



RETAINING WALL SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

All Permits:

- Site Plan** drawn to scale
Must include the following:
 - Graphic scale, North arrow, Vicinity map, name/contact information of preparer
 - 14-digit Assessor's property tax account number, project address and legal description
 - All property lines and their dimensions.
 - Areas within 50 feet of the proposed retaining wall/rockery, even if that includes adjacent properties
 - All structures, including existing retaining walls and rockeries, within 50 feet of the proposed wall/rockery
 - Existing topography with contour lines at two-foot vertical intervals. Topographical data obtained from public records is acceptable
 - The location of the proposed wall/rockery with all dimensions necessary to describe its location, depth, and height.
 - Location of utility services (gas, water, sewer, power, telephone, septic, and underground storage)
 - Natural drainage ways, method of drainage for surface water run-off and downspout discharge
- Wall Design Drawings**
Showing:
 - Height of wall(s)
 - Materials which will be used to construct the wall(s)
 - Design of wall(s)
 - A cross-section showing the wall/rockery and provisions for drainage

Additional Items for Type 2 Permits

(or if necessary for Type 1 as determined by the Building Official):

- Geotechnical Report**
- Structural Calculations**
- Drainage system behind wall**