

DC9 – PRIVATE IMPROVEMENT PLAN PREPARATION

DC9-001 INTRODUCTION. The following criteria have been established to provide a uniform system of plan preparation for work within the City of Gardner related to private improvements. The plan preparation criteria should be used for plans being developed for parking lot expansion permits and Land Disturbance applications.

DC9-002 GENERAL. All plans for private improvements shall be prepared by a Professional Engineer licensed in the State of Kansas and submitted to the Public Works, Engineering Division for review. Subsequent to the review, the Design Engineer will be notified of the approval of the plans as submitted, or of any necessary changes.

Private improvement plans that involve public water lines, sanitary sewer lines, storm sewer lines or street construction shall be prepared in accordance with the plan preparation requirements detailed in Section 1 of the Design Criteria.

Private improvements involving parking lot construction shall meet the requirements outlined in the Design Criteria.

Three (3) sets of private improvement plans shall be submitted to the Public Works, Engineering Division. Typically, the plans will be reviewed within ten to fifteen (10-15) working days from the date received; however, large or complicated projects may require longer review times. Once the plans are approved, one set of plans stamped Approved by the Public Works, Engineering Division, will be returned and will serve as the permit for construction.

DC9-003 PARKING LOT PLANS. The following items shall be provided on the plans submitted for the construction of a new parking lot or an addition to an existing parking lot.

- A. A location map, with north arrow, adequately showing project location in relation to major streets.
- B. General site layout to include:
 - Building location (if applicable)
 - Street names, lot and block designation
 - Parking lot setback dimension from property lines
 - An accurate tie to at least one quarter section corner. Unplatted tracts shall have an accurate tie to at least one quarter section corner.
 - Landscaping
 - Lighting
 - Erosion control
- C. All existing property lines, lot lines, street right-of-way lines and temporary and permanent easement lines shall be shown at their proper location. Street right-of-way lines and existing driveways shall be shown on both sides of the street adjacent to the perimeter of the lot.
- D. All existing and proposed utilities such as electric, gas, oil, water, telephone, sanitary sewer, storm sewer, and other applicable items shall be shown in conformance with the best information available from the owner of such facilities, or by field surveyed location.

The plan shall identify the size, material and type of construction.

- E. Existing and proposed site contours for the site shall be shown. Proposed contours shall be supplemented with spot elevations at critical locations.
- F. Limits of paving, perimeter curbing and parking stalls, including handicapped parking, and all dimensions shall be shown, including radii and other significant geometric details.
- G. A legend for the site layout detail and a sheet(s) that includes both Standard Details and project specific details. The project specific details shall include a profile view of the proposed curb(s), a section through the proposed pavement detailing pavement composition, a driveway entrance detail in accordance with the Standard Details, proposed drainage structures and any other appropriate details as required by the City Engineer.
- H. Storm drainage facilities in both plan and profile view. These views shall show inlet and pipe locations, size, material, gauge, slope of pipe, design storm hydraulic grade line and all invert and top of structure elevations. The plan sheets shall include a drainage calculation summary table identifying the pipe size and slope, pipe capacity, velocities, time of concentration, runoff coefficient, incremental and accumulated tributary acreage, rainfall intensity, and the total rainfall runoff.
- I. General construction notes as required.
- J. Erosion control designed in accordance with the latest edition of the City of Gardner's *Technical Specifications Section and Design Criteria for Public Improvement Projects*.
- K. Parking lot lighting designed in accordance with the latest edition of the Gardner Municipal Code.
- L. Landscape plans designed in accordance with the latest edition of the City of Gardner's Land Development Code.
- M. A land disturbance permit for all parking lot improvements greater than five thousand (5,000) square feet.