

Runoff Management Plan Transmittal

General Information			Version # _____		
Developer/Owner		Surveyor			
Subdivision Name		Engineer			
Location Address		Number of Lots			
Ward, Section, Township, Range		Avg. Lot Acreage			
Acreage		Sewer Disposal Type	Individual / Community		
Water Supply Type	Private / Individual / Public	Sewer Ownership	Private / Public		
All items are required to be answered. If marked N/A, provide a comment. Use additional sheets for comments as needed.					
Planning		Yes	No	N/A	Comments
1. Preliminary Plat approval					
2. 4 hard copies of documents					
3. 2 electronic copies of documents following CPPJ naming convention					
a. Development name (Phase#) - submittal v# - document type					
1. Subdivision (Phase 1) - Eng Plans v1 - Transmittal Letter					
b. Include CAD drawings or other files necessary for review					
Resubmittal Requirements:					
4. Submittal version number					
5. Comment response letter					
6. Revision(s) clearly marked on all documents					
Waivers					
7. Will not alter the existing natural characteristics of the site					
8. Not more than 20% impervious area					
9. Less than 2 acre development					
Requirements					
10. Overall watershed map					
a. Boundaries delineated using latest LIDAR					
b. 1' topographic site contours within development boundary					
c. Delineated drainage areas involved including offsite watershed areas					
1. Acreage shown					
d. Slope of each drainage area to the entry/exit point of development					
e. Travel length of each drainage area to the entry/exit point of development					
f. Existing land use and vegetative cover for all drainage areas					
g. Utilize watercourse labeling adopted by parish stormwater master plan					
h. Delineated 100yr flood zones including					
1. Regulatory floodways					
2. Coastal high hazard areas					
i. Overall view of drainage and ultimate drainage disposal map to include the limits of the watershed downstream of development to the point where said development is less than 10% of the entire watershed					
11. Survey Data					
a. Existing water course and downstream drainage structures within study limits					
1. Watercourse x-secs at adequate intervals to define hydraulics					
2. Drainage structure x-secs					
a. Upstream					
b. Downstream					
c. At structure					

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		Yes	No	N/A	Comments
	3. Stream x-secs to be tied to LIDAR for full x-secs				
b.	Location				
c.	Description				
d.	Elevation references				
12. Development drainage layout plan					
a.	Proposed layout of development				
b.	Various drainage areas based on conceptual design and proposed layout				
c.	Offsite drainage areas at entry points to development				
	1. Pre-development discharge rates				
	2. Post-development discharge rates				
d.	Delineated				
	1. Flood zones				
	2. Regulatory floodways				
	3. Coastal high hazard areas				
	4. Highest recorded inundation				
e.	Existing/Proposed				
	1. Drainage patterns				
	2. Slope and travel length				
	3. Estimated peak discharge rates				
	4. Ditches				
	5. Culverts				
	6. Other features/structures				
	7. 1' Contours				
	8. Stage-storage curves				
	9. Drainage/maintenance easements				
13. Detailed findings					
a.	Executive summary identifying				
	1. Results and conclusions of analysis				
	2. Recommend provisions for any required actions				
b.	Clearly describe the				
	1. Methodology				
	2. Data				
	3. Assumptions				
c.	Meets latest CPPJ approved/published drainage design standards				
d.	Calculations				
	1. Clear/concise step-by-step calculations				
	2. Topographic data				
	a. Existing ground elevations				
	b. Cross sections of all drainage features				
14. Additional information					
a.	Include all pre/post inflow/outfall hydrographs that consider				
	1. Retention				
	2. Detention				
	3. Watercourse routing				
b.	Indicate capacity of all				

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	Yes	No	N/A	Comments
1. existing/proposed features				
a. pre development discharge				
b. post development discharge				
c. Boundary conditions for HGL analysis at upstream/downstream limits				
1. Type of flow (super critical / subcritical)				
2. 10yr water surface elevation (WSEL)				
d. Hydraulic water surface calculations				
1. 10yr water surface elevation above pre/post development conditions				
2. If above existing banks, provisions to reduce/mitigate impacts				
3. Fill mitigation below 10yr WSEL balanced in stage-storage curves				
15. Water surface profiles				
a. Existing based on				
1. Natural channels				
2. Culverts				
3. Bridges				
4. Other natural features				
b. Developed based on				
1. Existing features to be removed				
2. New channel geometry				
3. Proposed culverts/storm drain systems				
4. Fill placed within over-bank flow in existing channels				
c. No negative impacts to existing WSEL at any point				
16. Specific considerations				
a. Natural drainage features shall not be used unless				
1. Parish engineer or designee approval				
2. incorporated into permanent platted design				
a. Appropriate easements				
b. Designations				
b. No portion of watershed diverted to adjacent watershed				
c. No negative impact to existing WSEL by alterations to existing conveyances				
17. Document standards				
a. Sheet sizes - scales				
1. 11"x17" - Max 1"=50'				
2. 22"x34" - Max 1'=100'				
3. 24"x36" - Max 1'=100'				
b. Minimum text size shall be 0.07 times the printed scale				
Fill mitigation				
18. No net loss in stage-storage relationships for 10 yr and 100yr storms				
19. Delineated 100yr floodplain elevation on pre-development 1' contours				
20. Post development 1' contours				
21. Post development fill volume to be deposited 100yr flood elevation				
22. Watershed boundaries are to be included				
23. Dirt volume removed from ponds below normal wsel cannot be credited				
24. Offsite offset of fill must be in the same watershed and raise				
25. no more tan 1' above BFE				

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	Yes	No	N/A	Comments
26. Fill above natural ground shall not be placed any closer than 5' from the property line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Exemptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Fill does not exceed 6" above natural ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. 10% of total calculated fill volume may be exempted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I, _____, certify this submittal includes all required information per this checklist. I understand that incomplete or incorrect submittals may be rejected. I understand this submittal is the minimum necessary for review and additional documentation may be requested by Police Jury staff. As per the Calcasieu Parish Code of Ordinances, the Director's recommendation will be issued within twenty (20) working days of each submittal, excluding legal holidays, after determination of submittal completeness.

Signature/Date: _____