

VALLECITOS WATER DISTRICT

Checklist for Reviewing Improvement & Grading Plans

Project Name. _____ WO: _____
 Checked By: _____ Date: _____
 Annexation Required? _____ Payback Agreement Eligible? _____

First Submittal	Done	Comments
Two complete sets of plans		
Improvement Plans		
Grading Plans		
Final Map or Parcel Map		
One copy of any reference materials		
(Approved Tentative Map, Phasing Plan, Tract or Parcel Map)		
Conditions of Approval document from City or County		
Transmittal letter from engineer requesting plan check		
Plan check fees (see current Charges & Deposit Schedule)		
Subsequent Submittals	Done	Comments
Two complete sets of Improvement & Grading Plans		
Previous plan check comments		
Transmittal letter from engineer listing VWD WO #		
Easement Plat & Legal w/engineer's wet stamp & signature		
Copy of current Title Report (less than 30 days old)		
Engineer's Bonding Estimate (use current VWD price list)		
with engineer's wet stamp and signature		
Fire Flow Requirements (determined by Fire Marshal)		
Water Meter Demand Forms		
Landscape & Irrigation Plans		
Two Weeks Prior to Approval and Signing of Plans	Done	Comments
Water & Sewer Capacity Fees		
Fees Paid		
Fee Commitment Letter on File		
Inspection Fees paid		
Proportionate Payback Amount paid (if applicable)		
Other Engineering Fees paid (if applicable)		
Annexation complete (if applicable)		
Grant of Right-of-Way Document signed & notarized (easement)		
Encroachment Documents signed & notarized (if applicable)		
Construction Agreement (2 copies) signed & notarized		
Copy of Corporation Papers or Authorization to Sign		
Application for Request for Payback Agreement (if applicable)		
Faithful Performance and Labor & Material bonds		
Plans plotted on Mylar and signed by Fire Marshal		
Board Memo		
After Approval & Signing of Plans	Done	Comments
Three (3) copies of plans signed by all agencies		
Create Inspection File (Red file)		
Project Finalization	Done	Comments
Water Service Agreements - signed & notarized (if applicable)		
Copy of Recorded Subdivision Map		
Easement File for Map dedicated easements		
Check Account Balance		
Board Memo		

DOCUMENT REVIEW

All Sheets	Done	Comments
Sheet size: 24" x 36"		
Appropriate Title Block (City or County)		
Fire Department Signature Block		
Agency # (GP- , IP,)		
VWD W.O. #		
VWD Signature Block		
VWD As-Built Block		
Name of Project		
Subdivision Tract Number		
Date		
North Arrow		
Scale		
Benchmark		
Registered Engineer Stamp		

Title Sheet	Done	Comments
Location Map, 1"=2000'		
Key/Index Map, 1"=200' with sheet references		
Index of sheets		
Site Address		
Legal Description		
APN (Assessor's Parcel Number(s))		
Project Acreage		
Number of dwelling units		
Ancillary units (non-residential)		
Basis of Bearings		
Source of Topography		
Owner/Developer name, address, phone number		
Engineer name, address, phone number		
VWD Declaration of Engineer of Work		
Payback Request Block		
VWD General Notes		
Work to be Done (Description, Qty, Std. Dwg. No., Symbol)		
Abbreviations		
Legend & Line Conventions		
Proposed = solid lines, Existing = broken lines, etc.		
Centerlines, Property lines, etc.		
Polywrap Detail for DIP pipes		

Improvement Plans

Plan View	Done	Comments
North Arrow		
Scale		
Street Centerline with 100-ft station tic marks		
Match lines with stationing & sheet number reference		
Existing edge of pavement		
Proposed curb, gutter, pavement		
Driveways shown - centerline station & width		
"Streets to subgrade" note		

Profile View	Done	Comments
Scale (horizontal & vertical)		
Existing & proposed ground elevations		
Existing elevations in parenthesis ()		
Reference elevations at sides		
Datum plane changes (identical points)		
Water Pressure Zone		

Water Facilities	Done	Comments
Water easement - min. 20 feet wide, doc #		
Existing water facilities shown & labeled		
Other existing & proposed utilities (storm drains, gas lines, etc.)		
Proposed water main location, size & material (DIP standard)		
Top of pipe shown in profile (label size and material)		
No medians to be located over water mains		
No trees or shrubs to be planted over water mains		
Water Main Data Table (length, bearing, radius, material)		
Minimum cover - 36" up to 10" main, 48" for 12" main & larger)		
Cathodic Protection Notes & Details		
Connection to existing ACP notes & details		
Horizontal clearances		
Vertical clearances at crossings		
Water Pressure Zone		
High Pressure (over 150 psi) notes & details		
Low Pressure (20-39 psi) notes & details		
Water Service - service size, meter size & station w/std dwg #		
Indicate all meters to have TR/PL Register		
Note - 1/2" PVC conduit between meter boxes w/in 5' each other		
Backflow devices on irrigation or commercial meters		
Air Release Assemblies - size & station w/std dwg #		
Blow-off Assemblies - size & station w/std dwg #		
Water Test Stations - size & station w/std dwg #		
Fire Flow Requirements		
Fire Hydrants - size & station w/std dwg #		
Fire Hydrants - show in profile w/elev at tee		
Fire Service w/detector check - size & station w/std dwg #		
Tee & Valve Locations - size & station, PO or FL w/std dwg #		
Water Service Table		
(station, lot #, meter size, backflow, domestic or irrigation)		
Meter numbers for meters to be removed or relocated		
Hi-line piping if needed		
Cut-off walls (steep slopes)		
9' pipe lengths for radius less than 344 ft (8" -12" pipe)		
Use angle points instead of radius less than 172 ft		

Improvement Plans

Sewer Facilities	Done	Comments
Sewer easement - minimum 20 feet wide		
Existing sewer facilities shown & labeled		
Other existing & proposed utilities (storm drains, gas lines, etc.)		
Proposed sewer main location, size & material		
(PVC standard, use DIP in easements or deeper than 18 ft)		
Show invert of pipe in profile		
Label length, size, material & slope of pipe in profile		
No trees or shrubs to be planted over sewer mains.		
Sewer Main Data Table (length, bearing, material)		
Minimum cover - 5 feet		
Manholes - MH#, station and std dwg #		
Manhole spacing		
(maximum 350 ft up to 18" mains or 500 ft 18" & larger mains)		
Clean-out - maximum distance 150 ft.		
Horizontal clearances		
Vertical clearances at crossings		
Cut-off walls (steep slopes)		
Sewer Laterals - size & station w/std dwg #		
(lateral size is 4" unless noted otherwise)		
Sewer Lateral - 5' min depth at PL (4' w/conc encasement)		
Sewer lateral to be same material as main		
Sewer Lateral Table - station, lot #, lateral size,		
slope (2% min.), drop to main, depth at property line (5' min.)		

Grading Plans	Done	Comments
North Arrow		
Scale		
VWD General Notes for Grading Plans (If no separate Improvement Plans use full set of General Notes)		
Verify location of existing facilities note		
Identify District pipelines		
Cut/fill over District facilities		
Run-off over/into District facilities		
Pad elevations adequate to meet sewer invert elevation - 5' at PL		
Wall encroachments		
Existing easements shown with document numbers		