



DEVELOPMENT REVIEW PROCESS SUBMITTAL CHECKLIST

Project Name:

Project Address:

Project Contact Name & Email:

In order to have an efficient development review process and pleasant experience at South Adams County Water & Sanitation District, the District has prepared this “Checklist” to assist the applicant in preparing and providing the most complete and accurate information possible.

Service Application Check List

Yes	No	N/A	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the applicant completely filled out and had the owner sign the Service Application including the Cover Page, Water Questionnaire, Water Customer Data/Fixture Value Sheet, and Wastewater Questionnaire? A tap fee quote cannot be provided without a complete application. See the Service Application under Doing Business, Development at: WWW.SACWSD.ORG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the applicant provided proof that the project and/or property is in the District or attached a petition to be included in the District? Contact Development Review Supervisor for inclusion paperwork.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant shall provide an electronic 24x36 Plan Set in PDF format. The plan set shall include sheets related to potable water, irrigation, sanitary sewer, sanitary sewer interceptors and back flow prevention devices. This shall be <u>ONE PDF SET</u> with the various engineering disciplines of Mechanical, Civil, Plumbing and Architectural included in a single PDF set of plans. Typical PDF size when compiled correctly is around 10 MB or less.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For small residential remodels, did the applicant attach a site and utility sketch plan, including but not limited to the location and size of the existing and proposed water, sanitary and irrigation utilities, structures, property boundaries, dimensions, landscaping and streets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the applicant provide a plan approval certificate letter from the Tri-County Health Department for a Restaurant facility?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project or parcel does not have existing ROW and easements for the proposed utilities then applicant must provide all legal descriptions, exhibits and a completed SACWSD Easement and Right of Way Agreement or a copy of the signed final plat dedicating ROW and easements. See: http://www.sacwsd.org/74/Standards-and-Specs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the property have existing water rights or ERU's to serve the project?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the applicant acquired ERUs' through SACWSD Phase 4a program or another provider?

Civil Engineering Plans Checklist			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Engineer of Record to familiarize themselves with SACWSD Design and Construction Standards and Rules and Regulations. All submittals not in compliance with these standards shall not clear the clerical review process. See WWW.SACWSD.ORG .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical standards include but are not limited to: All utilities are designed to the opposite end of the project, all potable water mains have a two way feed, potable water service lines do not exceed 100-ft, meter sizing is per AWWA M22 manual, roadway typical section and utility section are per SACWSD standard details.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All plans, details, specifications shall adhere to current SACWSD Design and Construction Standards. All plans submitted for review shall be construction level plans and documents. All plans and submittals not meeting standards shall not continue past the clerical review phase and shall result in their application review process being delayed. All applications not meeting these requirements shall have their review postponed until all submittals are complete and accurate per SACWSD standards. See: http://www.sacwsd.org/74/Standards-and-Specs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil plans shall clearly show all horizontal crossing and apparent conflicts. All apparent conflicts with storm drainage infrastructure shall be detailed in a utility profile and detailed to assure horizontal and vertical crossings meet SACWSD standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil plans shall have all existing and proposed SACWSD utilities clearly delineated and labeled. When submitting PDF plans review the PDF prior to submittal to assure labels and line types are clear and accurate in the PDF.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Civil plans shall have all existing and proposed SACWSD appurtenances clearly delineated. Appurtenances shall include but not be limited to valves, fittings, vaults, interceptors, BFPD, mains, service lines and meters. See: http://www.sacwsd.org/74/Standards-and-Specs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the plans show all private property, ROW's and easements with Plat Book & Page or County Parcel number clearly delineated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Civil Engineering, Architectural and Plumbing Plans shall work in a seamless manner and composed in a single PDF. All utilities shall cross-reference accurately between Architectural, MEP and Civil plan sheets. All existing and proposed utilities including but not limited to: Potable water, irrigation, sanitary sewer, back flow prevention and wastewater interceptors shall be clearly delineated within a single set of plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan and Profile sheets per SACWSD standards shall be provided for the following utilities, Potable Water, Irrigation, Sanitary Sewer and Storm Drainage. It is recommend showing multiple utilities in the same profiles to insure proper and efficient utility conflict review.
Architectural Plans Checklist			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All plans, details, specifications shall adhere to current SACWSD Design and Construction Standards. All plans submitted for review shall be construction level plans and documents. All plans and submittals not meeting standards shall not continue past the clerical review phase and shall result in their application review process being delayed. All applications not meeting these requirements shall have their review postponed until all submittals are complete and accurate per SACWSD standards. See: http://www.sacwsd.org/74/Standards-and-Specs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit Architectural, Plumbing Plans and Details that show the interior plumbing including pipe sizes, connections, and fixtures using SACWSD standard details?

			See: http://www.sacwsd.org/74/Standards-and-Specs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit Architectural, Plumbing Plans and Details that show the Back Flow Preventer Devices (BFPD) location, sizing, type and details.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit construction plans and details that show the Sand / Oil or Grease Interceptor location, sizing, type and details. Use the SACWSD standard detail for interceptors available online. The Civil Engineering and Architectural plans shall be accurate and work seamlessly for the Interceptor and effluent piping. See: http://www.sacwsd.org/74/Standards-and-Specs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the applicant include a plumbing waste isometric detail along with a BFPD schematic detail that shows the interior plumbing including pipe sizes, connections, and fixtures using SACWSD standard details and approved materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The District requires a single PDF combining Civil, Architectural, Mechanical Plans and all applicable details clearly legible in a file size as minimal as possible. Typical file size is approximately 10 mb.
General Submittal Comments			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once construction plans have been approved by SACWSD Development Review Supervisor applicant will submit (4) Sets of Final Construction Plans for SACWSD signature and a scanned PDF of the signed approved plans. Plan size is 24x36.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Construction Drawing submittals in AutoCAD format will be required at the same time the final utility construction plans are submitted. Drawings shall be submitted in AutoCAD 2015-2017 format to be used in the SACWSD GIS database.