

**City of Vero Beach
Public Works and Engineering
Site Plan Checklist for Single Family Residences**

This checklist is to assist you, the applicant, in the preparation and submittal of information necessary for the drainage review of all residential single family permit applications. The information requested is utilized by the engineering department of the City of Vero Beach to provide protection to adjacent property owners from stormwater runoff created by new construction. It is the applicant's responsibility to ensure that all stormwater runoff is directed to an approved drainage facility and that no runoff is directed onto adjacent private property. All runoff from the site, both during and after construction, must be free of pollutants, including sediment, prior to discharge.

Required:

An accurately scaled Plot Plan of the property and proposed improvements showing the following information:

- Existing and proposed improvements located and referenced to front, rear and side lot lines;
- F.I.R.M. panel number and effective date;
- Flood zone(s) and base flood elevation, show line if multiple zones;
- Reference elevation in feet (NGVD elevation if in special flood hazard area);
- Minimum allowable floor elevation;
- Proposed floor elevation;
- Demonstrate existing and proposed property topographic information (demonstrate positive drainage in final grading plan with proposed grades);
- Finish floor elevation of adjacent structures;
- Roadway elevations adjacent to subject property;
- Existing ground elevations of adjacent properties within 25 feet of subject property;
- Locate and show all existing drainage structures or swales within 100 feet of subject property;
- Typical cross section at property lines showing transition of grades and how drainage is being kept off of adjacent properties.
- For projects one acre or greater applicants shall submit a copy of FDEP SWPPP (storm water pollution prevention plan) and NOI (notice of intent) to the COVB prior to commencement of construction.