DARDENNE PRAIRIE

Engineering Improvement Plan Submittal Checklist

The following items, as a minimum, must be included in all site improvement plan submittals to the City of Dardenne Prairie for review. Any item marked "No" or "N/A" must be accompanied by an explanation detailing the reason for omission. This checklist must be completed and submitted with all initial plan submittals.

Project Name: _____ Project Number: _____
(Provided by City Engineer)

I. Application for Construction Permit

Yes	No	N/A	
☐	☐	☐	An application for a construction permit must be included with the initial submittal of all improvement plans.

II. General Information

All plan sheets must be signed and sealed by a professional engineer licensed in the State of Missouri.

Yes	No	N/A	
☐	☐	☐	Provide a copy of the MoDOT permit for any work in the State of Missouri right of way.
☐	☐	☐	Provide a copy of the St. Charles County Highway Department permit for any work in right of way of St. Charles County.
☐	☐	☐	Provide a copy of Missouri Department of Natural Resources NPDES Land Disturbance Permit for all sites greater than one acre.
☐	☐	☐	Provide a copy of USACE 404 permit.
☐	☐	☐	Provide a copy of Missouri Department of Natural Resources 401 certification.
☐	☐	☐	Floodplain Development permit from the City of Dardenne Prairie.
☐	☐	☐	Provide cross access agreements for use of entrances (if applicable).
☐	☐	☐	Provide off-site utility easements (if applicable).
☐	☐	☐	Provide an engineer's construction cost estimate for the proposed development.
☐	☐	☐	Provide an engineer's cost estimate for sediment and erosion control BMPs.
☐	☐	☐	Provide hydraulic grade line calculations for all storm sewer pipes signed and sealed by a professional engineer licensed in the State of Missouri.
☐	☐	☐	Provide stormwater detention calculations signed and sealed by a professional engineer licensed in the State of Missouri.
☐	☐	☐	Provide geotechnical soils report signed and sealed by a professional engineer licensed in the State of Missouri as required by the City Engineer.
☐	☐	☐	Provide a copy of the Fire Protection District approval.
☐	☐	☐	Provide a copy of the Public Water Supply District 2 approval.
☐	☐	☐	Provide a copy of the Duckett Creek Sanitary District approval.

III. Cover Sheet

Yes	No	N/A	
☐	☐	☐	Name of Project & type of plan.
☐	☐	☐	Location Map (Proximity to two main streets minimum.)
☐	☐	☐	Key map of subdivision layout and phases.
☐	☐	☐	Title block showing name and address of owner/developer and engineering firm.
☐	☐	☐	Standard general notes.
☐	☐	☐	Standard project notes.
☐	☐	☐	Index of sheets.
☐	☐	☐	Legend.
☐	☐	☐	City of Dardenne Prairie Engineering Project Number (lower right corner).

IV. Flat Plans

Yes	No	N/A	
☐	☐	☐	City of Dardenne Prairie Engineering Project Number (lower right corner).
☐	☐	☐	Outboundary information
☐	☐	☐	Adjacent parcel owner information including St. Charles County Parcel I.D. number.
☐	☐	☐	Lot information (lot lines, lot numbers, addresses, etc.)
			Show all proposed improvements which includes, but is not limited to:
☐	☐	☐	Storm sewers.
☐	☐	☐	Streets (noted as public or private) including:
☐	☐	☐	Street lights.
☐	☐	☐	Street signs, including stop signs.
☐	☐	☐	Sidewalks and handicap ramps.
☐	☐	☐	Radius size of all entrances (minimum of 32’).
☐	☐	☐	Radius size of all cul-de-sacs (minimum of 42’).
☐	☐	☐	All common ground and detention basins.

V. Grading, and Sediment and Erosion Control Plans

Yes	No	N/A	
☐	☐	☐	Grading, and sediment and erosion control general notes.
☐	☐	☐	Show all existing utilities and indicate their impact to the grading operation.
☐	☐	☐	Provide existing and proposed contours at 1 foot intervals for non-residential sites and 2 foot intervals for residential sites.

☐	☐	☐	Total acreage of site.
☐	☐	☐	Construction access to site, including a 25' x 50' temporary gravel wash down area with note that all trucks shall be washed down prior to leaving site.
☐	☐	☐	Show grading limits.
☐	☐	☐	Estimated grading quantity.
☐	☐	☐	Location of siltation and erosion control BMPs and details.
☐	☐	☐	Siltation basins and calculations.
☐	☐	☐	Show detention basin(s) and location(s).
☐	☐	☐	Hauling routes.
☐	☐	☐	Identify all 3:1 slopes.
☐	☐	☐	Location of 100 year flood plain and floodway.
☐	☐	☐	Flood plain development permit (if applicable)
☐	☐	☐	Density of proposed fills.
☐	☐	☐	Show any proposed retaining walls. Note: retaining walls may require a separate permit from the City of Dardenne Prairie Building Department.
☐	☐	☐	Diversion ditch details.
☐	☐	☐	Re-vegetation specifications.
☐	☐	☐	Note on plan to provide City with copy of grading compaction test results.
☐	☐	☐	Temporary entrance parking and truck wash down area.
☐	☐	☐	Copy of Corps of Engineers approval for wetland and waters of the U.S. (if applicable).
☐	☐	☐	Hydraulic calculations for any temporary channels/swales.
☐	☐	☐	Flood plain study (if applicable).
☐	☐	☐	Schedule of operations, start, finishing dates.
☐	☐	☐	Indicate any temporary grading easements required. A signed copy of any required easements must be received by the Engineering Division prior to plan approval and issuance of a permit.

VI. Street Centerline Profiles

Yes	No	N/A	
☐	☐	☐	Provide existing and proposed grades.
☐	☐	☐	Provide roadway stationing.
☐	☐	☐	Intersection details.
☐	☐	☐	Vertical curve information.
☐	☐	☐	Cul-de-sac details.
☐	☐	☐	Location of storm sewer inlets.

VII. Storm Profiles

Yes	No	N/A	
☐	☐	☐	Show all other existing and proposed utility crossings on the profiles
☐	☐	☐	Show existing and proposed grades
☐	☐	☐	Call out/label all structures with top and flowline elevations of all pipes entering structures.

☐	☐	☐	Length, grade, size and type of pipe.
☐	☐	☐	Show cutoff wall on all flared end sections and rip rap blanket size.
☐	☐	☐	Show total Q on storm sewer profiles.
☐	☐	☐	Label each reach of pipe as public/private.

VIII. Drainage Area Map

Yes	No	N/A	
☐	☐	☐	Drainage area in acres with PI factor and Q to each inlet.
☐	☐	☐	Give flow through each pipe branch.
☐	☐	☐	Show off-site drainage onto site with appropriate Q and/or on-site drainage that flows off-site with appropriate Q.

CERTIFICATION STATEMENT

I hereby certify I have checked the plans and review checklist for completeness, accuracy, compliance, and conformity with the plat, zoning and subdivision report, board of alderman bill, City of Dardenne Prairie's Municipal Code, and FEMA flood plain data. I understand that incomplete submissions may be returned without review.

_____ _____

Date Registered Engineer of Record and Seal