



Papillion Building Department
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Papillion NE 68046
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www.papillion.org

CIVIL SITE PLAN GUIDANCE DOCUMENT

The following information is being provided as a minimum guidance document for applicants submitting for a City of Papillion Commercial Building Permit. Generally speaking, all items should be provided on the plan sheets or formally addressed as not applicable in a cover letter accompanying the permit applications. Plans that do not show or do not formally address said items shall be commented as such during permit plan review and shall be returned for correction, delaying the plan review process. The permit holder shall take pre-development photos, routine construction photos and post development photos and shall supply those upon formal request by the City of Papillion and within 48 hours. The following information and sheet designation shall be highly encouraged in order to ensure a timely plan review and not incur delays and potential re-review fees:

General Information Required on All Sheets:

1. Graphical scale and north arrow. The use of architectural scales for civil plans is acceptable, however it is not encouraged.
2. Symbols and legend.
3. Nebraska state law requires that any building project that will exceed the square footages defined in the E&A Regulations Act must be designed by an architect and/or professional engineer. Refer to www.ea.state.ne.us for requirements. Projects that qualify must provide plan sets sealed, with signature and date, by a licensed professional registered in the State of Nebraska.
4. "One-Call/Call Before You Dig" information.
5. Completed title block including drawing number, title and drawing scale.
6. Revision history completed and clearly shown within all plan sheets using a reasonable numbering system and revision clouds, as required.

Cover/Title Sheet (C1-0):

1. Project Name and address. (Note: Address on final approved drawing set should match the building permit address)
2. Name, address, phone number and email of Applicant.
3. Name, address, phone number and email of Owner.
4. Name, address, phone number and email of Engineer/Architect. (Note: If engineer is not the same as that signing and sealing plans provide both).
5. Name, address, phone number and email of General Contractor.
6. Legal description of property identifying current lot number and subdivision name at a minimum.
7. Project benchmark which displays benchmark description, elevation and corresponding datum.

8. Sheet index which displays sheet number and corresponding sheet title.
9. Vicinity Map/Location Map label all adjacent streets with City designated names.
10. Local utility plan coordination and contact information to include:
 - a. City of Papillion
 - b. Cox Communication
 - c. Qwest Communications
 - d. Black Hills Energy
 - e. Omaha Public Power District (OPPD)
 - f. Level 3 Communications (if applicable)
 - g. Sprint (if applicable)
 - h. Others (if applicable)

Existing Conditions Plan (C2-0):

1. Existing and proposed zoning for the property being developed tabular format.
2. Adjacent property owner names and existing zoning.
3. Existing and proposed land use for the property being developed in tabular format.
4. Site boundary displaying property lines and traverse data, easements lines, and right-of-way lines on both sides of the street.
5. Adjacent street name or alley label.
6. Adjacent right-of way width.
7. Existing driveway locations on both sides of the street.
8. Existing street light locations on both sides of street.
9. Existing sidewalk locations and width both sides of street.
10. Existing pavement extents and material type noted as Asphaltic Pavement or Portland Concrete Pavement.
11. Existing structure locations with dimensional ties.
12. Existing utility locations displaying both private and public and above ground and below ground utilities. All piping shall need to show at a minimum the pipe locations pipe sizes, pipe material and direction of flow. All utility structures shall need to show at a minimum, invert elevation of all pipes entering, rim elevations, lip opening elevations, dimensional sizes of openings or grate information, type of structure and material of structure. For storm sewer, sanitary sewer, or any other gravity flow utility, upstream and downstream structures as well as slope and length to each shall be shown on this plan.
13. Existing topography for the entire property and extending the full width of all adjacent right-of ways. Additionally, off-site perimeter topography shall be shown to the extent necessary to show the relationship of the surrounding property to the site. (Note: It is the responsibility of the applicant to acquire all necessary access to adjacent property to avoid illegal trespassing). Contours shall be show at a minimum of 2-foot intervals but may be required to shown at less on sites with minimum relief. All contours shall be clearly labeled on the plan and flow directional arrow shall accompany contours.
14. Existing drainageway features with the minimum drainageway easements per the Papillion Creek Watershed Stormwater Management Policies, latest edition.
15. Pertinent plan notes as applicable.

Removal Plan (C3-0):

1. Removal limits of existing structures. If structures are too be relocated off-site all applicable permit documentation required by city, county, state of federal government shall be submitted with this permit as well as the destination location of the structure.

