



April 21, 2014

MEMORANDUM

Revised February 25, 2025

Bulletin G-02-14 (G01-08 Revised)

To: All Permit Applicants
From: Ellyn Cavin, P.E., Chief, Development Services Division
Subject: **Grading and Slab Elevation for In-Fill Lots**

Previous Bulletins have addressed the grading and slab elevation for lots in engineered subdivisions. With an engineered drainage plan and required Form Board Certification, this has significantly helped reduce drainage problems in these areas. However, we are continuing to have drainage problems on small in-fill lots where fill is brought in, and the distance from the structure to the property line is not significant.

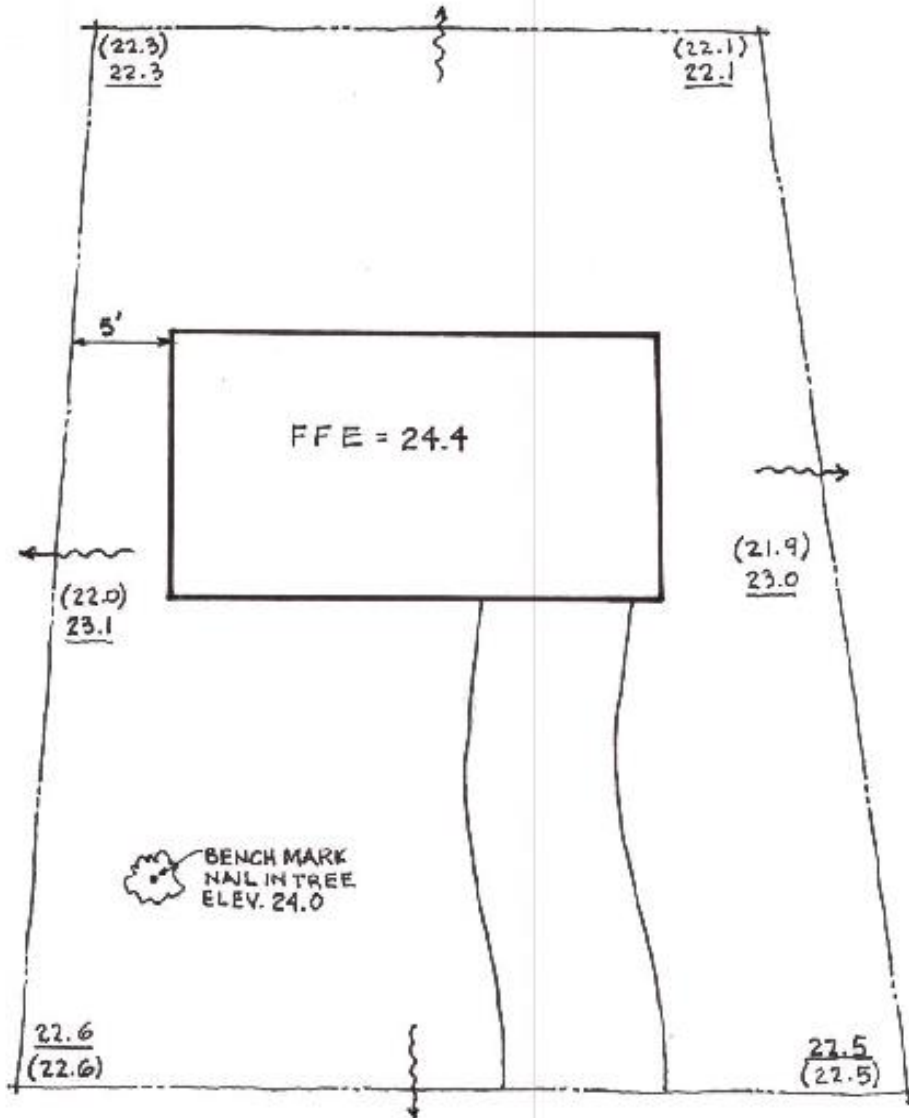
Therefore, effective for all permits submitted on or after May 30, 2014, the following requirements will be mandatory for permitting a new house on any in-fill lot, where the distance from any part of the structure to the property line is less than forty (40) feet:

1. The site plan must show the pre/post development drainage conditions. This shall include the existing and final elevations (by registered surveyor) at all corners of the lot and midpoints, proposed slab elevation, and benchmark. Benchmark may be set at 0.00 or 10.00, etc. On all sides of the lot (including front and rear) a drainage arrow shall be shown which indicates the existing direction of surface flow, either toward the neighboring property (or street) or toward the lot of construction. See attached sample.
2. If the distance from any part of one side of the foundation of the home to the property line is less than twenty (20) feet, **OR**; the proposed finished floor elevation is more than two (2) feet above existing grade:
 - A. A stem wall foundation must be used, **OR**,
 - B. An engineered drainage plan provided and approved by Development Management Services (DMS),
3. A Form Board Certification Form (see attached) must be available for the inspector at the slab inspection. The elevation of the slab may vary from minus 0" to plus 6" from the approved slab elevation. Any variation more than this must be approved by DMS.

Remember, if the lot is located in a flood zone, a certified survey must be provided establishing the site elevations to NAVD88. **This is required no matter where the building is located on the lot.**

Please keep in mind, no matter how close the building is to the property line, State law requires that the water coming to your property must be handled by your property. If the existing condition brings water from one side and relieves it out the back, the final conditions should work similarly. You cannot add fill and push the water to the neighboring property unless it went there in the predevelopment condition.

(21.9) EXISTING ELEVATION
23.0 PROPOSED ELEVATION
~~~~~> EXISTING DIRECTION OF FLOW



SAMPLE