



Civil Site Plan Requirements

7/15/2024

ENGINEERING DEPARTMENT

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A civil site plan is required for improvements on properties in Commercial, Industrial and Multi-Family zones. City staff may require a civil site plan for properties in other zones, depending on the complexity of the site. A minimum of ten (10) working days shall be allotted for review of the civil site plan by city staff. Additional days may be required depending on availability of staff and complexity of the review. The following are the minimum requirements for civil site plans submitted for review/approval. Other requirements may be deemed necessary, as determined by city staff.

A. GENERAL

1. Project name and/or number.
2. Name of contact person for owner.
3. Name and address of primary plan preparer and date prepared.
4. North arrow with scale.
5. Table of Contents/Sheet Index and Legend.
6. Work within the city right-of-way and easements shall have associated details in the plans that conform to the City of Kindred Standard Details. Sidewalks, driveways, and underground (sanitary sewer, water and storm sewer) utilities are some examples.
7. Open space requirements and provided open space shall be shown.
8. Plans stamped by Registered Professional Engineer in the State of North Dakota, name and address of plan preparer if other than the primary plan developer.
9. Plans may be done either by hand or generated by computer aided design, but must be legible and to scale. Non-conforming plans will be returned to plan preparer for resubmission.
10. Time for review will be initiated when legible plans are accepted by the City Building Inspections Department.

B. DIMENSIONING & LABELING

1. Property legal description, boundary and lot dimensions.
2. Current (or proposed) Zoning District.
3. Required building setbacks for current (or proposed) Zoning District.
4. Dimensioned site plan including setbacks to building and parking lots.
5. Building dimensions and locations of doors.
6. Easements of record.
7. ADA ramps in the right-of-way shall have yellow detectable warning panels installed.
8. Driveway locations and dimensions and any other access control.
9. Parking spaces provided with locations and dimensions.

C. SITE GRADING

1. Existing Conditions Plan with existing ground spot elevations and contours, existing drainage patterns shown with drainage arrows that designate water drainage that comes onto the site, all drainage through the site and out of the site.
2. Original drainage plans for development should be listed/addressed if applicable. Contact City Engineer to determine if a drainage plan exists for the property.
3. Proposed detailed drainage plan with finished grade spot elevations with drainage arrows that designate water drainage that comes onto the site, all drainage through the site and out of the site.
4. First floor elevation of structure(s)
5. Benchmark elevations and locations. Use the North American Vertical Datum of 1988 (NAVD 88).

D. SANITARY SEWER SYSTEM

1. Sanitary sewer service locations and sizes, cleanout locations and construction, any manhole locations and construction, and any abandonment and method of abandonment.
2. Sanitary sewer service lines will require cleanouts every 100' or at bends, or manholes every 400'.

E. WATER SYSTEM

1. Water service locations and sizes, valve locations, curb stop locations, fire line locations, and any abandonment and method of abandonment.
2. Gate valves shall be placed every 500' minimum along water mains.
3. Water service curb stops or water main gate valves shall be placed within city easements or right-of-way to allow the repair and replacement of private water system features without disruption of public water service.
4. Hydrants shall be placed 5' from face of curb, and a minimum of 30' from the building it will protect.

F. DRAINAGE SYSTEM

1. Concentrated streams of storm water shall enter the city's right-of-way through underground storm sewers, unless storm sewers are not present.
2. Storm sewer locations including: pipe lengths, type, sizes, location of catch basins, location of manholes, and methods of tie-ins into existing storm sewer system whether private or within public easements and right-of-ways.
3. Verify with City Engineer requirements for on-site storm water detention.

G. NOTES

1. If performing sidewalk or curb and gutter removal in the city's right-of-way, add the following note: "Replacement of curb and gutter and/or sidewalk shall be done within five working days after removal."
2. Any traffic control shall be shown or commented on within the city right-of-way. Traffic control will be required when work operations disrupt the normal traffic flow of pedestrians and/or vehicles such as lane closures or sidewalk closures.
3. If not noted elsewhere, the number of parking stalls required and the number of parking stalls provided shall be listed. Also the building gross square area and open space requirement and provided open space.
4. Notes on the civil site plans stating the following:
 - a) Work within the city right-of-way or easements shall require an Excavation Permit from the Kindred Auditor's Office.
 - b) Any work on existing city-owned utilities shall require notification to the City by the Contractor 24 hours prior to commencing work. All connections to city-owned utilities shall be inspected by City staff.
 - c) Notify City 24 hours prior to flushing hydrants.
 - d) If the project will disturb more than 1 acre of land, a Notice of Intent to obtain a Storm Water Pollution Control Permit shall be submitted by the Contractor and Owner to the North Dakota Department of Environmental Quality a minimum of 7 days prior to construction.
 - e) Contractor and Owner are responsible to acquire any additional permits required by other jurisdictions (county, state, etc...).