

PWD UTILITY PLAN REVIEW COMMONLY MISSING CHECKLIST ELEMENTS

- 1. 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). State the number of stories of the building, the number of units, and type of occupancy.**
 - a. Plans must list accurate information about the project being presented. Information regarding a building's number of units and type(s) of occupancy must be clearly provided on the plan. It is critical for PWD to fully understand the proposed development to appropriately enforce all relevant codes, regulations, policies, and procedures.
- 2. Provide PWD UPR Tracking Number.**
 - a. Every project receives a PWD UPR tracking number at the time of online application. The UPR tracking number is *different* from the Stormwater Plan Review (SPR) tracking number. When applicable, both tracking numbers (UPR & SPR) must be clearly labeled and listed on the plan.
- 3. Provide Scale Bar with Inch Conversion.**
 - a. The scale and inch conversion provided on the plan must match the scale in which the plan was drawn. The plan must be properly scaled so that PWD can confirm that offsets from proposed features to existing PWD infrastructure adhere to PWD requirements.
- 4. Show fronting streets with names, curb lines, and existing infrastructure (surface and subsurface).**
 - a. Manholes, hydrants, inlets, green stormwater infrastructure, utility poles, curb cuts, etc., must all be shown on the plan when these features front the property or are within the viewport of the drawing. Properties that front two intersecting streets must show surface and subsurface features in both intersecting streets. PWD must be able to accurately match the provided information with as-built records in order to enforce offsets and identify potential conflicts with existing features.
- 5. Show and label existing City/Drainage Right-of-Ways for all streets fronting the property, as well as on site.**
 - a. Right-of-ways (ROW), especially those on private property, must be clearly labeled with dimensions. This is critical so that PWD may determine if proposed private features conflict with existing ROWs and can quickly establish if additional reviews or information are required.
- 6. Show and label existing public utilities (dimension from curb or building line, size, and material).**
 - a. PWD distributes as-built records when a Design One Call is placed. Applicants should rely on PWD's records to accurately display PWD infrastructure on the Utility Plan. Applicants must properly orient the plan view with the as-built record to ensure utilities are dimensioned accurately from the correct curb line or property line.
- 7. Show proposed surface, subsurface, and aerial features encroaching upon/modifying the public Right-of-Way (e.g., new streets or striking of streets, curbs, fences, light poles, egress wells, bay windows, etc.)**
 - a. Details about features within the ROW must be clearly shown, labeled, and dimensioned. All features that encroach upon the ROW are reviewed and evaluated.
- 8. Table showing the List of Utility Connections with ID #, piping connection size, type, material, method of connection, and the size of the water/sewer system to which the utility is connecting. Label proposed private infrastructure at point of connection using assigned ID #.**
 - a. Details listed in the List of Utility Connections must match their associated connection callout detail on the plan. The List of Utility Connections must match all future water/sewer connection permit requests.
- 9. Show and label water meter location (must be inside building or in an enclosed protected structure).**
 - a. Meters must comply with PWD Regulations, Chapter 4: Water and be located as close as possible to the point where the water service enters the building.
- 10. Field change submissions for projects in active construction must label all constructed features on the plan.**
 - a. Projects submitted post-Utility Plan Approval must be current and label all constructed features. All features shown as proposed will be subject to comment according to current codes, regulations, and requirements.