

Plan Review “Checklist”

These are the things we generally look for when reviewing plans submitted for proposed water mains and appurtenances. This information should only be used as a guide. Each project may require slightly different criteria. Some items may be “negotiable”. Feel free to discuss with your reviewer.

Cover Sheet

- 1) Are the General Provisions up to date?
- 2) Are the pressure ranges correct?
- 3) Is the Project Name and Number centered and bold on the top of the page?
- 4) Is there a vicinity map and north arrow?
- 5) Is the Pipe/Connections Summary block shown?
- 6) Is the Suggested Bill of Material correct/up to date?
 - a) (Should indicate “Furnished by GCWW” and/or “Furnished by Contractor”)
- 7) Is the Typical Section detail shown and are the dimensions correct for the project?
- 8) Is the Developer's and Engineer's Info shown on the page?
- 9) Is the GCWW Signature block present with project title/number above it?
- 10) Is the Project Number's block present and completed with the correct info.?
- 11) Is the Sheet Title and Project Title correct on the right side of the page?
- 12) Is the Project Number and Name on the bottom right side of page?
- 13) Has the Engineer/Surveyor signed and dated the mylar/final plan?

Plan Sheet(s)

- 1) Is there a graphic scale shown?
 - a) (In Prop. R/W: 1" = 30', 1" = 20', 1" = 10'. In Ex. R/W: 1" = 20' or 1" = 10')
- 2) Is the GCWW Signature block present with job title above it?
- 3) Is the Project Number's block present and completed with the correct info.?
- 4) Is the North Arrow present and positioned correctly?
- 5) Are the Prop., Ex. and Abandoned mains labeled correctly? (i.e. Prop. 8" W.M.)
- 6) Are the Prop. F.H.'s shown at the standard spacing of 350' to 400' +/- apart?
- 7) Are the Prop. F.H.'s shown at the standard “Back of Curb” distance?
 - a) (In Prop. R/W: County = 4.0', City = 2.75'. In Ex. R/W: County/City = 2.75')
- 8) Are the Prop. F.H.'s shown in “standard” locations? i.e. on property lines, no closer than 5' to driveway, poles, guy wires, etc.
- 9) Is there a note that indicates F.H. should be 5.0' from Prop. Drives for F.H.'s in cul-de-sac?
- 10) Are the Prop. F.H.'s shown on the “up hill” side of the 90 degree bend?

- 11) Are the Prop. F.H. settings drawn correctly?
 - a) (FH to Valve = 3', Valve to Bend = 3', Bend to Tee = 1.5' min.)
- 12) Is the standard "Back of Curb" dimensioning correct for the Prop. W.M.?
 - a) (6.25' for 50'+ R/W; 5.5' for 40' R/W)
- 13) Are the Prop. W.M.'s the standard distances from all pipe sewers?
 - a) (1.5' Vertically, 10' Horizontally, 5' from Inlets, etc.)
- 14) Is the R/W bold, labeled and dimensioned?
- 15) Are all clearances labeled/dimensioned for all utilities crossed by the Prop. W.M.? (Not necessary if profile is provided/required.)
- 16) Are the sizes of the Ex. and Prop. W.M.'s shown to scale? (i.e. 8" w.m. scales 8" wide/thick)
- 17) Are only the utilities being crossed by Prop. W.M. labeled?
- 18) Are the matchlines shown correctly on the sheets?
- 19) Does this project require an easement? If so, is it shown bold and labeled properly? (i.e. Prop. 30' W.M. Easement)
- 20) Is the local bill of material correct/up to date?
- 21) Is the local bill of material out of the way for branch info to be drawn in later?
- 22) Is there a "header" over the local bill of material? (i.e. Proposed W.M. Material; Proposed F.H. Material)"
- 23) Is the street name properly labeled (bold, centered)?
- 24) Are the lots numbered?
- 25) For dead ends of Prop. 6" W.M., is the reducer shown at the correct location? (no more than 400' from the last F.H. Only one F.H. on a 6" W.M.)
- 26) Is all Ex. Branch info. labeled (if there is any in area of the project)?
- 27) Show line (representing service branch) from W.M. through and beyond the curb/roadway boxes with the address on top of the line and branch #/size on bottom of line

#1234 Main St.
H-123456-3/4"

If profiles are required:

- 1) Should not be "exaggerated"! Vertical scale equal to horizontal scale.
- 2) Are there air releases needed? If so, a profile will probably be required.
- 3) Does the profile line up with the plan view? Profiles associated with plan view stationing (use pipe stationing) should be on same sheet.
- 4) Are the Prop. and Ex. Grades labeled? Is the Prop. Grade bold?
- 5) Are the clearances of all pipe sewer crossings labeled properly (18" Min.)?
- 6) Are all of the fittings/appurtenances labeled properly?
- 7) Is the proposed depth of the Prop. W.M. shown correctly for the Prop. Grade?
 - a) (10" and smaller should have 3.5' cover min. 12" and larger should have 4.0' cover min.)
- 8) Are the Prop. W.M.'s labeled? (i.e. Prop. 8" W.M.)
- 9) Is there a graphic scale shown? (Should not be "exaggerated" scale)