

## UTILITY PLAN CHECKLIST

**Please Note:** This checklist summarizes major and typical topics of review. Site specific issues can produce additional comments.

Project ID / Description:				
Reviewer / Date:				
<u>Yes</u>	<u>No</u>	<u>N/A</u>	<b><u>ITEM OR DESCRIPTION</u></b>	
<b><i>UTILITY PLAN SUBMITTAL REVIEW</i></b>				
			Completed Utility Permit Application	
			Three (3) copies of Utility Plan	
			Completed Checklist	
<b><i>UTILITY PLAN TECHNICAL REVIEW</i></b>				
<i>Formatting Requirements</i>				
			Plan drawn clearly? (All text is legible)	
			Plan drawn to appropriate Engineer's Scale?	
			Scale shown on every sheet?	
			Plan includes a vicinity map?	
			Plan includes a north arrow?	
			Plan includes a complete legend which is implemented in drawings?	
			Plan includes approval signature block?	
			All streets have names?	
			Plan does not include disclaimers such as proprietary information?	
			Sheet numbers on all sheets? (i.e. Sheet 2 of 3)	
<i>Technical Requirements</i>				
<b>Existing Facilities</b>				
			Plan shows width of ROW for City streets, Caltrans, R/R, SCVWD and VTA?	
			Plan shows traffic signals, loops and service cabinets?	
			Plan shows all known utilities: sanitary sewer (SS) & storm drain (SD) mains, water lines, gas and electric, CATV, fiber optics, telecommunications, etc.?	
			Plan shows sizes of all relevant SS, SD, water, gas and electric lines?	

UTILITY PLAN CHECKLIST

Yes	No	N/A	ITEM OR DESCRIPTION
			Plan shows all pull boxes or manhole (MH) conflicts with driveways, entrances/exits, or cross streets?
			Plan shows location and dimensions of all facilities (lines) from nearest face of curb (FOC)?
			Plan shows existing porkchop or median islands, curb and gutter, parkstrip areas, sidewalk, and property lines?
			Plan shows plat or legal description of existing Public Service Easement (PSE) or Public Utilities Easement (PUE) to be used for facilities? (if applicable)
			Plan shows trench section and number of ducts?
<b>Proposed Facilities</b>			
			Plan shows any conflicts with other utilities and identifies pothole areas at all utility crossings?
			Plan shows utilities under bus pads? (Utilities under bus pads may be allowed provided there are no conflicts; coordination with VTA is required)
			Plan indicates material of pullbox or manhole (MH) covers to be used? (CSJ only allows pre-cast iron MH covers and traffic rated pullboxes in roadway, Fiberglass MH covers are only permitted within the sidewalk since these materials are not traffic rated)
			Plan shows no bore pits in front of driveways or in street intersections?
			Plan shows utilities within 2 -10 feet from face of curb (FOC) as much as possible? (Center of streets are reserved for gravity flow facilities such as storm and sanitary sewer mains)
			Plan shows manholes in sidewalk within 4 feet from back of curb? (Downtown Area)
			Plan identifies any R/R, Caltrans, VTA, SCVWD permit issues at crossings?
			Plan shows all trench work in the street? (Sidewalk and parkstrip areas are designated for utility vaults and similar utility subsurface structures only)
			Plan shows minimum one (1) foot horizontal clearance from proposed new conduit to other existing utilities (excluding gas and water mains)? <b>(Hand dig operation only as required by Underground Service Alert)</b>
			Plan shows minimum two (2) feet horizontal clearance from proposed new conduit to existing utilities (excluding gas and water mains)?
			Plan shows minimum two and a half (2.5) feet horizontal clearance from proposed new conduit to existing gas main?
			Plan shows minimum three (3) feet horizontal clearance from proposed new conduit to existing water main?