



Checklist for Retaining Wall Permit Drawings

General

- ⊕ Attach Owner or Engineer Certification - completely filled out
- ⊕ Scaled drawing on 8½" x 11" paper format (or pre-folded to same or smaller)
- ⊕ Legible print for ALL text (min. 0.08")
- ⊕ Street address and subdivision name, lot number and block or unit, land lot and district numbers
- ⊕ Date of plan
- ⊕ North arrow and scale
- ⊕ Professional Engineer's seal and signature required on any wall higher than 8 feet
- ⊕ Show 100-year flood plain
- ⊕ Show existing grading and proposed grading plan with contours and spot grades
- ⊕ Show State Waters, if any, and associated buffers measured from the top of bank
- ⊕ Show all buffers of any type, no improvement setbacks, and landscape strips on the lot/property
- ⊕ Show all drainage, sewer, access, flood, detention pond, private or other easements on the lot
- ⊕ Show location and protection limits of any specimen trees
- ⊕ Show tree save limits, (if applicable)
- ⊕ Show limits of construction/disturbance on the subject property

All Walls

- ⊕ Provide nominal wall thickness dimensions at top and bottom of walls
- ⊕ Show footing dimensions in plan and section
- ⊕ Provide wall section
- ⊕ Provide surface drainage at top of wall

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- ⊖ Provide toe drains, weepholes, as applicable
- ⊖ State required (applied) soil bearing pressure (PSF)
- ⊖ Indicate railings where required by code

For Mechanically Stabilized Earth Walls, Geogrid, Etc.

- ⊖ Indicate modular unit manufactured with product type/specification
- ⊖ Provide wall profile or section(s) showing reinforcing layers
- ⊖ Show/specify reinforcing/grids strength by ASTM or manufacturer designations
- ⊖ Specify all backfill zones and materials

For Cast-In-Place Concrete Walls

- ⊖ Provide rebar schedule, details, sizes, bends
- ⊖ Provide step footing detail, if applicable, with reinforcing details
- ⊖ Indicate veneer, if any
- ⊖ Specify concrete strength, cement type
- ⊖ Show cold joints, shear keys

For Timber Walls

- ⊖ Show/specify timber dimensions, timber treatment, (creosote, etc.), tieback system
- ⊖ Detail nailing/pin/rebar connections and material sizes/specs
- ⊖ Indicate wall batter from vertical

PROJECT NAME: _____ **LDP #** _____

DATE SUBMITTED: _____ **SEWER BASIN:** _____

APPLICANT: _____
PRINT NAME SIGNATURE

FIRM: _____ **PHONE:** _____

ACCEPTED/DENIED FOR CDS: _____