



**CITY OF SAN JOSE**

**Department of Public Works**

**Development Services Division | Utility Permits Section**

**UTILITY PLAN CHECKLIST**

Project ID / Description \_\_\_\_\_

Initial Review Date / Reviewer Initials \_\_\_\_\_

*\*Checklist requirements are in accordance with the City of San Jose's **Municipal Code, Sections 15.50.300, 15.50.400***

**A. Utility Plan Submittal Review**

YES	NO	N/A	
			1a. Completed Utility Permit Application
			2a. Three (3) copies of Utility Plan / Project Plan
			3a. Temporary Traffic Control Plan (shall be reviewed by CSJ inspector, at least 3 days prior to starting work)
			4a. Completed Utility Plan Checklist

**B. Utility Plan Review**

*Formatting Requirements*

YES	NO	N/A	
			1b. Utility/Project plan submitted on 11"x17" sheet size or greater, preferably in color, single sided, collated (All text must be legible)
			2b. Plan drawn to appropriate engineering scale
			3b. Scale shown on every sheet
			4b. Vicinity map identifying general area and work location
			5b. North Arrow
			6b. Legend identifying all new, retired and existing utilities
			7b. Abbreviations list
			8b. Approval signature block
			9b. All streets labeled
			10b. Plan does not include disclaimers such as proprietary information
			11b. Sheet numbers on every sheet (e.g. Sheet 3 of 5)
			12b. Plan must be 100% ready for construction



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**C. Existing Facilities**

*Plans must identify each of the following items:*

YES	NO	N/A	
			1c. City right-of-way, plat or legal description of Public Service Easements (PSE) / Public Utility Easements (PUE), other jurisdictions such as Caltrans, R/R, SCVWD or VTA
			2c. Traffic signals, loops, and service cabinets
			3c. Size and location of existing above and underground utilities such as: sanitary sewer (SS), storm drain (SD), water lines, gas and electric, CATV, fiber optics, telecommunication, poles, cabinets, boxes, manholes, and pullboxes etc.
			4c. Property lines, porkchop or median traffic islands, curb, gutter, parkstrip areas, sidewalk, edge of pavement, driveways, trees etc.
			5c. Location of all facility lines measured from the nearest face of curb (FOC)

**D. Proposed Facilities**

*Plans must identify each of the following items:*

YES	NO	N/A	
			1d. Location of trench or bore path, with size and number of utilities to be installed, measured from the nearest face of curb
			2d. Utilities under bus pads (utilities under bus pads may be allowed provided there are no conflicts with laterals and a directional bore will be used at a depth of 36" to 48")
			3d. Material of pullbox or manhole (MH) covers. (CSJ only allows pre-cast iron MH covers and traffic rated pullboxes in roadway. Fiberglass MH covers are permitted only within the sidewalk)
			4d. Location of all bore pits and potholes
			5d. Utilities located 3 feet from face of curb (FOC)
			6d. All trench and bore paths located in the street. (Sidewalk and parkstrip areas are designated for utility vaults and similar utility structures only)
			7d. In the downtown area, manholes and vaults in the sidewalk are located within four (4) feet from back of curb
			8d. Minimum one (1) foot horizontal clearance from proposed new conduit to other existing utilities (excluding gas and water mains) <b>(For hand dig operations only as required by Underground Service Alert)</b>
			9d. Minimum two (2) feet horizontal clearance from proposed new conduit to other exiting utilities (excluding gas and water mains)
			10d. Minimum two and a half (2.5) feet horizontal clearance from proposed new conduit to existing gas main
			11d. Minimum three (3) feet horizontal clearance from proposed new conduit to existing water main



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**E. Proposed Above-ground Structures**

*Plans must identify each of the following items:*

*\*Public outreach must be accomplished according to the Outreach Process for Placement of Above Ground Structures and Utility Poles instructions located at <http://www.sanjoseca.gov/DocumentCenter/View/6263>*

YES	NO	N/A	
			1e. Street view photo simulation illustrating the size of structure proportionate to its surroundings
			2e. Cut sheet of structure showing all dimensions and specifications to include noise level and power generating information if applicable
			3e. Location adjacent to non residential properties
			4e. Location adjacent to the sides of rear yards of residential properties, preferably on major streets
			5e. Location as close as possible to the property line