



# Department of Public Works - Engineering

525 W. Cota St • Shelton, WA 98584 • Phone (360) 426-9731

## CIVIL PLAN SUBMITTAL CHECKLIST

**INSTRUCTIONS:**

1. Use the checklist to verify the minimum completeness of the submittal of Civil Plans and supporting documents.
2. Check the box next to each item that has been provided in the submittal.
3. Add notes next to any items where clarification for City staff is needed.
4. Sign and complete the contact information at end of checklist.
5. Attach this completed checklist document with the **first review** submittal only.
6. Incomplete applications will not be reviewed and may delay the permitting for the project. The incomplete submittal will be returned to the applicant.
- 7. All checklist items must be completed.**

Project Name: \_\_\_\_\_

To be completed by the applicant: Please mark the items below, YES, to indicate that the applicable City Standard was met. If the City Standard is non-applicable, please mark box "N/A".

APPLICANT YES	<b>Intake</b>	CITY VERIFICATION YES
	All documents in separate files	
	Civil Plans	
	Engineers Cost Estimate	
	Engineer Developer Agreement	
	Final Sight distance Certification	
	Geotechnical & Drainage Report	
	Stormwater pollution prevention plan	
	Are the plans submitted in PDF format?	
	Transmittals from utility contractors	
<b><i>Each plan set should include the following sheets as applicable:</i></b>		
	Cover Sheet	
	Existing Conditions Plan	
	Grading Plan	
	Grading Plan, Notes & Details	
	Erosion Control Plan	
	Erosion control Plan, Notes & Details	
	Street Improvements Plan, Notes & Details	
	Street Improvements Profiles	
	Storm Drainage Plan, Notes & Details	
	Storm Drainage Profiles	
	Sanitary Sewer Plan, Notes & Details	
	Sanitary Sewer Profiles	
	Water System Plan, Notes & Details	
	Water Profile	
	City of Shelton Standard Construction Details	

APPLICANT YES	<b>All Plan Sheets</b>	CITY VERIFICATION YES
	Is the "Call 811 Before You Dig" note provided?	
	<i>Does the title block contain the following:</i>	
	~ Project Title; Owner/developer's name, address, & phone number; Engineer's name, address, & phone number	
	~ Stamped, signed, & dated by a Washington State licensed professional civil engineer	
	~ Stamped, signed, & dated by a Washington State licensed professional land surveyor (where applicable)	
	~ Sheets numbered sequentially (X of X)	
	Is an accurate index provided for all plan sheets?	
	North arrow and scale with scale bar clearly shown	
	Legend (relevant to each sheet)	
	Street names labeled on all existing & proposed streets	
	Limits of each phase of construction, as applicable	

<b>Cover Sheet</b>		
	Vicinity map with North arrow & site address	
	Legal description of the site (parcel number, 1/4 section, township & range)	
	Datum horizontal & vertical - Bench mark elevation & location	
	Index to plan sheets	
	Civil Engineer contact information	
	Existing & proposed impervious surface area calculations	
	Total site area	
	Plan set revision date	

<b>Existing Conditions Plan</b>		
	Existing features & contours noted shall extend a minimum distance of 50' from site boundary	
	Structures within 100 feet of project boundary	
	Easements	
	Environmentally sensitive area	
	100-Year flood plain boundary	
	Wells within 100 feet of proposed Infiltration Facilities	
	Fuel tanks	
	Lot dimensions & areas	
	Septic system drain fields within 100 feet of project boundary	

<b>Grading Plans</b>		
	Are the City Standard grading notes provided?	
	Fill and/or excavation quantities provided in cubic yards	
	Type of fill material, compaction requirements	
	Contours at 2' intervals are shown & labeled	
	Clearly show retaining walls with elevations	
	Label proposed finished pad/floor elevations	
	Drainage clarified by flow arrows, high points, low points and valley gutters	

APPLICANT YES	<b>Erosion Control Plans</b>	CITY VERIFICATION YES
	Are the City Standard erosion & sediment control notes provided?	
	Construction entrance	
	Silt fences & traps	
	Clearing & grubbing limits	
	Locations of all BMP's recommended	
	Locations & details of temporary sediment ponds	
	Permanent stabilization Plan	

<b>Street Improvement Plans</b>		
	Are the City Standard Roadway notes provided?	
	Are plan & profile views provided on the same sheet?	

