



POLICY CLARIFICATION

SUBJECT: DRAINAGE MEMO

DATE: MARCH 1, 2017 (REVISED 8/22/17)

POLICY:

Exhibit 4-5a. Guidelines for a “Drainage Memo”

This format is designed for the “Drainage Memo” which can only be used for a property for which a complete Final Drainage Report has previously been approved by the City Engineer and no changes from the approved report are proposed. The “Drainage Memo” is submitted in lieu of a Drainage Letter.

The “Drainage Memo” must include the following:

Cover sheet

- Subdivision Name and the name of the previously approved Subdivision Name.
- Date of preparation
- Name of Engineering firm preparing the memo
- Name of Developer for whom the memo is prepared.

Signature Page

- Engineer’s Statement
- Developer’s Statement
- City Acceptance Statement

Body of the report shall include:

- General description of the project
- Justification for use of Drainage Memo format.
- Statement that no drainage, bridge or pond fees are due as the site has been previously platted.

Attachments shall include

- Vicinity Map
- Site Map reflecting the area associated with the report body.