



CHECKLIST FOR SUBMITTAL OF CONSTRUCTION PLAN
Used for Administrative Completeness Assessment

Proposed Development Name _____ Township _____

I have read and understand the current OCRC *Procedures, Guidelines, and Specifications for Developing Public Roads*.

Signature _____ Date: _____

Printed Name _____ Company _____



Check

A. General Requirements

- 1. Two (2) paper copies of plans on 24 inch x 36 inch sheets plus an electronic PDF file
- 2. Cover sheet for plans including:
 - Name of development
 - Index of sheets
 - Location of proposed development in relationship to existing public roads
 - Proprietor's name, company, address, and phone number
 - Signed and sealed by Professional Engineer registered in the State of Michigan
- 3. Plans drawn to scale not smaller than 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical
- 4. Plan and profile views shown for all proposed streets, drainage systems, existing and proposed utilities, sidewalks/non-motorized facilities, and other improvements
- 5. All existing and proposed street names, ROW, and easements are clearly labeled
- 6. Construction Plan Review Fee submitted

B. Bench Marks

- 1. Permanent bench mark location shown on plans using USGS (NAVD88) datum

C. Soil Borings

- 1. Soil boring logs and locations shown on plans and in profile view

D. Geometric Road Design Requirements

- 1. Maximum centerline road grade of no more than 7%, or other approved grade

- 2. Minimum centerline road grade of 0.60% for concrete curb, or 0.80% for HMA curb
- 3. Minimum grade of 1.25% along gutter flow line of any cul-de-sac or turnaround
- 4. Data for all horizontal and vertical curves shown on the plans
- 5. Horizontal curves comply with the Sight Distance requirements as stated in the *Preliminary Plan Development and Requirements* section
- 6. All intersections have the minimum required back of curb radius shown
- 7. Minimum vertical sag curve shown at primary and local road intersections
- 8. Concrete curb and gutter
- 9. Permanent cul-de-sacs have concrete curb and gutter
- 10. Concrete curb and gutter shown for all primary and local road intersections

E. Road Cross-Section

- 1. The appropriate proposed typical road cross-sections are shown
- 2. Material specifications and thickness requirements are labeled
- 3. Pavement design submitted (commercial and concrete roads)

F. Drainage System Requirements

- 1. Drainage system design calculations, submitted with the construction plans
 - a. Design criteria used
 - b. Sketch of drainage areas
 - c. Storm basin sizing, both the volume required and the volume provided
- 2. Storm sewer meets requirements of the OCRC and OCWRC
- 3. Drainage system design based on minimum 10-year storm of 20 minutes duration and not less than 30% imperviousness
- 4. Drainage system has positive outlet to a natural body of water, stream, or county drain
- 5. All drainage easements are labeled on the plans
- 6. All lengths, types, sizes, percent of grades, depths, elevations, inverts, and locations of all drainage structures and pipes are labeled

- 7. Drainage Structures
 - a. Crossroad culverts have a minimum diameter of 15 inches
 - b. All crossroad culverts 30 inches or larger have approved end sections
 - c. Crossroad culvert joints comply with specifications
 - d. Storm sewer pipe is minimum of 15 inches in diameter
 - e. Storm sewer joints comply with specifications
 - f. Manholes are 4 feet in diameter and spaced a maximum of 350 feet apart
 - g. Catch basins are 4 feet in diameter with 2 foot sumps and do not exceed a maximum of 350 feet of surface drainage

G. Traffic Control Requirements

- 1. Traffic control plans and details are in accordance with the latest edition of the MMUTCD and are attached
- 2. It is understood that the County Engineer may require revisions and/or additional traffic control devices during construction

H. Soil Erosion and Sedimentation Control Requirements

- 1. SESC plans in accordance with OCWRC specifications are attached

I. Utilities

- 1. Existing and proposed Public Utilities are shown on the plans
- 2. Proposed location of Public Utilities conform to location as outlined on **Detail RD-11**
- 3. Easements to Public and Franchise Utilities have not been conveyed in any proposed ROW or drainage easement

J. Grading Requirements

- 1. Site clearing, grading, and restoration details are provided on the plans
- 2. Temporary turnarounds and road stubs to adjoining properties have been designed to provide a grade of 1:6 or flatter from the end of pavement or curb to the existing ground

K. Landscaping

- 1. All proposed landscaping and trees within the existing and proposed ROW is shown on the plans in accordance with the established guidelines

L. Turning Lane (Center and Right), Passing Lane, Intersection, Cul-de-sac, and Turnaround Details

- 1. A construction detail plan is provided for all proposed intersections, permanent cul-de-sacs, temporary turnarounds, and any lane improvements to existing roads
- 2. Construction details are drawn to a scale of not less than 1 inch = 20 feet horizontal

M. Guard Posts, Guard Rail, Barricades and Signs

- 1. All necessary guard posts, guardrail, barricades, and signs are shown on the plans

N. Sidewalk and Non-Motorized Paths

- 1. Sidewalk and/or non-motorized paths meet the requirements of the OCRC and local Governing Body
- 2. The appropriate proposed typical sidewalk or path cross-sections are shown
- 3. Material specifications and thickness requirements are labeled
- 4. It is understood that additional ROW may be required for all proposed paths

O. Additional Provisions

- 1. MDOT and OCRC standard plan and specification designations are noted on the plans
- 2. Details not specifically covered by MDOT or OCRC standard plan and specifications are attached for review
- 3. Entry or development identification signs will be located beyond the ROW and meets sight distance requirements
- 4. All construction materials conform to the requirements of the current MDOT and/or OCRC specifications
- 5. There is a plan note that states all unsuitable material within the influence of any proposed road or road improvement shall be removed to a depth of 2 feet below the top of subgrade or as directed by the County Engineer, and backfilled and compacted with MDOT Granular Material Class II

- It is understood that this checklist is to aid in the submittal process and that the County Engineer may require revisions and/or additional information prior to approval consideration