

# CONSTRUCTION PLAN CHECKLIST

Developer or Design Engineer:

The construction plans for the location described below has been received and lacks the required information noted. All the missing information must be provided before this report will be accepted for review. If you have any questions, please contact the City Review Engineer. This checklist must be returned with your submittal.

<b>Project Name:</b> _____ <b>Site Address:</b> _____ <b>Preparer:</b> <b>Firm:</b> _____ <b>Individual:</b> _____ <b>Phone:</b> _____ <b>e-mail:</b> _____	<b>Date Submitted:</b> _____ <b>City Review Engineer:</b> _____  <b>Phone:</b> _____ <b>e-mail:</b> _____
---	--

I. TITLE BLOCK (each sheet)	Missing	Present	Not Required
A. Project Title/Address			
B. North Arrow/Drawing Scale			
C. Sheet Title/Sheet Number			
D. Plan Preparer			
E. Bench Mark			
F. Engineer's Stamp & Signature (per State requirements)			
G. Plan Date/Revision Block			
H. 811 Contact Information			
<b>II. LEGEND (each sheet)</b>			
A. Property Line			
B. Right of Way			
E. Lot Lines			
F. Curb, Gutter & Sidewalk			
G. Page Specific Items			
<b>III. BASE PLAN (each sheet)</b>			
A. Property Line			
B. Right of Way			
C. Street Name			
D. Right of Way Width			
E. Street Width			
F. Curb, Gutter and Sidewalk (existing & proposed)			
G. Building Foundation (except for existing conditions)			
H. Key Map (where necessary)			
I. Easements			

Construction Plan Checklist  
Appendix A  
February, 2020

	Missing	Present	Not Required
<b>IV. Cover Sheet</b>			
A. Project Name			
B. Location & Address			
C. Legal Description			
D. Basis of Bearing			
E. Vicinity Map			
F. Sheet Index			
G. Contact Information			
1. Developer, Design Team			
2. City of Englewood, Public Works and Utilities			
3. Utility Companies			
H. General Notes			
<b>V. EXISTING CONDITIONS/DEMOLITION PLAN</b>			<b>Optional</b>
A. Demolition Legend			
B. Demolition Notes			
C. Existing Features Labeled			
D. Limits & Dimensions for Removal			
<b>VI. STORMWATER MANAGEMENT PLAN (Phased if required)</b>			
A. BMP Legend			
B. BMP Notes			
C. Stormwater Data Block			
1. Total Area/Disturbed Area			
2. Cut/Fill Volumes			
3. City of Englewood Drainage Basin			
4. Receiving Waters			
D. Project/BMP Schedule			
E. BMP Symbols labeled & dimensioned			
F. Limits of Construction			
G. Flow Arrows			
H. Existing & Proposed Contours at 1' interval			
I. Cut/Fill Areas			
<b>VII. SITE PLAN/HORIZONTAL CONTROL PLAN</b>			
A. Site Plan Legend			
B. Site Plan Notes			
C. Site Area			
D. Building Area			
E. Lot Line Bearings and Distances			
F. Building Dimensions			
G. Building Ties to Property Line			
H. Parking Labels and Dimensions			
I. Drive Labels and Dimensions			

