

## **Appendix C – Checklist for Design (*and As Built*) Drawings**

### **All Sheets**

1. Name of the Project, Subdivision, and Phase.
2. Name of the Municipality, County, and State.
3. Name of the Collection Authority.
4. Name of the Developer/Permittee.
5. Name of the Engineering firm.
6. Seal and signature of responsible Professional Engineer.
7. Date of Preparation and revision level.
8. Connection Permit Number/Issue Date for existing sewer.
9. Sewer Extension Permit Number and space for Issue Date.
10. Sheet size of 24 inch by 36 inch.

### **Cover Sheet**

1. Key Location Map w/North Arrow
2. PA One-Call Serial Number for Design (*and add Construction for As Built Plans*).
3. List of Plans and sheet references.

### **General Plan Sheet**

1. General Plan of the Project.
2. Subdivision and Phases identified.
3. Lots defined and identified.
4. Street and ROW limits identified.
5. Connection to existing sanitary system labeled.
6. Scaled to use a majority of the sheet.
7. Legend of existing and proposed features.
8. Relevant general and specific project notes.
9. Benchmark reference labeled.
10. Table of Manholes (*with coordinates to be entered for As Built Plans*).
11. (*Reference UAJA Inspector's Field Book No. for As Built Plans*).

### **Plan and Profile Sheets**

1. Plan & Profile Scales:  
1 inch = 50 feet horizontal, and 1 inch = 5 feet vertical  
Scale tolerance of 0.10 inch.  
(20 feet horizontal and 2 feet vertical, with prior approval)
2. Legend of existing and proposed features.
3. Relevant general and specific project notes.
4. Flow Arrows.
5. North Arrow.
6. Benchmark reference labeled (if within plan view).
7. The datum shall be that of the Authority's system.
8. Connection to existing sanitary manhole labeled (if within plan view).
9. Manholes should be numbered starting at the lowest elevation (usually and existing manhole which should be labeled as such) and increasing consecutively to the highest

elevation along the major trunk line. Branches shall be numbered in a like fashion. There shall be no duplication of numbers on the project.

10. Stationing for sewers shall begin at the center of the connecting manhole of the existing sewer and be indicated as 0+00. The stationing shall proceed in 50-foot intervals with exact stationing labeled for manholes, wyes and laterals. The stationing shall continue in a consecutive manner along the sewer and shall end at the center of the terminal manhole at the end of the tributary sewer(s).
11. Identify pipe material type, size and grade for each segment in both Plan and Profile views.
12. Elevations of the top of frame castings, and sewer inverts at manholes shall be shown. There shall be a minimum 0.20-foot difference in elevation between invert in and invert out for every manhole.
13. Profiles to be titled "Manhole Z to Manhole Y", (where MH Z is at the highest elevation and MH Y is at the lowest elevation).
14. Profiles shall present all underground utilities that are within the vertical plane of the sewer, ground profile(s) at the building setback line, and underground utilities located within the permanent ROW (*and the Final Profile over the sewer and at Building set back lines for As Built Plans*).
15. Profiles shall show stationing and manhole information, (including reference to direction), lateral wyes or taps, flow arrows, proposed structure elevations, locations and identifications. All length measurements must be made to the hundredth of a foot.
16. Profiles shall show the top of basement floor elevation for all structures proposed to be served by the sewer.
17. The location of proposed individual laterals shall be shown in both Plan and Profile views. "Wye" and lateral ends shall be stationed along the centerline of the sewer between manholes with a length and distance either left or right from the centerline of the sewer main.
18. A lateral shall be constructed to each lot within a subdivision. The lateral end elevation at the property line shall be indicated on the plans.
19. Lateral Tables to be sized and located to accommodate photocopying.
20. Lateral Tables to be labeled "Manhole Z to Manhole Y" (where MH Z is the furthest/highest elevation, and MH Y is the closest/lowest elevation) and lateral connections to be listed in the same descending order.
21. Lateral tables shall note if all laterals equal or exceed 2.5% slope.
22. Lateral tables shall be formatted as shown below:

Lateral Table - Manhole ___ to Manhole ___										
Lot	Address	Wye Sta.	Wye Inv. Elev.	End Lat. Sta.	End Lat. Elev.	Lat. Length	Lateral Construction Description	Pole Length	North	East
123	1234 STREET ADDRESS	XX+YY.ZZ	XXXX.YY	XX+YY.ZZ	XXXX.YY	XX.X	WYE, 45" or 22", XX.X' - 6" PIPE, RED, CO, XX.X' - 4 or 6" PIPE, CAP or PLUG.	<i>(for As Built Plans)</i>		
124	"	"	"	"	"	"	"	"	"	"

### **Pump Station Sheets**

1. Pump Stations, if required, are to be designed on a case-by-case basis and require preliminary discussion with Authority staff prior to Design submittal (*and also for As Built Plan submissions*).