

DRAINAGE MEMO CHECKLIST

Drainage Memos shall include the following as a minimum. The DCM Criteria must be shown to be met with the Drainage Memo. Additional information may be required to show Criteria is being met.

REPORT TEXT

1. Cover Page
 - a. Report type (i.e., "Drainage Memo")
 - b. Subdivision name matching Final Plat (or project name for capital projects)
 - c. Prepared for
 - d. Prepared by
 - e. Date prepared

2. Signature Blocks
 - a. Engineer – must be signed/stamped prior to City approval
 - b. Owner/Developer – must be signed prior to City approval
 - c. City Review

3. Introduction / Site Description
 - a. Subdivision name, land use, project description
 - b. Total site area
 - c. Justification for use of Drainage Memo format

4. Drainage and Bridge Fees
 - a. Statement that no drainage, bridge, pond land, or pond facility fees are due as the site has been previously platted



APPENDICES

5. Vicinity Map

- a. Show surrounding streets and a label for the site, should show adjacent streets, nearby drainageways, and a few major roadways
- b. Site delineated with border shown or border and hatch
- c. North arrow and scale reference

6. Site Map

- a. Property boundary with label or legend item
- b. Lot labels
- c. Adjacent development plat name labels
- d. Drainage easements or tracts with labels
- e. Contours with elevation labels
 - i. Existing contours must be shown at minimum 50-feet beyond property line
- f. Flow arrows showing general drainage directions

