



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

## GRADING ORDINANCE CHECKLIST

Please address the following items with an "x" to indicate compliance.

Applications for New Construction, Additions, Accessory Structures, Landscaping Walls and Patios, and Retaining Walls must provide a grading plan and provide a completed grading ordinance checklist at the time of application.

### 1. Grading Plan with Building Permit Application: PRE-CONSTRUCTION

#### Ordinance Section 7.5-2 - General grading requirements

- Improvements should fit existing site conditions.
- Grade changes should be limited to two (2') feet.
- Drainage properly discharged offsite.
- Upstream drainage not restricted.
- Drains without standing water. (unless specifically designed for detention/retention)
- Proposed grading meets abutting property lines elevations.
- Sump pumps, roof conductors, gutters, and downspouts discharge to established water course or to storm drain. *If established water course or storm drain not available, may discharge onto ground no closer than 25 feet from the nearest property line. Existing drainage lines that connect to the sanitary sewer must be disconnected. Downspouts cannot connect to footing drains or sump pump system*
- Side yard swales must be at least one and one-half (1½') feet below adjacent building.
- Rear-to-front drainage may drain the lot in question when rear yard drainage is not practical.
- Retaining walls shall be no higher than three (3') feet.
- Patios shall be a minimum of (6") inches higher than surrounding grades.
- Easements shall be provided and existing easements shown over existing and proposed public utilities, roads, or drainage courses.
- Properties served by on-site septic system are required to connect to sanitary sewer if available.

#### Ordinance Section 7.5-3 - Specifications of grading plans

- The plan shall be submitted on 24" x 36" sheet paper
- All construction documents should be submitted in sets of 4.
- Use a scale of not less than one inch equals fifty feet (1"=50'). The scale of one (1) inch equals twenty feet (1"=20') is preferred.



# C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

- Plans must be drawn to scale
- Show the date, north arrow, scale and location map shown.
- List the name, address and telephone number of the owner and the engineer.
  
- Specify the bench mark description and location used for the development on United States Geological Survey (USGS) datum.
- Provide the legal description of the property and include a statement affirming that the property has been surveyed and the boundary corners of the property have been located and marked.
- Show the dimensions of all property lines.
- Show the location and widths of right-of-way of all abutting streets and any driveway locations abutting the street.
- Properly show and label all required zoning setbacks.
- Provide the location of all existing and proposed structures on the subject property and all existing structures within (50') feet of the subject property with tie dimensions.
- Provide the location and elevation of all existing and proposed driveways, parking areas, fences, landscape walls, retaining walls, pools, patios, decks, wetlands, ponds, streams, woodlots, floodplains, sidewalks, signs, lighting, and easements on the property.
- Note existing features to be removed or demolished.
- Show the existing and proposed ground elevations to the nearest tenth of a foot on a twenty-five foot by 25 ft. grid or by contours at one-foot intervals, including surrounding properties within 50' of subject property. *Mass grading of site is not permitted. Limited to area necessary for construction of structure and related utility and drainage improvements.*
- Provide the elevation data, to the tenth of a foot, for the proposed structure. *Finished floor elevation for new structure set within two (2') feet of finished floor elevation for existing structure. Finished floor elevation of new structure not to exceed average finished floor elevation from adjacent homes except when highest/lowest house on street.*
- Provide the Finished floor, finished grade, brick ledge, basement floor, and garage elevations for the existing structure.
- Show the brick ledge elevations around proposed structure.
- Detail the proposed method of drainage shown for property. *Elevations shall be shown for swales and size, length, slope, inverts, and elevations provided for storm sewer.*
- Show the direction of overland yard drainage indicated with arrows.



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

- Show the location, top and bottom grades, and detail of any existing and proposed retaining or landscape walls.
- Provide volumetric calculations shown for any required detention or retention.
- Show the location and size for all utility (water, sanitary, sump pump, and downspouts). *Include the location, size, and material and the location of any gas, electric, cable, telephone, etc. on the property.*
- Show the location, type, and provisions for the installation and maintenance of the on-site soil erosion control measures.

**2. Foundation Certificate: During Construction**  
**Ordinance Section 7.5-4 - Foundation Certificate**

- After placement of the foundation and prior to backfilling, a written certification from a licensed, registered surveyor or engineer, shall be submitted to the City. The foundation certification should include a general statement certifying that the first floor, basement floor, walkout, garage floor, and brick ledge elevations and horizontal placement of the foundation are properly set and conform to the approved grading plan.

**3. As-Built Plans: Upon Completion of Construction**  
**Ordinance Section 7.5-6 - Final grading approval**

- As-built plans shall be submitted to the City prior to request for a final grading inspection. The as-built grading plan shall include all information as required for grading plan approval as noted above.

Upon completion of the work in accordance with the approved grading plan, the owner or developer shall request a final approval of the site. *City Ordinance requires that the final grading plan be approved before a Certificate of Occupancy may be issued.*



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

I certify the above is complete and accurate and I understand it is the policy of the City of Bloomfield Hills that incomplete applications shall not be accepted.

Architect or Engineer Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect or Engineer Name (Printed) \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Applicant Email \_\_\_\_\_

Job Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner Email \_\_\_\_\_