

## Drainage/Grading Plan Process and Guidelines

The Village of Harrison contracts with McMahon Associates as the Village's Engineer, to perform foundation elevation checks, lot grading elevation checks, and driveway elevation checks. The purpose of these verifications 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 the example on the next page).

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

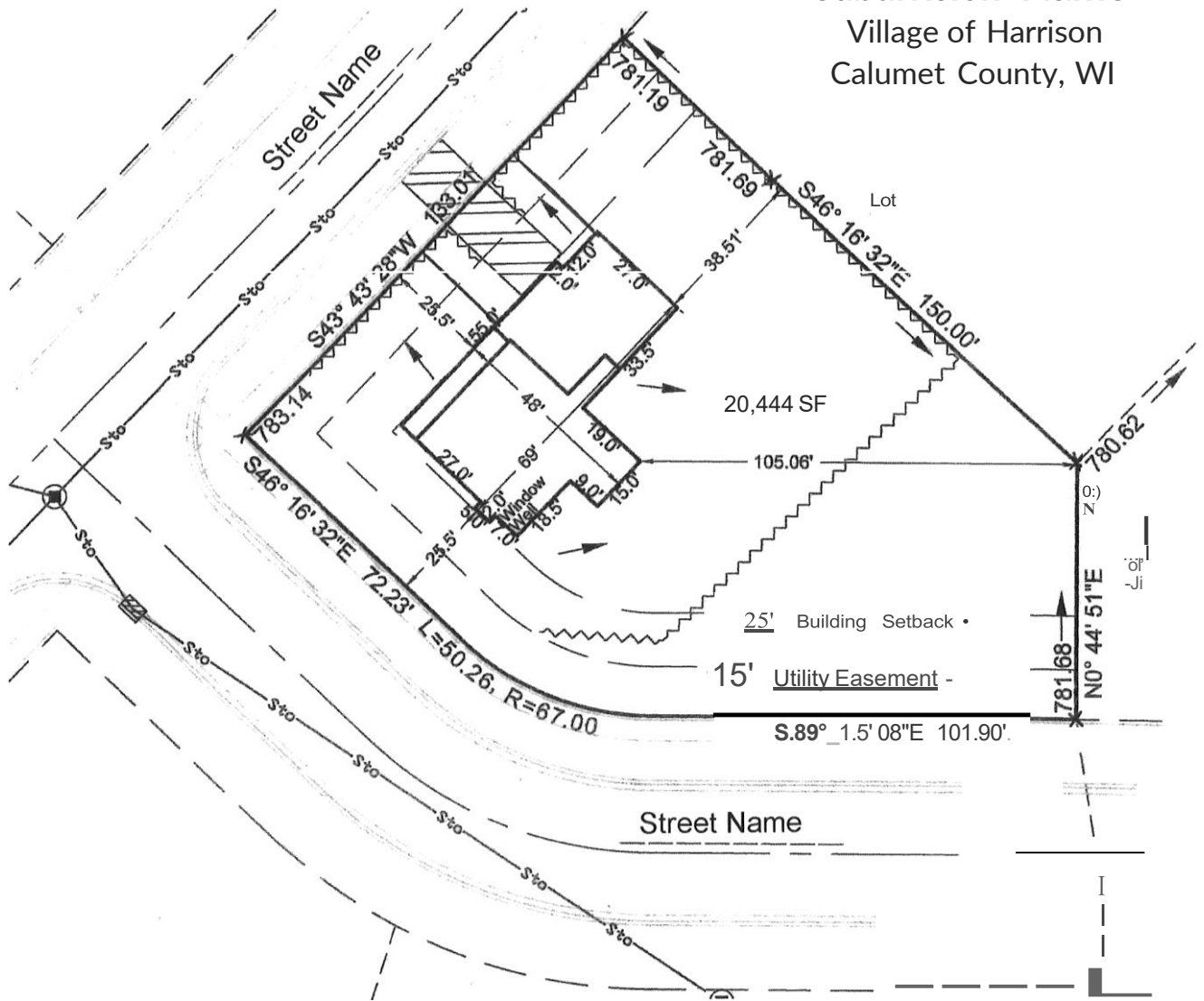
1. A zoning permit application and building permit application is received by the Village. Such application to include the following:
  - a. Building Plans and Braced Wall Plan (where applicable)
  - b. Site Plan with lot lines, building footprint, setback distances, benchmark, proposed lot corner and 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. Water/Sanitary Permit
  - f. Signed Conditions of Approval Sheet
2. Village notifies McMahon of application.
3. McMahon 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. McMahon 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. McMahon will contact the Village when completed.
5. The village will notify McMahon when the foundation is poured.
6. McMahon will check the foundation height to ensure the top of the foundation is 8 inches above the proposed ground grade at the foundation (+/- 2 inches is allowable). An email confirmation will be sent to the Village. Foundation inspection will not be approved, and construction may not continue until the foundation check is completed and approved.
7. Builder/Owner will contact the building inspector for an occupancy permit. If the final grade is not complete at the time of occupancy a \$1,500 grading escrow is required.
8. Village staff will check driveway elevation at the right-of-way line for conformance with sidewalk elevation as part of street plans. If completed, Village staff will also check lot grade elevations.
9. If lot grade elevations are not completed, a Grading Permit and escrow will be required before final building occupancy is granted.
10. Within one year of Grading Permit issuance, all final lot grades and seeding shall be completed and checked by Village staff and if inspection is passed, escrow will be returned.

# 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

-v/v/v- BMP's for Erosion Control

O 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: