This checklist is to assist Pima County Regional Flood Control District staff in completing a review of project drainage information and to help assure consistent reviews. The checklist is provided as a courtesy to the public. It is not a substitute for professional judgment or complete text of codes, policies and design standards. Submitting the items summarized by the checklist does not insure project approval. Additional site-specific information may be required.

Project Name ____________________________________________                  Project Number ________________________

REFERENCE DRAINAGE AND REGULATORY FLOODPLAIN INFORMATION CHECK, complete as applicable

FEMA Panel Number_____________________    Effective Date ______________________   Zone __________________
LOMR Case No. _________________________   Effective Date ______________________
CLOMR Case No. ________________________  Effective Date ______________________
RFCD Special Study Complete
RFCD Special Study In Progress
District Basin Management Study Complete
Developer Mapped Floodplain Project Information
Local Sheet Flood Area Depth
Transportation Project Number
District Improvement Plans
Adjacent Developments
Previously Approved Permits for the site
Aerial Photo Check for Overall Characteristics

REZONING/SPECIFIC AREA PLANS/COMPREHENSIVE PLAN AMENDMENTS/CONDITIONAL USE PERMIT?
Yes _____   No _____
Case No. _______________________     Flood Control Conditions Checked  _____

DRAINAGE COMPLAINTS?     Yes _____   No  _____
If yes, recent complaints checked _____

PRE-SUBMITTAL AGREEMENTS?               SDRC?
If yes, documented in file _____                      If yes, minutes in file _____

DRAINAGE REPORT REQUIREMENTS

General
_____   Engineer’s Seal on Drainage Report
_____   Cover Sheet follows TECH-114
_____   General Location Description
_____   Location Map
_____   Description of Proposed Development
_____   Description of Existing Conditions
_____   Description of Upstream and Downstream Watershed Conditions
_____   Relevant Drainage Features 16.36.020
_____: Aerial Photo
_____   Description of FEMA Zones
_____   Proposed alterations to FEMA Mapping. CLOMR Requested.
        (16.16.070, 16.36.040)
_____   FEMA Firmsite with project location show
_____   Description of Special Studies
_____   Description of Regulatory Floodplains/Sheet Flood Areas
_____   Other Previous Studies Information
_____   Critical or Balanced Basin
_____   Site-specific Detention/Retention Requirements?
_____  404 Compliance Statement

_____   Summary and Conclusions
_____   Engineer’s Statement
_____   References

Procedures
_____   Description of methodology and assumptions
_____   Previous Studies to be used? Engineer verifies discharges used.

Hydrology & Hydraulics

Offsite
_____   Description of watersheds
_____   Soils Map
_____   Watershed Map
_____   Rainfall Data
_____   Peak Discharges with calculations
_____   Table of CP’s, Drainage Areas, Peak Discharges
_____   Exhibit with entering and exiting CP’s (16.36.030)
_____   Adjacent Plans/Plats Provided
_____   Topography consistent with other available sources
**Onsite/Existing**

- Description of Site-Specific Conditions
- Peak Discharges with calculations
- Table of CP’s, Drainage Areas, Peak Discharges
- Drainage Exhibit
  - On-site Drainage Watershed Boundaries
  - Drainage Infrastructure
  - Entering/Exiting CP’s
  - Regulatory Floodplains
  - Erosion Hazard Setbacks
  - Cross-sections with WSE’s for Regulatory Floodplains
  - Regulatory Sheet Flood Areas; limits and depths
- Modeling Files

**Onsite/Proposed**

- Description of Site-Specific Conditions
- Peak Discharges with calculations
- Table of CP’s, Drainage Areas, Peak Discharges
- Drainage Exhibit
  - Drainage Area Boundaries
  - Drainage Infrastructure
  - Entering/Exiting CP’s
  - CPs for onsite drainage infrastructure
  - Regulatory Floodplains (16.36.020)
  - Erosion Hazard Setbacks (16.28.020)
  - Cross-sections with WSE’s for Regulatory Floodplains
  - Average Depth of Flow for Sheet Flood Areas
- Modeling Files
- Encroachment (16.26.020 C)
- Developed Conditions approximate Existing
  - Conditions at Property Boundaries, comparison table relating all proposed CP’s to existing CP’s
- Clear Drainage Pattern to Basins and Structures; topo and spot elevations; high and low points
- Street Flows and Street Capacity Cross-sections (SDSS)
  - All-weather access, dv²
  - P.A.A.L. depth does not exceed 1 foot
  - First Flush Calculations
  - Retention/Detention (DSSDR, 16.36.100, 16.48)
    - Retention and Retention Volumes
    - Routing for Detention and Detention with Retention Basins
    - Runoff Volumes to Retention Only Basins; if volume exceeds Basin volume; outflow shown
    - 100-year water surface elevation; Q100 in and out
    - Top and bottom elevation
    - Adjacent structure FFE, if applicable
    - Near structures require engineer recommendation
    - Minimum .5% bottom slope for detention only; flat bottom for retention
    - Cross-sections of basin as appropriate
    - Details/profiles of structures
  - Security Barriers (TECH-008)
  - Embankment details (DSSDR)
  - Underground emergency overflow, maintenance covenant
  - Waiver Request follows DSSDR
  - In-lieu Fee Calculation
- Scuppers
- Curb Openings
- Catch Basins
- Storm Drain
- Culverts
- Headwater
- Inlet/Outlet Protection

**Maintenance and Inspection Protocols**

- Format usable by owner

---

Updated August 13, 2021