2. Removal limits of existing pavements and sidewalks. If necessary street or sidewalk closures are required, a separate traffic control plan and/or a temporary pedestrian access plan shall be submitted with the demolition plan. The City of Papillion Building Department and Public Works shall be given at least 10 days notice of anticipate closure date and reserves the right to request modification at any time and for any given reason and at no expense to the City.
3. Removal limits of existing utilities. If utility outages are required for connection and/or relocations, a detailed plan and schedule of outage times and durations shall be required. Outages can disrupt day to day residential and commercial activities, therefore; the City of Papillion reserves the right to request modification at any time and for any given reason and no expense to the City.
4. City of Papillion Demolition Permit Number and/or accompanying permit application.
5. Debris and material disposal or recycling location. Clearly identify any hazard waste materials and appropriate disposal plan. The City of Papillion reserves the right to request a formal environmental study (Phase I/Phase II) on a case by case basis should they feel it is necessary.
6. Demolition safety fencing location specifying height, material and durations of fence.
7. Pertinent plan notes as applicable.

Site/Paving Plan (C4-0):

1. Show all relative existing site plan conditions that will be impacted by the development. Note: Site plan features shall not include topography, spot elevations etc.
2. Show and label setback lines, landscaping setbacks and required buffer yard setbacks and how they relate to proposed plan. Identify any setback adjustments as currently allowed by City of Papillion zoning guidelines (architectural projections, patios, decks etc.).
3. Show, label, and dimension all proposed site plan features including but not limited to curb and gutter, parking lot pavement, sidewalks, curb ramps, bollards, curb radii, drive aisle, parking spaces (including ADA stalls and loading zones), pavement markings (color and width), traffic control signs and post details (posts shall match those within the Shadow Lake Towne Center Development), monument signs, buildings (including all door locations), building address, transformer location and screening, dumpster location and screening, storm sewer inlet locations, public street names, fencing, parking lot lighting poles (with photometrics), retaining walls, above grade utility structures, and any other site amenities (bike racks, benches, trash receptacles, etc.). Details shall be shown on this plan or clearly referenced to a detail sheet. Check horizontal and vertical sight distances as applicable.
4. Pedestrian and traffic circulation movement plan. This plan shall include delivery and/or trash pick-up turning radius and direction traffic flow as well. ADA accessible routing shall be clearly marked and called out on this plan and grades shall be checked and referenced on grading plans. The City of Papillion reserves the right to request a formal traffic impact study on a case by case basis should we feel it is necessary. The study area limits shall be coordinated with the City of Papillion prior to any study work being performed.
5. Site development regulations comparison in tabular format showing that which is required and that which is being proposed within the submitted plan. The table shall include but shall not be limited to building height, impervious coverage, lot width, building coverage, lots size, floor area ratio, etc. If the development is part of a mixed use area and specific mixed use development regulations are required these too must be shown

on the site plan. A copy of the architectural design guidelines shall be provided by the applicant and attached to the drawings.

6. Parking count comparison in tabular format showing that which is required and that what is proposed within the submitted plan. The table shall include the same information for ADA accessible parking as well.
7. Pertinent plan notes as applicable.

Grading Plan (C5-0):

1. Show all relative existing site plan conditions that will be impacted by the development. This plan shall include existing site topography and/or spot elevations as applicable.
2. Show any required over-excavation or surcharge recommended by a geotechnical engineer. Note: A geotechnical report shall be required with each building permit submittal unless multiple permits are being issued separately for large common plan of development or master planned developments, which in that case, the original geotechnical report number and date shall be clearly noted on the plan. If a number of supplements are required due to unforeseen changes to the development, the City of Papillion reserves the right to request a revised report comprehensively including all revisions.
3. Show and label all proposed contours (existing and proposed), finished floor elevations, detailed spot elevations, high points, low points, other grade changes or breaks, direction storm water flow arrows, benchmark location, utility adjustments to final grade, major overland flow courses (100 year event) and storm water inlets. Spot elevations shall be required at a minimum at all building corners, storm inlet locations, ADA parking stalls and unloading zones, ramps, stairs, door locations, structural stoops, curb lines (50 foot intervals at a minimum), curb return, retaining walls (top and bottom of wall elevations) and flood zone designation (with proper annotation based on Federal FIRM maps).
4. Profiles and cross-sections plans may be required upon request by the City of Papillion if it is felt they are necessary to properly represent site topography.
5. Each building permit which disturbs larger than one acre shall be required to have its own grading permit which shall meet all requirements of the City of Papillion and Papillion Creek Watershed Partnership (PCWP). If the project is part of larger common plan of development which currently has an open permit, the permit number shall be clearly and boldly noted on the plan. All modification paperwork shall be filed and an execute agreement with the original permit holder to allow the project to continue under the original permit shall be supplied to the City. Modifications shall still include all the criteria listed in the storm water pollution prevention plan site map (SWPPP-SM) preparation guidelines as well as a storm water pollution prevention narrative (SWPPP-N) specific to the project being permitted.
6. Each building permit which creates, adds or replaces at least 5,000 square feet of impervious surface area shall be required to provide a Post-Construction Storm Water Management Plan (PCSWMP). All application, agreements and required paperwork can be found at www.papillion.org/building_permit_applications.cfm. If the project is part of larger common plan of development in which a regional facility has been proposed, the building permit applicant must provide the build-out percentage of which this project, once completed, would provide in relationship to the entire plan. If this project qualifies as the 75% build-out requirement for a regional facility, provisions for the regional facility construction shall be required prior to issuance of the building permit.

