

**CITY OF SALISBURY**

**DEPARTMENT OF PUBLIC WORKS**

**IMPROVEMENTS CONSTRUCTION PLAN SUBMITTAL CHECKLIST**

(7/1/07)

PROJECT NAME: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

PROJECT NUMBER (To be completed by Salisbury Public Works): \_\_\_\_\_

Check ( ✓ ) if information is provided in the plan submittal package **or** indicate ( NA ) if item is not applicable. Provide notes of explanation where necessary. Plan submittals not completed per these instructions may be rejected.

**GENERAL INFORMATION**

1. (    )    Project title unique to this project.
2. (    )    Project phase with phase line limits shown on plan.
3. (    )    Match lines on plan sheets, index sheet for 4 or more sheets.
4. (    )    Owner's name, address, telephone, fax and e-mail.
5. (    )    Consultant's name, address, telephone, fax and e-mail.
6. (    )    Maryland Tax Map, block and parcel number.
7. (    )    Scale and north arrow with Maryland State Grid, 1927 NAD, on each sheet.
8. (    )    Dates of plan preparation and revisions.
9. (    )    Vicinity map on Index Sheet.
10. (    )    Site topography (existing and proposed).
11. (    )    Bearings and distances on perimeter property lines.
12. (    )    SPW approval block on bottom right of each sheet.
13. (    )    100-Year floodplain and floodway boundaries, elevations and flood zones.
14. (    )    Soil types located and identified.
15. (    )    Existing and proposed site improvements.
16. (    )    Property area and disturbed area for total project and by phase listed on plan.
17. (    )    Existing and proposed impervious area for total project and by phase listed on plan.
18. (    )    Project benchmark location and elevation with reference to City benchmark.
19. (    )    Legend for all symbols used.
20. (    )    Corporate limit boundaries on all sheets.
21. (    )    Names and dimensions of all streets, right-of-ways and easements (existing and proposed, public and private) which border or affect project site.
22. (    )    Size and location of all existing and proposed public and private utilities.
23. (    )    Tidal or non-tidal wetlands boundary lines.
24. (    )    Critical area boundary line.
25. (    )    Stamps/seals and signatures of all plan preparation professionals.
26. (    )    Engineer's license expiration certification statement beside engineer's seal.

- 27. ( ) Schedule of completion of plan approval and construction processes.
- 28. ( ) Statement on plan cover sheet regarding public or private trash collection.

**WATER AND SEWER**

- 29. ( ) Schematic plan view drawing of water and sewer with pipe sizes and locations.
- 30. ( ) Include the following note on the plan sheet “Current Wicomico County Water/Sewer Plan Service Category W\_\_\_/S\_\_\_.
- 31. ( ) Estimated water and sewer usage in gallons per day shown on plan cover sheet with explanation of method used to estimate usage.

**STORMWATER MANAGEMENT**

- 32. ( ) Narrative summary of stormwater management (SWM) information.
- 33. ( ) Hydrologic calculations for SWM using Natural Resources Conservation Service (NRCS) methods.
- 34. ( ) Drainage area map to point(s) of investigation showing sufficient existing and proposed topographic information to confirm watershed boundaries. Include offsite areas as necessary.
- 35. ( ) Time of concentration flow paths shown on plans separated into overland, shallow concentrated and open channel flow for pre- and post-development.
- 36. ( ) Water quality and recharge volumes required and provided calculations.
- 37. ( ) Design calculations for selected BMP’s and credits.
- 38. ( ) Pretreatment volumes required and provided calculations for selected BMP.
- 39. ( ) Provisions to trap liquid floatables in selected BMP.
- 40. ( ) Structural details, plan view and perpendicular elevation views of all proposed structures.
- 41. ( ) Completed Maintenance and Inspection Agreement for stormwater management facilities and check for \$40 payable to Clerk of Court.
- 42. ( ) Detail of outlet protection from the 1994 Maryland Standards and Specifications for Soil Erosion and Sediment Control (minimum Class I riprap underlain with Class C geotextile fabric).

**DRAINAGE**

- 43. ( ) Storm drain design hydrologic calculations (10-year capacity required) for public storm drain systems using Rational Method.
- 44. ( ) Provision for overland flow relief for larger than design storm events.
- 45. ( ) Schematic drawing of public storm drain system with pipe sizes and locations.
- 46. ( ) Detailed plans and profiles of private storm drain facilities.
- 47. ( ) Gutter spread calculations for public streets (maximum 8-foot spread for 2-year storm) in accordance with procedure found in the Highway Drainage Manual.
- 48. ( ) Lot grading plan with spot elevations and contours as necessary at 0.5% minimum grade.
- 49. ( ) Minimum 6” fall in 10’ around building foundation.

## ROADWAYS, CURB, GUTTER, SIDEWALK & STREET LIGHTS

- 50. ( ) Plan view of existing and proposed right of way, roadway centerline, edge of paving and curb. Show curb return radii and horizontal curve data.
- 51. ( ) Existing and proposed profile of street centerline and at face of curb. Show percent of grade on tangents and 80' vertical curve data with stations at 100-foot intervals and at PVC's and PVT's.
- 52. ( ) Equality stations and elevations at centerline intersections.
- 53. ( ) All pertinent Salisbury Public Works standard details referenced.
- 54. ( ) Permanent traffic signage and pavement markings plan sheet.
- 55. ( ) Temporary traffic control plan sheet.
- 56. ( ) Plan view of existing and proposed curb, gutter and sidewalk.
- 57. ( ) Plan view of existing and proposed street light locations.
- 58. ( ) Plan view with dimensions and specifications of street plantings.

## CONTRACT DRAWINGS

**NOTE: Contract drawings are construction drawings for City water, sewer and storm drain facilities. Contract drawings must be bound separately and numbered independently from the construction improvements plan drawings.**

### General Information

- 59. ( ) Public Works standard format (11" by 25" sheets) with Index Sheet
- 60. ( ) Project phase with phase line limits shown on plan
- 61. ( ) Corporate limit lines on each sheet
- 62. ( ) Legend for all symbols used per City Standard Drawing No 600.21
- 63. ( ) North arrow with Maryland State Grid on each sheet
- 64. ( ) Scale consistent on all sheets
- 65. ( ) Plan and profile of all public water, sewer and storm drain facilities
- 66. ( ) Water and sewer drawings stamped by Maryland registered professional engineer
- 67. ( ) Show all pipe crossings on plan view and profile
- 68. ( ) Referenced City standard drawing numbers as applicable
- 69. ( ) Names and dimensions of all public and private streets, right-of-ways and easements
- 70. ( ) Project benchmark referenced to City benchmark and using City datum
- 71. ( ) Mains and services placed parallel and perpendicular to easements, right of ways and curbs
- 72. ( ) Stationing every 100 feet and at all appurtenances (laterals, manholes, valves, wyes, etc.)
- 73. ( ) Station 0+00 located at downstream end of sewer or storm drain
- 74. ( ) Minimum 20-foot easement width for one utility, 30 feet for two utilities
- 75. ( ) Minimum 5-foot clearance from main to easement or R/W line
- 76. ( ) Draft deed of easement document and record plat for utilities located outside of City R/W