



Randy E. Hayman, Esq., Water Commissioner

Please refer to the Sample Utility Plan. The highlighted number callouts on the checklist below can be matched with the highlighted number callouts shown on the sample utility plan, to provide a visual example of each required checklist element.

PWD UTILITY PLAN CHECKLIST

- Show Title Block
- Show Revision/Date Block (updated according to revisions made) **1**
- Provide Engineers' or Designers' Name (the actual person) and contact information (phone number and address) **2**
- Provide Owner/Developer's Name (the actual person) and contact information (phone number and address) **3**
- Show Title of plan sheet in Title Block – Utility Plan **4**
- Show Drawing number **5**
- Show Plan Date and Original Submission Date in Title Block **6**
- Provide Project address - Must match the address on the eClipse building/site permit application **7**
- Provide Project Description Block (Indicate if building type is Residential, Commercial, or Industrial; type of construction, new, renovations/alterations, stormwater incentives, and plans for demolition of the existing structure(s), if applicable) **8**
- State the number of stories of the building, the number of units and type of occupancy (Commercial, residential, etc.) **9**
- Provide Site Data Information Block (Include: Site Square Footage and Total Earth Disturbance) **10**
- Provide PWD UPR Tracking Number **11**
- Provide PWD Stormwater Tracking Number, or indicate N/A by note if total earth disturbance is under 5,000 SF **12**
- Provide Scale Bar with Inch Conversion **13**
- Provide Legend showing ALL used symbols and line types **14**
- Show Location Map (Satellite view not accepted) **15**
- Show North Arrow **16**
- Show fronting streets with names, curb lines and existing infrastructure (surface and subsurface) **17**
- Show the full extent of any existing or proposed Green Stormwater Infrastructure (GSI) structures within the adjacent zone (includes project frontage and anything within 10 ft of proposed construction)
- Show and label existing City/Drainage Right-of-Ways for all streets fronting the property as well as on site **18**
- Show and label existing property lines **19**
- Show and label existing building(s) **20**
- Show and label existing public utilities (dimension from curb or building line, size, and material) **21**
- Show and label existing private utilities (dimension from curb or building line, size, and material) **22**
- Show or indicate by note, all existing water connection pipes that have or will be terminated via a PWD Water Discontinuance Permit and explain how all lateral connections have or will be properly sealed via L&I Permit for Lateral Seal **23**
- Show proposed property lines, post construction **24**
- Show and label proposed building(s), post construction **25**
- Show proposed surface, subsurface & aerial features encroaching in/modifying the public Right-of-Way (e.g., new streets or striking of streets, curbs, fences, light poles, egress wells, bay windows etc.) **26**
 - Proposed egress wells within the public Right-of-Way must have a minimum horizontal clearance of ten feet (10') from existing PWD public infrastructure (measured from the outer edge of the proposed egress well to the outer diameter of the PWD public infrastructure) Proposed egress wells with a horizontal clearance less than 10' will not be permitted unless approved in writing by the Department.
 - Proposed overhang encroachments into the public Right-of-Way must have a minimum horizontal distance of five feet (5') from existing PWD public infrastructure (measured from the outer edge of the overhanging structure to the outer diameter of the closet PWD public infrastructure) If this is not feasible, the overhang must have a vertical clearance of thirteen feet six inches (13'-6") (from the

finished ground level to the bottom of the overhanging structure) or two (2) times the depth of the pipe (as measured from the finished ground level to the bottom of the PWD public infrastructure) whichever of the two conditions is greater.

- Show proposed private infrastructure (e.g., laterals, water connection pipes, stormwater management practices, on-site inlets and collection piping) [27](#)
- Table showing the List of Utility Connections with ID #, piping connection sizes, types, material, method of connection, and the size of the water/sewer system the utility is connecting to [28](#)
- Label proposed private infrastructure at point of connection using assigned ID # [29](#)
- Show proposed fresh air inlets (FAI) where applicable on laterals, water curb stops (for water connections 2" or smaller), and/or water valves (for water connections 4" or greater) [30](#)
- Show and label proposed City Right of Ways or Drainage Right of Ways
- Show infrastructure that is proposed to be installed by PWD [31](#)
- Show and label proposed infrastructure or improvements constructed via the private cost process. (e.g., proposed, extension, abandonment, replacement, or modification of public infrastructure) and include Private Cost Contract number [32](#)
- Show and label proposed easements through private property, or indicate none by note [33](#)
 - o Private infrastructure as defined in the Philadelphia Plumbing code section sections P-614, P-717, and/or P-1115 must adhere to a minimum 12-foot easement and minimum 13-foot 6-inch vertical clearance
- Show and label water meter location (must be inside building or in an enclosed protected structure) [34](#)
- Show and label water meter room or pit dimensions (LxWxH) in accordance with [PWD Water Meter Installation Standards](#). Explain how a person would access the water meter [35](#)
- Provide a table showing maximum flow rates for domestic and fire service(s) and include the [PWD Service line sizing model](#) as a part of the project submission [36](#)
- Label which water services will be equipped with backflow prevention in accordance with [PWD Regulations Section 403](#) [37](#)
- Include note to indicate the party responsible for the maintenance of water, sanitary, and storm infrastructure (e.g., HOA, Condo Association, homeowner, property owner, etc.) [38](#)
- Show Crane footing location, or indicate none by note [39](#)
- Show Soil Stockpile location, or indicate none by note [40](#)
- Show Rock Construction Entrance location, or indicate none by note [41](#)
- Show temporary construction features within any public Right of Way or PWD Drainage Right of Way (fences, material storage, equipment etc.) [42](#)
- Include the following note on the plan: Developer/Owner will comply with all Philadelphia regulations pertaining to proper abandonment and/or reuse of water service lines and sewer laterals. Proof of abandonment and/or water discontinuance must be provided upon request [43](#)
- Only one- and two-family dwellings will be permitted to combine sanitary and stormwater laterals after the approved house traps. Connection sizes are limited to five inches (5") for the sanitary and six inches (6") for the stormwater. Otherwise, separate lateral connections are required [44](#)

Please note that field change submissions for projects in active construction must label all constructed features on the plan