<b>Plan View</b>		
	Roadway locations & names provided (existing & proposed)?	
	ROW locations and width dimensions provided?	
	Utility locations & types shown (existing & proposed) ~ Gas, water, sewer, storm, power, communications, etc..	
	Easements labeled with dimensions. Unrecorded include "AFN _____"	
	Sidewalk locations provided (existing & proposed)	
	Proposed curb ramp locations provided including detail with spot elevations	
	Planter strip & landscaping locations shown	
	Illumination locations & types provided	
	Mailbox design and/or placement/replacement shown	
	Centerline & Stations (PC, PT, PI & intersections)	
	Curve information delta, radius, length & tangent	
	Identify all field design situations	
	Edge of pavement & width	
	Proposed survey monumentation locations & details	
	Roadway Sections	
	Adjacent property lines, ownership, parcel number & street address	
	Identify match existing sheet numbers & stations	
	Profile grades (decimal FT)	
	Pavement marking details with station & offset	
	Driveway entrances (Sta., width, type)	
	Public transit facilities & bus stops	

<b>Profile View</b>		
	Vertical information VPI, BVC, EVC, AP, Low point, height point	
	Show grades in decimal form with (+/-) slope	
	Super elevated roadways (detail - show transitions & gutter flowing adequately)	

APPLICANT YES	<b>Storm Drainage Plans</b>	CITY VERIFICATION YES
	Are the City Standard Stormwater notes provided?	
	Stormwater pipe line locations shown (existing & proposed)	
	Utility locations & types shown (existing & proposed) ~ Gas, water, sewer, storm, power, communications	
	ROW locations and width dimensions provided?	
	Easements labeled with dimensions. Unrecorded include "AFN ____"	
	Catch Basin locations & numbering provided (existing & proposed)	
	Stormwater facility locations shown	
	Height & profile of existing or proposed stormwater structures shown	
	Plan & profile views provided on same sheet	

<b>Sanitary Sewer Plans</b>		
	Are the City Standard Sanitary Sewer notes provided?	
	Plan & profile views provided on same sheet	

<b>Plan View</b>		
	Utility locations & types shown (existing & proposed) ~ Gas, water, sewer, storm, power, communications	
	Depth at property line & distance from downhill manhole for side sewer	
	Manhole station, type, elevation (Rim, IE's) & numbering provided	
	Flow Direction with arrow on pipe	
	Horizontal distance to water lines & vertical separation at crossings	
	Service to each lot with cleanout at right of way	
	ROW locations and width dimensions provided?	
	Easements labeled with dimensions. Unrecorded include "AFN ____"	

<b>Profile View</b>		
	Manhole numbered with IE's (In & Out) shown	
	Grades shown (decimal FT), slopes, depths	
	Type & size of pipe	
	Length of pipe (in L.F.)	
	Existing utilities shown	
	All overlay, saw cutting & patching of existing streets locations shown	

<b>Water System Plans</b>		
	Are the City Standard Water System notes provided?	
	Is the Water Purveyor Approval Block provided?	
	Plan & profile views provided on same sheet	

<b>Plan View</b>		
	Utility locations & types shown (existing & proposed) ~ Gas, water, sewer, storm, power, communications	
	Existing Utility conflicts	
	All water line & services locations provided (existing & proposed)	
	ROW locations and width dimensions provided?	
	Easements labeled with dimensions. Unrecorded include "AFN ____"	
	Locations of new connections to existing water system shown	
	Fixtures (need horizontal & vertical control)	

APPLICANT YES	<b><u>Water System Plan View Cont.</u></b>	CITY VERIFICATION YES
	Fire Hydrants (at all intersections required by Shelton Fire Dept & SMC)	
	Blow-off (at end of line)	
	Vacuum & air release valves (as required)	
	Tees, crosses, elbows, adapters & valves (need coupling type)	
	Meter locations	
	Valves (2 at each tee, 3 at each cross minimum)	
	Fire department connection	
	Thrust blocking required at all fittings (includes in-line valves)	
	Horizontal distance to sewer lines & vertical at crossings	
	All overlay, saw cutting & patching of existing streets locations shown	

<b><u>Profile View</u></b>		
	Existing utility crossings	
	Show fixtures (tees, crossed, hydrants, elbows, blow-offs, airvac)	
	Show valves & couplers	
	Size of watermain & material	
	Length of watermain (in L.F.)	
	Cover over pipe	
	Grades (Engineered design grade to F.L.)	

<b><u>Street Lighting Plan Requirements</u></b>		
	Are the City Standard notes provided?	
	Street lighting design provided on a separate sheet(s)	
	PUD3 Standard details provided	
	Utility locations & types shown (existing & proposed) ~ Gas, water, sewer, storm, power, communications	
	ROW locations and width dimensions provided?	

<b><u>Signalization Plan Requirements</u></b>		
	Signalization design provided on a separate sheet(s)	
	Pole base locations provided	
	Power source locations provided	

<b><u>Miscellaneous</u></b>		
	Easements and/or dedication deeds	
	Contract documents/specifications	
	Field verify note on S=DWG - Expose connection points & verify fittings 48 hours prior to distributing shut-down notices	
	Signing - Temporary & permanent	
	Channelization plans (if applicable)	

I certify that all information given and on accompanying plans is complete and accurate to the best of my knowledge; that all information given above, and on accompanying plans will be relied upon in granting permits and that if such information is later found to be inaccurate any permits may be withdrawn.

Signed and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Engineer Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
 Engineer License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_