



Attention Builders/Contractors

Effective **January 1, 2017**, the Village of Harrison and Town of Harrison have contracted with Short Elliott Hendrickson, Inc., (SEH®), who has partnered with Meridian Surveying, to perform foundation elevation checks, lot grading elevation checks, and driveway elevation checks. The purpose of these checks is to ensure proper grading in accordance with the grading/drainage plan for the subdivision/development or infill development. As part of your building permit and zoning permit application packet, a Site Plan with proposed grading must be submitted (see example on back side).

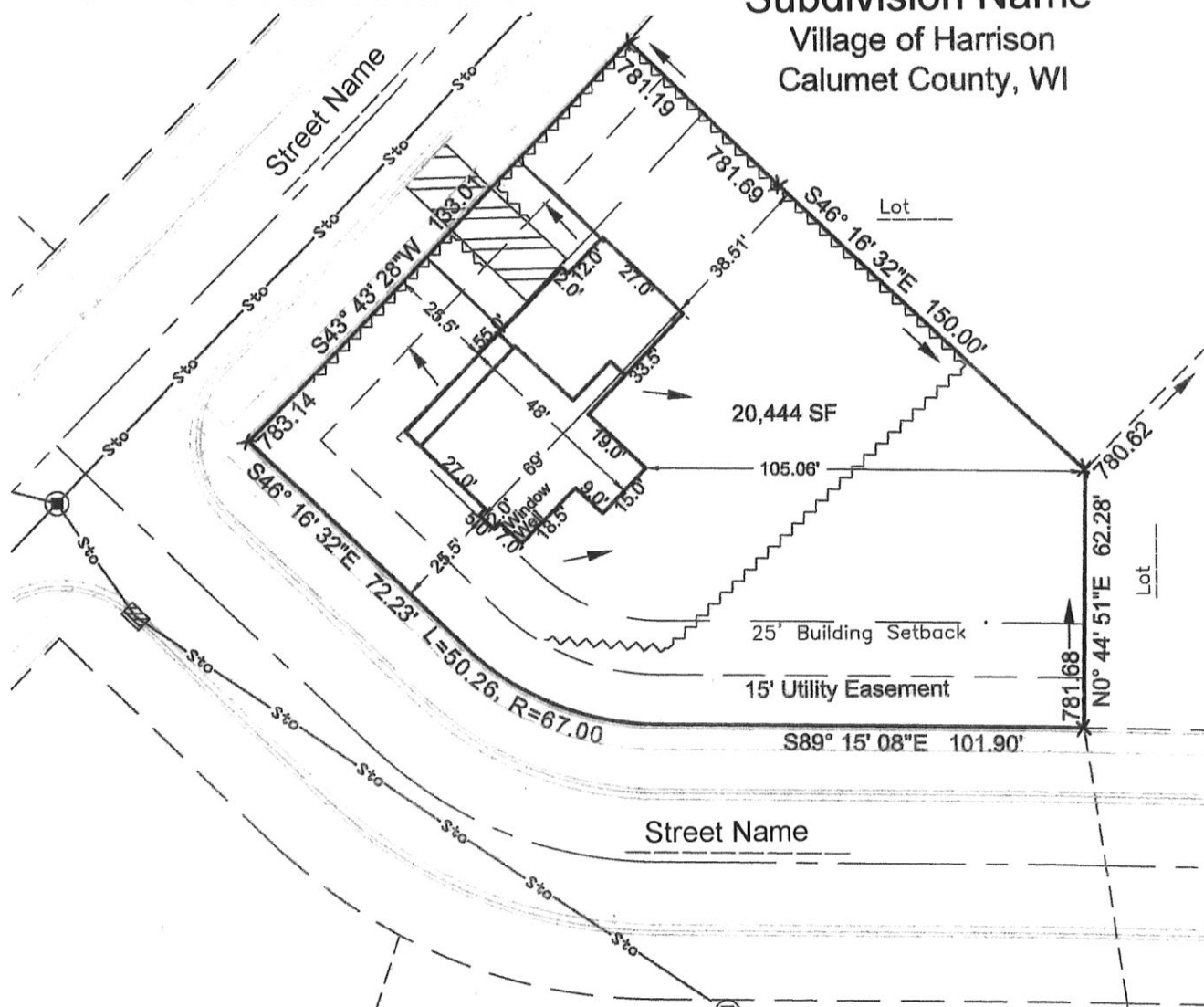
The following is an outline of the procedures that will be used.

1. A zoning permit application and building permit application is received by the Village. Such application to include the following:
 - a. Building Plans and Braced Wall Plan (where applicable)
 - b. Site Plan with lot lines, building footprint, setback distances, benchmark, proposed lot corner and midpoint grades, proposed ditch/swale grades (as applicable), proposed ground at foundation grade, proposed top of foundation wall grade, and driveway grade at right-of-way line.
 - c. Erosion Control Plan
 - d. Garner's Creek Stormwater Permit Application (where applicable)
 - e. Heat Calculations
 - f. Sanitary Permit
 - g. Signed Conditions of Approval Sheet
2. Village notifies SEH of application.
3. SEH will review Site Plan for drainage conformance with master grading plan, if available, or for consistency with adjacent properties if there is no master grading plan. Email confirmation will be sent to the Village.
4. Within 2-business days of notification, Meridian Surveying will set a temporary grade stake for the lot. The temporary grade stake will be a wood stake and lath set in the right-of-way at the corner of the lot to avoid the driveway and laterals. Lath is to include cut fill to top of foundation and top of stake elevation. Email confirmation of completion will be sent to the Village.
5. Village will notify SEH when foundation is poured.
6. Within 2-business days, SEH will check foundation height to ensure top of foundation is 8-inches above proposed ground grade at foundation (+/- 2-inches is allowable). Email confirmation will be sent to the Village. Foundation inspection will not be approved and construction may not continue until the foundation check is approved.
7. Village will notify SEH prior to final occupancy inspection.
8. Within 2-business days, SEH will check driveway elevation at right-of-way line for conformance with sidewalk elevation as part of street plans. If completed, SEH will also check lot grade elevations. Email confirmation will be sent to the Village.
9. If lot grade elevations are not completed, a Grading Permit and escrow will be required prior to final building occupancy being granted.
10. Within 1-year of Grading Permit issuance, all final lot grades and seeding shall be completed and checked by SEH. Email confirmation will be sent to the Village.

Example Drainage/Grading Plan

Lot

Subdivision Name
Village of Harrison
Calumet County, WI



LEGEND

- 000.0 Benchmark (identify location)
- 000.0 Grade at Foundation
- 000.0 Proposed Top of Wall Elevation (+/- 8-in. from grade at foundation)
- 000.0 Driveway Grade at ROW
- x 000.00 Proposed Grade
- Direction of Drainage
- ~~~~~ BMP's for Erosion Control
- Lot Corner
- ▨ Proposed Tracking Pad
- ⊛ Proposed Inlet Protection

Notes:

The shown location of Best Management Practice (BMP) for erosion control based upon final drainage pattern. Addition BMP's shall be placed where necessary during construction, dependent on existing site conditions.

Dimensions are to the exterior foundation wall, not including the brick ledge.

Setback Requirements
Front: 25'
Rear: 25'
Sides: 7.5'

Site Plan For: