water, sanitary sewer or storm sewer mains to be installed as part of this project. If yes the following items are required.
- 2.8.K.1  Required The developer must post a bond with the City prior to construction of any water, sanitary sewer or storm sewer main line. The bond amount shall be \$2.00 per linear foot of line or \$500, whichever is greater. The bond shall be returned upon City approval of Record (As-Built) Drawings.
- 2.8.K.2  Required Profile drawing on proposed water , sewer and storm sewer public main lines including separation distances with other utilities. Construction drawings must be stamped by a professional engineer licensed in the State of Idaho. Plans and resubmittals must be submitted to DEQ for review. The City cannot approve main line extension plans until DEQ has stamped the plans approved. State statutes provide for a 45 day review time by DEQ for each submittal.
- 2.8.K.3  Required Water main lines must have the appropriate pressure tests and disinfections before they can be put into service. Sanitary sewer main lines must also be pressure tested before they can be put into service.
- 2.8.K.4  Required The utility drawings must note who is responsible for inspection during installation of the lines.
- 2.8.K.5  Required Copies of engineering reports shall be provided to the City and DEQ for water and sanitary sewer main extensions.
- 2.8.K.6  Required DEQ requires *Will Serve* Letters from the municipal utility providers (City, LOID, COSD, LOSD) before the start of construction for any new main line extension.
- 2.8.K.7  Required Record Drawings are required of all public mains after installation is complete and must be stamped by the Engineer of record.





2.8.K.8  Required All new utility easements must be a minimum of 20 feet wide. New easements will require a legal description prepared by a surveyor or engineer. The proposed legal description needs to be submitted to the City for review. All easements must be approved by the City and recorded at the county before main lines construction can begin.

2.8.K.9  Required Letter from Engineer of Record that development has been reviewed and meets all of *Nez Perce County Geotechnical Hazard Study* requirements.

### **TRAFFIC CONTROL PLAN**

**A Traffic Control Plan is required if work to be performed is within the roadway or shoulder or if it shall disrupt traffic.**

2.9.A  P  NA The plan shall be stamped by a professional engineer registered in the State of Idaho or a certified traffic control supervisor and shall be in accordance with the Manual for Uniform Traffic Control Devices.

### **EROSION AND SEDIMENT CONTROL PLAN**

2.10.A  Required An erosion and sediment control plan conforming to Idaho Transportation Department or Department of Environmental Quality best management practices must be shown. The plan must be designed and stamped by a professional engineer licensed in the state of Idaho or a Certified Professional in Erosion and Sediment Control (CPESC). A Notice of Intent (NOI) must be filed with the EPA for land disturbing activities over 1 acre. This is a federal requirement. Be advised that the NOI and the EPA's acknowledgement letter must be posted in a conspicuous location at the job site or other location where public access is assured. The Storm Water Pollution Prevention Plan (SWPPP) must be kept on-site and available for inspection by City and/or Federal inspectors. Erosion and sediment control measures must be in place before excavation and grading can begin.

### **DETAIL SHEETS**

2.11.A  P  NA Detail drawing of all applicable City standard drawings or other specific plan details not shown on previous pages. An electronic copy of the City standards can be obtained from the Public Works Department.



### **CALCULATIONS AND/OR REPORTS**

- 2.12.A  P  NA A storm water management plan conforming to Resolution 80-100 must be submitted when the plan includes impervious area (roof, paving, concrete, gravel) over 5,000 square feet. The Intensity-Duration-Frequency (IDF) curves for the Lewiston area and storm water resolution 80-100 are available at the City of Lewiston for all interested parties. The storm water plans and calculations must be stamped by a registered professional engineer licensed to practice in the State of Idaho.
- 2.12.B  P  NA Inlet and storm sewer capacity vs. actual flow with hydraulic grade lines for public storm water lines.
- 2.12.C  P  NA A Traffic Impact Analysis (TIA) may be required if a development is projected to generate more than 20 additional vehicle trips on a roadway during any hour of the day, more than 100 additional trips in one day, or if the traffic generated is expected to detract from the safety of the roadway. Please refer to the City of Lewiston's traffic impact guidelines for more information.
- 2.12.D  P  NA Retaining wall calculations for walls over 4 feet or for walls less than 4 feet with additional surcharge loading due to vehicles, buildings, slope, hydrostatic, etc.
- 2.12.E  P  NA Geotechnical reports for cut or fill slopes steeper than 2:1.

### **RESUBMITTALS**

**Revisions can be submitted as a new plan set or by contract addenda. Revised pages of a previous plan set will not be accepted. Resubmittals must be submitted directly to Community Development.**

- 2.13.A  Required **Corrections, changes or additions on plan resubmittals shall be ballooned, highlighted, or noted on each resubmittal. Revisions can be submitted as a new plan set or by contract addenda.**
- 2.13.B  Required **A summary sheet shall be provided, verbally addressing comments issued by the City for the prior submittal.**

***The following must be conformed to during and after construction.***



- *Erosion and dust control measures must be used during construction to reduce or eliminate blowing dust, excessive runoff and soil erosion across property lines and into streets and right-of-way, and to eliminate tracking soil and mud onto streets from construction equipment and vehicles. The developer is responsible for street cleanup at the end of each shift.*
- *Improvements constructed on right-of-way require a street cut permit obtained at the Construction Management section of the Public Works Department.*
- *All construction not specifically mentioned or shown shall conform to City Ordinances and Standards.*