

REPORT CHECKLIST AND OUTLINE

PRELIMINARY DRAINAGE REPORT

CHECKLIST	OK	NA
Typed text		
Size: 8½ x 11" format		
Bound: Use bar or spiral binder or staple. Do not use a notebook.		
Title Page: Name of report and preparer, date of preparation and revision (if any)		
Exhibits: Maximum 11" high and 32" wide, bound in report and folded as required to 8½"x11" size		
Maps attached to or contained in the report: Vicinity Map and Preliminary Major Basin Drainage Map		

OUTLINE

- I. GENERAL LOCATION AND DESCRIPTION
 - A. Site and Major Basin Location
 1. Streets in the vicinity
 2. Development in the vicinity
 - B. Site and Major Basin Description
 1. Acreage
 2. Ground cover types
 3. Hydrologic soil types
- II. EXISTING DRAINAGE CONDITIONS
 - A. Major Basin
 1. General topography, drainage patterns and features, canals, ditches, wetlands
 2. Previously determined 100-year floodplains
 - B. Site
 1. Historic drainage patterns
 2. Inflow characteristics from upstream
 3. Discharge characteristics to downstream sub-basins
- III. PROPOSED DRAINAGE CONDITIONS
 - A. Changes in Drainage Patterns
 1. Major basin
 2. Site
 - B. Maintenance Issues
 1. Access
 2. Ownership and responsibility
- IV. DESIGN CRITERIA & APPROACH
 - A. General Considerations
 1. Previous drainage studies performed for the area
 2. Master planning issues (large scale considerations)
 3. Constraints imposed by site and other proposed development
 - B. Hydrology
 1. Design storms and precipitation
 2. Runoff calculation method
 3. Detention/retention basin design method
 4. Parameter selection procedures
 5. Analysis and design procedures
 6. Justification of proposed methods not presented or referenced in SWMM
 - C. Hydraulics
 1. Hydraulic calculation methods
 2. Parameter selection procedures
 3. Analysis and design procedures
 4. Justification of proposed methods not presented or referenced in SWMM

COMMENTS

1. No calculations are required for the Preliminary Drainage Report.
2. It may not be necessary to cover all of the above topics, but the report should address all concerns applicable to the proposed project, even issues not identified above.