



Digital Data Submission Standards (DDSS) Checklist

Permits Issued From February 2011 – 1/10/2019

Applicable to:

- Platted subdivisions
- Industrial sites of 1 acre or more
- Commercial sites of 1 acre or more
- Public infrastructure (any asset that is or will become infrastructure that is maintained by the City)

Required documentation includes:

- Plans**
 - Stamped & signed by a Professional Engineer or Land Surveyor registered in the State of Indiana, and which must include:
 - Building pad elevations
 - Structure inverts, pipe inverts, top-of-castings, and the flowline of rear and side yard swales at 50-foot intervals (or at lot lines, if a lot line is less than 50 feet from the last interval)
 - Horizontal alignment of storm drainpipes, culverts, BMPs, streets, and storm drain structures, to a minimum accuracy of +/- two (2) feet. All BMPs must be located by Indiana State Plan Coordinates.
 - The as-built survey of all detention/retention facilities as well as the as-built profile of all drainage conveyances (ditches, swales, etc.)
 - The horizontal location and/or bank cross sections for all detention and retention facilities, or other information sufficient to verify that the structure provides the required minimum runoff storage volume
 - A tag reference to the operations and maintenance manual as required for stormwater structures

Record drawings shall be submitted as both digital copies and either blue-line copies or original mylars. The digital submittal shall be in a format compatible with the Indianapolis Mapping and Geographical Infrastructure System (IMAGIS) database.



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- O&M manuals** (recorded with the final plat) and which must include:
 - Detention
 - Stormwater quantity BMPs
 - Stormwater quality BMPs