

# DEVELOPMENT REVIEW PROCESS SUBMITTAL CHECKLIST



<b>Project Name:</b>		
<b>Project Address:</b>		
CONTACTS		
<i>Legal Property Owner (Required)</i>	<i>Building Owner</i>	<i>Professional Services</i>
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<p><i>To have an efficient development review process and pleasant experience at South Adams County Water &amp; Sanitation District, the District has prepared this "Checklist" to assist the applicant in preparing and providing the most complete and accurate information possible. Please read thoroughly.</i></p> <p style="text-align: center;">See: <a href="#">Development Plan Review</a></p>		

<b>Can Serve Letter Checklist</b>			
<i>*Also known as Will Serve Letter or Preliminary Contact Letter (PCL)</i>			
Yes	No		Description
			<p><b>Has the applicant completed the Service Application through page 4 with accurate project and ownership information?</b> See: <a href="#">Service Application</a></p>
			<p><b>Has the applicant supplied a sketch plan of the proposed project and water consumption expectations?</b></p>
			<p><b>Has the applicant provided a property report as proof that the project and/or property is in the District or attached a petition to be included in the District?</b> If the property is not included, please contact the Development Review Supervisor for inclusion documents. See: <a href="#">Adams County Website</a> to obtain a property report.</p>

<b>Service Application Checklist</b>			
Yes	No	N/A	Description
			<p><b>Has the applicant completed and had the owner sign the Service Application including the Cover Page, Water Questionnaire, Water Customer Data/Fixture Value Sheet, and Wastewater Questionnaire?</b> <i>A TAP FEE QUOTE CAN NOT BE PROVIDED WITHOUT A COMPLETE APPLICATION.</i> See: <a href="#">Service Application</a></p>
			<p><b>Has the applicant provided a property report as proof that the project and/or property is in the District or attached a petition to be included in the District?</b> If the property is not included, please contact the Development Review Supervisor for inclusion documents. See: <a href="#">Adams County Website</a> to obtain a property report</p>

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Yes	No	N/A	Description
			<b>Has the applicant provided an electronic, 11x17 plan set in PDF format?</b> The plan set shall include sheets related to potable water, irrigation, sanitary sewer, sanitary sewer interceptors and ISO's, and backflow prevention devices. This shall be <b>ONE PDF SET</b> with the various engineering disciplines of Mechanical, Civil, Plumbing, and Architectural included in a single PDF set of plans. The PDF size when compiled correctly shall not exceed 15 MB.
			<i>For small residential remodels:</i> <b>Did the applicant attach a site and utility sketch plan, including but not limited to the location and size of the existing and proposed water, sanitary, and irrigation utilities, structures, property boundaries, dimensions, landscaping, and streets?</b>
			<i>For restaurant facilities:</i> <b>Did the applicant provide a plan approval certificate letter from the Tri-County Health Department?</b>
			<i>For tenant finishes:</i> <b>Did the applicant provide a copy of the latest test results for the backflow device?</b>
			If the project or parcel does not have existing ROW and easements for the proposed utilities then the applicant must provide all legal descriptions, exhibits, and a completed SACWSD Easement and Right of Way Agreement or a copy of the signed final plat dedicating ROW and easements. See: <a href="#">Design &amp; Construction Standards</a>
			<b>Does the property have existing water rights or ERUs to serve the project?</b> The owner shall acquire adequate ERUs to serve the entire project and planned phasing.
			<b>Has the applicant acquired ERUs' through the SACWSD Phase 4a program or another provider?</b>

## Civil Engineering Plans Checklist

*It is the responsibility of the Engineer of Record to familiarize themselves with SACWSD Design and Construction Standards and Rules and Regulations. All submittals not in compliance with these standards shall not clear the administrative review process.*

See: [Rules & Regulations](#); [Design & Construction Standards](#)

Yes	No	N/A	Description
			<b>Typical standards include but are not limited to:</b> All utilities are designed to the opposite end of the project, all potable water mains have a two-way feed, potable water service lines do not exceed 100-ft, meter sizing is per AWWA M22 manual, roadway typical section and utility section are per SACWSD standard details.
			<b>All plans, details, and specifications adhere to current SACWSD Design and Construction Standards.</b> All plans submitted for review shall be construction-level plans and documents for new projects and tenant finish projects. All plans and submittals, that do not meet standards shall not continue past the administrative review phase. All applications not meeting these requirements shall have their review postponed until all submittals are complete and accurate per SACWSD standards. See: <a href="#">Design &amp; Construction Standards</a>
			<b>Civil plans clearly show all horizontal crossing and apparent conflicts.</b> All apparent conflicts with storm drainage infrastructure are detailed in a utility profile and detailed to assure horizontal and vertical crossings meet SACWSD standards.

