

DEVELOPMENT REVIEW PROCESS SUBMITTAL CHECKLIST

Project Name:

Project Address:

Project Contact Name & Email:

In order to have an efficient development review process and pleasant experience at South Adams County Water & Sanitation District, the District has prepared this “Checklist” to assist the applicant in preparing and providing the most complete and accurate information possible.

Service Application Check List

Yes	No	N/A	Description
			Has the applicant completely filled out and had the owner sign the Service Application including the Cover Page, Water Questionnaire, Water Customer Data/Fixture Value Sheet, and Wastewater Questionnaire? A tap fee quote cannot be provided without a complete application. See: Service Application
			Has the applicant provided proof that the project and/or property is in the District or attached a petition to be included in the District? Contact Development Review Supervisor for inclusion paperwork.
			Applicant shall provide a legible electronic 11x17 or 24x36 Plan Set in PDF format. The plan set shall include sheets related to potable water, irrigation, sanitary sewer, sanitary sewer interceptors and ISO's, back flow prevention devices. This shall be ONE PDF SET 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.
			For small residential remodels, 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?
			Did the applicant provide a plan approval certificate letter from the Tri-County Health Department for a Restaurant facility?
			If project or parcel does not have existing ROW and easements for the proposed utilities then 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: Design & Construction Standards
			Does the property have existing water rights or ERU's to serve the project? Owner shall acquire adequate ERU's to serve entire project and planned phasing.
			Has the applicant acquired ERUs' through SACWSD Phase 4a program or another provider?
			Tenant Finish: Has the existing Back Flow Prevention Device been tested within the last year? Please provide a copy of the latest test results.

Civil Engineering Plans Checklist

Yes	No	N/A	Description
			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 clerical review process. See WWW.SACWSD.ORG .
			Typical standards include but are not limited to: 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.
			All plans, details, specifications shall adhere to current SACWSD Design and Construction Standards. All plans submitted for review shall be construction level plans and documents. All plans and submittals not meeting standards shall not continue past the clerical review phase and shall result in their application review process being delayed. All applications not meeting these requirements shall have their review postponed until all submittals are complete and accurate per SACWSD standards. See: Design & Construction Standards
			Civil plans shall clearly show all horizontal crossing and apparent conflicts. All apparent conflicts with storm drainage infrastructure shall be detailed in a utility profile and detailed to assure horizontal and vertical crossings meet SACWSD standards.
			Civil plans shall have all existing and proposed SACWSD utilities clearly delineated and labeled. When submitting PDF plans review the PDF prior to submittal to assure labels and line types are clear and accurate in the PDF.
			Civil plans shall have all existing and proposed SACWSD appurtenances clearly delineated. Appurtenances shall include but not be limited to valves, fittings, vaults, interceptors, BFPD, mains, service lines and meters. See: Design & Construction Standards
			Do the plans show all private property, ROW's and easements with Plat Book & Page or County Parcel number clearly delineated?
			All Civil Engineering, Architectural and Plumbing Plans shall work in a seamless manner and composed in a single PDF. 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, back flow prevention and wastewater interceptors shall be clearly delineated within a single set of plans.
			Plan and Profile sheets per SACWSD standards shall be provided for the following utilities, Potable Water, Irrigation, Sanitary Sewer and Storm Drainage. It is recommend showing multiple utilities in the same profiles to insure proper and efficient utility conflict review.

Architectural Plans Checklist

			All plans, details, specifications shall adhere to current SACWSD Design and Construction Standards. All plans submitted for review shall be construction level plans and documents for new projects and tenant finish projects. All plans and submittals not meeting standards shall not continue past the clerical review phase and shall result in their application review process being delayed. All applications not meeting these requirements shall have their review postponed until all submittals are complete and accurate per SACWSD standards. See: Design & Construction Standards
			Submit Architectural, Plumbing Plans and Details that show the interior plumbing including existing and proposed, pipe sizes, connections, and fixtures using SACWSD standard details? See: Design & Construction Standards



Yes	No	N/A	Description
			Submit Architectural, Plumbing Plans and Details that show the Back Flow Preventer Devices (BFPD) location, sizing, type and details.
			Submit construction plans and details that show the Sand / Oil or Grease Interceptor location, sizing, type and details. 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: Design & Construction Standards
			Did the applicant 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?
			The District requires a single PDF combining Civil, Architectural, Mechanical Plans and all applicable details clearly legible in a file size as minimal as possible. Typical file size is approximately 15 mb.
General Submittal Comments			
			Once construction plans have been approved by SACWSD Development Review Supervisor 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. Plan size 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.
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			