	Missing	Present	Not Required
J. Sidewalk Labels and Dimensions			
K. Curb, Gutter and Sidewalk Labels and Dimensions			
L. Curb Ramps Labels and Dimensions			
M. Drive Cuts Labels and Dimensions			
N. Typical Street Section w/ Dimensions			
O. Pavement Labels and Dimensions (may be a separate plan)			
P. Pavement Marking and Signage (may be a separate plan)			
Q. Trash Enclosure			
R. Retaining Walls			
S. Pavement Details			
T. Light Poles			
U. Electric Transformer			
<b>IX. GRADING PLAN</b>			
A. Grading Plan Legend			
B. Grading Plan Notes			
C. Existing and Proposed Contours at 1 ft Interval			
D. Building Finished Floor Elevation			
E. Door Locations			
F. Downspout Locations			
G. Spot Elevations			
H. Slope Labels and Arrows			
I. Retaining Wall-location material (Top Wall & Bottom Wall Spot Elevations)			
J. Step and Railing Locations, Dimensions & Elevations			
K. Existing/Proposed Utilities (locations & labels)			
L. Proposed Storm Sewer (locations, labels, rim & grate elevations)			
M. Drainage Swales/Channels			
N. Slope Label and Arrow			
1. Side Slopes			
2. Typical Section			
<b>X. STREET/ALLEY PLAN, PROFILE &amp; CROSS SECTIONS</b>			
A. Special Notes			
B. Special Legend			
C. Vertical Scale			
D. Design Alignment-bearing, station/offset, PC/PT PCR, curve data, etc.			
E. Profile Block			
F. Existing and Proposed Grades @ 25 ft interval			
1. Proposed and Existing Profile Alignment			
2. Proposed slopes			
3. Station/Elevation at Grade Breaks			
4. Vertical Curve Information (L,PVI, HP/LP, k)			
5. Cross Section Block			
6. Station Label			

	Missing	Present	Not Required
G. ROW location, dimension			
1. Proposed Elevation/Off-Set at grade break			
2. Cross Slope			
3. Existing and Proposed Grades			
<b>XI. UTILITY PLAN</b>			
A. Utility Notes			
B. Utility Legend			
C. Service Cut-Off-type and location			
D. Waterline Alignment- bearing, station & offset			
E. Waterline Label-length, size & material			
F. Waterline Fitting Labels-station/offset, size, material Incl. bends, tees, valves air relief, blow-off			
G. Waterline Restraint Lengths			
H. Domestic/Irrigation Service Line-station/offset, size, pipe lengths, corp. stop, curb stop, water meter			
I. Meter sizing and Fixture Summary			
J. Fire Service Line-station/offset, size, pipe length, valves, restraint length			
K. Fire Hydrants-station/offset, flange elev., pipe length & size, valves, restraint length			
L. Sanitary Sewer Alignment- bearings, station, offset			
M. Sanitary Sewer Pipe Labels-size & material			
N. Sanitary Sewer Structure Labels-station/offset, size, material, MH, wyes, cleanouts			
O. Storm Sewer Alignment-bearings, station, offset			
P. Storm Sewer Pipe Labels-size & material			
Q. Storm Sewer Pipe Labels-station/offset, size, material MH, inlet, wyes, cleanouts, public/private			
R. Erosion protection at outlet			
<b>XII. UTILITY PLAN AND PROFILE &lt;NEED FOR EACH UTILITY TYPE?&gt;</b>			
A. Utility Notes			
B. Utility Legend			
C. Design Alignment, stationing			
D. Profile Block			
E. Existing and Proposed Surface Profile			
F. Proposed Pipe Profile			
1. Pipe Label-size, material & slope			
2. Structures and fittings Labels- station, size, material, rim, grate and invert elevations.			
3. Crossing Utilities Labeled-type, size & material, clearance			
4. Hydraulic Grade Lines for Storm Sewer			

	Missing	Present	Not Required
<b>XIII. DRAINAGE STRUCTURES</b>			
A. Special Notes			
B. Special Details			
C. Data Block			
D. Volumes			
1. Release rates			
2. Inverts			
3. Water Surface Elevations			
4. Weir Length			
5. Orifice Plate Size			
6. Detention Pond; WQCV, EDB, FSD			
E. Existing & Proposed Contours (1 ft interval)(labeled)			
F. Side Slope Labels			
G. Forebay and Trickle Channel-dimensions, slopes, typical sections			
H. Outlet Structure-grate and invert elevations, water surface elevations, micropool trash rack and orifice sizes and dimensions.			
I. Conduit Outlet Protection			
J. Overflow Weir-type, location, length, erosion protection, water surface elevation, freeboard			
K. Open Channel			
1. Channel Alignment-stationing, bearings, curve data, slope			
2. Typical Section-trickle channel, channel lining, side slopes, flow data (Q, roughness coefficient, Froude #, flow depth, velocity), freeboard			