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Yes	No	N/A	Description
			<b>Civil plans have all existing and proposed SACWSD utilities clearly delineated and labeled.</b> When submitting PDF plans, review the PDF before submission to assure labels and line types are clear and accurate in the PDF.
			<b>Civil plans have all existing and proposed SACWSD appurtenances clearly delineated.</b> Appurtenances shall include but not be limited to valves, fittings, vaults, interceptors, BFPD, mains, service lines, and meters. See: <a href="#">Design &amp; Construction Standards</a>
			<b>Do the plans show all private property, ROWs, and easements with Plat Book &amp; Page or County Parcel number clearly delineated?</b>
			<b>All Civil Engineering, Architectural, and Plumbing Plans shall work seamlessly and must be composed in a single PDF.</b> All utilities shall cross-reference accurately between Architectural, MEP, and Civil plan sheets. All existing and proposed utilities including but not limited to: Potable water, irrigation, sanitary sewer, backflow prevention, and wastewater interceptors shall be clearly delineated within a single set of plans.
			<b>Plan and Profile sheets per SACWSD standards shall be provided for the following utilities, Potable Water, Irrigation, Sanitary Sewer, and Storm Drainage.</b> It is recommended to show multiple utilities in the same profiles to ensure proper and efficient utility conflict review

## Architectural Plans Checklist

Yes	No	N/A	Description
			<b>All plans, details, and specifications adhere to current SACWSD Design and Construction Standards.</b> All plans submitted for review shall be construction-level plans and documents for new projects and tenant finish projects. All plans and submittals, that do not meet standards shall not continue past the administrative review phase. All applications not meeting these requirements shall have their review postponed until all submittals are complete and accurate per SACWSD standards. See: <a href="#">Design &amp; Construction Standards</a>
			<b>Architectural, plumbing plans and details show the interior plumbing including existing and proposed pipe sizes, connections, and fixtures using SACWSD standard details.</b> See: <a href="#">Design &amp; Construction Standards</a>
			<b>Architectural, plumbing plans and details show the backflow preventer device (BFPD) location, sizing, type, and details.</b>
			<b>Construction Plans show the Sand / Oil or Grease Interceptor location, sizing, type, and detail.</b> You must use the SACWSD standard detail for interceptors available online. The Civil Engineering and Architectural Plans shall be accurate and work seamlessly for the interceptor and effluent piping. See: <a href="#">Design &amp; Construction Standards</a>
			<b>Architectural, plumbing plans include a plumbing waste isometric detail along with a BFPD schematic detail that shows the interior plumbing including pipe sizes, connections, and fixtures using SACWSD standard details and approved materials.</b>

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## General Submittal Comments

*Once construction plans have been approved by SACWSD Development Review Supervisor, the applicant will submit (4) sets of Final Construction Plans to SACFD and then for SACWSD signature and a scanned PDF of the signed approved plans. The plan size required is 24x36.*

*Final Construction Drawing submittals in AutoCAD format will be required at the same time the final utility construction plans are submitted. Drawings shall be submitted in AutoCAD 2015-2017 format to be used in the SACWSD GIS database.*

## Building Permit Authorization

*The Building Permit Authorization letter will be provided at the Utility Preconstruction meeting and requires Final Utility Construction Plans to be signed by all parties.*

## SACWSD Links

### SERVICE APPLICATION:

<https://www.sacwsd.org/DocumentCenter/View/912/Development-Service-Application-2021?bidId=>

### DESIGN & CONSTRUCTION STANDARDS:

<https://www.sacwsd.org/DocumentCenter/View/773/SACWSD-Design-Standards-and-Specifications?bidId=>

### RULES & REGULATIONS:

<https://www.sacwsd.org/DocumentCenter/View/776/Rules-and-Regulations?bidId=>

### ADAMS COUNTY (to obtain property report):

[https://gisapp.adcogov.org/Html5Viewer/index.html?viewer=AdvancedExt.Advanced\\_HTML](https://gisapp.adcogov.org/Html5Viewer/index.html?viewer=AdvancedExt.Advanced_HTML)