

## CITY OF LIMA SITE PLAN REQUIREMENTS

1. All site plans shall have a title indicating the type of request being made; indicate the scale of the drawing using an engineer's scale; show a North arrow; provide a location map; developers name, address and telephone number; designers name, address, and telephone number; and parcel address.
2. The site plan shall show the zoning classification(s) and existing uses of the subject property and all abutting property. The site plan shall indicate both parking lot and building setbacks, if they exist.
3. The site plan shall indicate by name all adjacent roadways. The site plan shall show both right-of-way and pavement widths measured from the centerline of the roadway. The site plan shall indicate the dimensions of the parcel and shall show all existing and proposed easements.
4. A minimum of two benchmarks on the City of Lima's NAVD 88 (USGS) Datum.
5. The site plan shall indicate any building removals, demolition, utility relocations or other alterations to occur on the property. The site plan shall show the dimensions of existing and proposed buildings and parking lots to be constructed.
6. The site plan shall indicate the distance of existing and proposed structure(s) to the right-of-way line and the distances of the structure(s) to the side and rear property lines. It shall show the approximate location of existing building and driveway locations opposite to and adjacent to the subject property. The site plan shall indicate the width(s) and location(s) of existing and/or proposed sidewalks and drive approach aprons. The drive approach width(s) shall be dimensioned where the apron meets the roadway pavement and shall be dimensioned at the throat. Sidewalks and drive approaches shall conform to City of Lima Standard Construction Drawings.
7. The site plan shall indicate the locations, size (height), and material of all existing and proposed fencing and/or walls on the subject property.
8. The site plan shall show the location, height and dimensions of existing or proposed signs on the property.
9. Site plans shall show any ditches, creeks, or other natural features that may affect the development of the property. Where appropriate, the 100 year high water elevation shall be shown on the site plan.
10. Site plan shall show existing and proposed contours at one (1) foot intervals within the construction site and spot elevations within fifty feet (50') of both sides of the property lines. The site plan shall show proposed finish grades at critical locations (finish floor, handicapped parking spaces, swales, etc.).
11. All storm sewers within the right-of-way shall conform to the State of Ohio Department of Transportation Construction and Material Specifications, Item 611, Type B Conduit.

12. The site plan shall show the existing and proposed method of storm water drainage and/or areas to be used for storm water detention. Also include two separate storm tributary maps. One tributary map showing existing conditions and the other showing proposed conditions. Tributary maps shall also show and indicate the impervious areas. Calculations for existing and proposed shall show C factors, time of concentration, intensity and capacity.
13. The site plan shall show existing and proposed sanitary, storm sewers, water mains and the location(s) of fire hydrants if present. In the event these improvements are not available, the site plan shall indicate the location of proposed or existing wells and/or on-lot sewage systems both on-site and on abutting parcels.
14. Ensure any tapping sleeve, valve and/or pavement cut as required for the project shall be shown on plan. Ensure lateral and meter sizes are shown.
15. The site plan shall indicate the location of existing proposed off-street parking spaces and drive aisles with complete dimensions. The drawing shall include the number and size of the proposed parking stalls including handicap spaces. A typical section shall be shown indicating the composition of the proposed parking and drive surface. If off-street parking area is located next to an existing parking area or on another parcel, the method of circulation, if any between the two areas, shall be shown.
16. A site plan with a proposed drive-thru window operation shall indicate where the vehicles will be lined-up and how many vehicles can be stored at one time while waiting to use the order board and/or drive-up window.
17. Sediment and erosion control (SEC) plans must indicate location of all proposed SEC facilities/structures along with details and proposed sequence of construction. If there are one (1) or more acres of disturbance, a detailed Stormwater Pollution Prevention Plan (SWPPP) and a NOI must be included as part of submittal for City records.
18. For those sites that are one (1) or more acres in size, a permanent Post Construction BMP must be shown and detailed on the site construction plans and utilized on the site. An Operations & Maintenance agreement for the facility shall be executed with the City.
19. Site plan and supporting calculations shall be signed and sealed by a Professional Engineer. Storm design calculations shall follow the City of Lima's Stormwater Drainage Manual. Sites that are eligible for Stormwater Assessment credits shall reference the City of Lima's Stormwater Credit Manual.
20. Plans shall be in PDF format when submitting electronically.

For projects located within the City of Lima, submit five (5) sets of plans to the Lima-Allen County Building Department Office. Applications for site plan permit and quantified cost estimate may be completed prior to final plan approval.

## Example Operation & Maintenance Plan for (Site Name)

\_\_\_\_\_ hereby agrees to maintain Stormwater Retention Pond at \_\_\_\_\_ with a semi-annual maintenance practice of checking structure \_\_\_\_\_ (Exhibit A) which is the outlet structure where the water leaves the property. This semi-annual inspection will be to clean any and all debris from around or in the structure identified on the engineered drawing.

Upon the semi-annual inspection and cleaning of \_\_\_\_\_, it is further our intent to remove and clean the \_\_\_\_\_ (Exhibit B) located in the lower portion of the \_\_\_\_\_ and reinstall.

Detention Ponds \_\_\_\_\_ (Exhibit C) are equipped with a "\_\_\_\_\_" (an outlet control) (Exhibit D) at the outlet structure. These \_\_\_\_\_ will be inspected and cleaned semi-annually. Also, any debris found located in or around the micro pool areas of the (number) detention ponds will be cleaned up and properly disposed of.

Upon semi-annual inspection of said detention ponds, we will also inspect the micro pools (see attached drawings) for any buildup of sediment preventing the proper operation and remove accordingly.

The above items will be documented semi-annually and recorded in our property records for review, upon request.

### EXAMPLE OPERATION & MAINTENANCE CHECKLIST

#### Monthly

- \_\_\_ Remove floating debris.
- \_\_\_ Remove woody vegetative growth from pond including embankments.
- \_\_\_ Remove trash and/or accumulated sediment.
- \_\_\_ Remove obstruction in orifices and/or outlets.
- \_\_\_ Check for mosquito proliferation. Address if a problem.

#### Annually

- \_\_\_ Repair erosion to outfall or spillway.
- \_\_\_ Repair and/or replace damaged structures (pipes or headwall).
- \_\_\_ Repair animal burrows and/or other leaks in the dam structures.
- \_\_\_ Remove debris from overflow spillway and grates
- \_\_\_ Mow embankments and remove woody vegetation on embankments,
- \_\_\_ Inspect and remove invasive plants.
- \_\_\_ Dredge pond on a 3-7 year cycle or as necessary to retain design capacity.
- \_\_\_ Repair rock channel protection as needed.

Inspector: \_\_\_\_\_