



City of Westbrook
SURFACE DRAINAGE PLAN
APPLICATION

Prior to Building Permit submission Approval
from City Engineer is required

Date Received: _____

Type of Application

Residential Commercial

Project Information

Property Address: _____ Tax Map: _____ Lot: _____

Description of Project: _____

Floodplain Shoreland Zone Garage Addition Accessory Unit Other

Property Owner Information

Contractor Information

Property Owner: _____ Contractor: _____

Mailing Address: _____ Mailing Address: _____

Office Phone: _____ Office Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

SURFACE DRAINAGE

Sec. 6-35. Applications to be reviewed.

Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural watercourses, ditches or swales, whether water runs constantly or only intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets.

Show existing and proposed Contours with Spot Elevations

Signature of Applicant: _____ **Date:** _____

Owner Contractor Applicant

Approved / Denied

City Engineer: _____

Surface Drainage Ordinance Section for reference:

ARTICLE III. SURFACE DRAINAGE

Sec. 6-35. Applications to be reviewed.

Each application for a building permit for new construction or for additions to existing buildings, which involves excavation, filling or regrading of land, shall include appropriate information relative to the topography, existing and proposed grades of the applicant's land and the grade of all abutting streets. Any natural watercourses, ditches or swales, whether water runs constantly or only intermittently, must be identified and shown on plans submitted. If any natural drainage is affected by the proposed construction, the application must show how the applicant intends to provide adequate drainage to prevent any unnecessary runoff onto abutting properties and/or streets. (Ord. of 5-15-78) Sec. 6-36. Review of application by building inspector and city engineer.

Prior to the issuance of any building permit, the application for which is covered by section 6-35, the building inspector shall refer the application to the city engineer who shall review same to assure that the proposed construction will not interfere with existing drainage patterns to the detriment of abutting landowners or the city. Any proposed changes in existing drainage patterns must be approved by the city engineer. (Ord. of 5-15-78)

Guidance:

As is stated above, it is the applicant's responsibility to create a drainage plan for review by the City. There are many ways to achieve this plan.

For complex sites, an applicant can hire a surveyor, an engineer, an excavation contractor, or architect to provide such a plan. In other circumstances, an applicant may be able to provide their own plan that gives the City enough information to review. Applicants can use online GIS information, however that is not always 100% accurate as it is rough topographic information and field verification of online information is always necessary. The plan needs to include topographic lines across the parcel showing how the land will look in the post condition with elevations stated for the contractor to meet. Spot grading is also acceptable provided there is enough detail for a contractor to follow. All culverts/drainage structures need to have elevations shown on the inlet and outlets (inside base of pipe) along with size of pipe and provide dimension of how much fill will be over the pipe. This is not an exhaustive list of items to include on your plan but covers the basics.

A full boundary survey and engineered grading plan will provide the applicant with the least amount of risk, but it is not required to employ either trade to satisfy the ordinance. Ultimately, it is the applicant's responsibility to ensure there is enough information on a plan to be able to determine where the surface water will flow in the post constructed condition. If there are issues after construction, it is the responsibility of the applicant to address the situation to the satisfaction of the City.

The City's role in this process is to protect the rights of the abutting property owners in relation to any modifications made to surface water drainage that could impact their properties.