



MEMORANDUM

To: CSP Plan Review & Permitting Staff, Contractors and Design Professionals
From: Scott Crawford, Deputy Building Official
Date: 9/8/2015
Subject: 1 & 2 Family Survey/Site Plan Grade Elevation Requirements

Due to frequent drainage and grading issues with new 1 & 2 family dwelling projects, it has become necessary to require, during the plan review process, both existing and proposed grade elevations for the project lot and the abutting properties lots including right-of-ways (ROW). The problems have arisen primarily, but not entirely, on new homes, additions and pool projects in flood zones when fill is used on the project lot or when grading has been inadequate

By requiring both existing and proposed grade elevations the plan review staff will be able to determine: existing and future potential drainage issues, improper use of fill and proper water movement on project lots.

Effective 10/1/2015, plan review staff shall require both existing and proposed grade elevations on project lots and abutting properties lots for new home construction. The grade elevations on abutting property lots shall be shown from 1'-12" from each property line and there shall be a minimum of elevations or shots shown at all corners and two (2) equally spaced elevations between corners. The Building Official or Deputy Building Official may require additional locations if deemed necessary for proper drainage analysis. The authority having jurisdiction may require elevations for additions and pools in Special Flood Hazard Areas if necessary.

The grade elevations on project lots shall show existing and proposed grade elevations and elevations of existing and proposed structures including retaining walls and swales, etc.