7. Each building permit shall be required to provide a separate floodplain development permit if applicable.
8. Pertinent plan notes as applicable.
9. ADA accessible routes shall be clearly indicated and labeled on this plan showing appropriate longitudinal slopes and cross-slopes.

Utility Plan (C6-0):

1. Show all relative existing site plan conditions that will be impacted by the development. Note: Site plan features shall not include topography, spot elevations etc. but shall include all utilities that shall be connected to as well as easements.
2. Show and label all proposed utility structures (invert elevations, rim elevations, size and material), utility piping (distance, size, material and slope), irrigation sleeves under pavement, meter sizes and location, grease traps, tap locations, backflow preventers, easements, crossing conflicts, water/sewer separation and future stub locations. Structures and piping labels shall include a unique numbering or lettering identifier that corresponds to the design computations for easy identification. Utility structures shall include but shall not be limited to, fire hydrants, post indicator valves, gate valves, water meters, meter pits, manholes, clean-outs, curb inlets, area inlets, catch basins, grease traps, backflow preventers, transformers, switch gears, backup generators and gas meters and shall be adjusted to finished grade.
3. Utility plan and profile sheets shall be required as part of the utility plan sheet set for storm sewer, sanitary sewer and water. Profiles shall include existing grade profile and elevations, proposed profile grade and elevations, utility crossings, structures (showing rim elevations, invert elevations size and material), piping (showing distance, size, material and slope).
4. Storm sewer design calculations and drainage map specific to the project. The map should display on-site/off-site drainage basins and sub-basins as applicable and should also include pipe and structure labels corresponding to the calculations. The calculations shall meet the design standards as outlined in the Omaha Regional Stormwater Design Manual and should include at a minimum, inlet computations, piping computations, major storm event computations and channel computations.
5. Site electrical plan displaying light pole and/or building mounted light locations as well as photometrics displaying foot candles and coverage area.
6. Pertinent plan notes as applicable.

Landscaping/Hardscaping Plan (C7-0):

1. Calculations of the entire site area, the area required for landscaping by this ordinance, including Street Landscape Borders, streetyards, public right-of-way, bufferyards, and perimeter and interior parking lot landscaping; and the required quantities of trees, shrubs, ground cover, and other materials required within these landscaped areas.
2. Overall site plan, indicating location of major site features, structures, parking, site circulation, public streets and rights-of-way, pedestrian circulation, site amenities, berms, trash receptacles, bike racks, flag poles and other features.
3. Existing plant materials, including location, size, species, and condition, and indication whether existing materials will remain or be removed.

4. Planting plan, including location of all materials, size, and scientific and common name of each material. The planting plan includes the location and type of all ground covers, including non-living materials, and all other landscape features and structures.
5. Location and design of all screening elements required by this ordinance.
6. Lawn irrigation plan designating, supply line locations and size, watering zones and spray coverage areas, head locations, backflow prevention and other relevant details.

Details (C8-0):

1. Show actual standard plates as applicable to the project. Check cross-references of call-outs in other sheet to verify they correctly make appropriate sheet.
2. Pertinent plan notes as applicable.

If additional sheets are required to clearly display all information, alternative bid items, or revisions, the sheet designation shall follow in numeric order. For example, if an additional plan sheet for grading is required, the next sheet shall be designated as C5-1 or if plan specifications are being provided on a plan sheet, the next sheet designation after the details shall be designated as C9-0 and so on.

In order to better serve our community the applicant is encouraged to provide, prior to the certificate of occupancy one (1) hard copy set and/or (1) electronic set (PDF format) of as-built record drawings on each plan sheet for all site construction completed under this permits. As-built record drawings should reflect actual field measured and inspected conditions, as applicable. It is encouraged to provide as-built drawings showing at a minimum rim elevation on inlets, catch basins, manholes, detention vaults and other special structures, invert elevations of all pipes within inlets, catch basins, manholes and detention vaults, linear distance and pipe material used along storm sewer from structure to structure, re-calculated pipe slope based on invert-to-invert elevation along the linear distance between structures, horizontal ties to all inlets, catch basins and manholes, If you have questions regarding any of the informational requirements please contact Jeff Thompson at (402)898-9092.