



**City of San Jose, Department of Public Works  
Development Services Division | Utility Permits Section**

**UTILITY PLAN CHECKLIST**

Utility Company Job No.:

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

**A. Submittal Review**

Yes	No	N/A	
			Completed Utility Plan Checklist
			Temporary Traffic Control Plan (shall be reviewed/approved by CSJ inspector, at least 3 days prior to starting work)

**B. Formatting Requirements**

Yes	No	N/A	
			Utility/Project plan submitted on 11" x 17" sheet size or greater, preferably in color
			Plan drawn to appropriate engineering scale (no larger than 1:40)
			Scale shown on every sheet
			Vicinity map identifying general area and work location
			North arrow
			Legend identifying all new, retired, and existing utilities
			Abbreviations list
			Approval signature block
			All streets labeled
			Plan does not include disclaimers, such as proprietary information
			Sheet numbers on every sheet (e.g. Sheet 3 of 5)
			Plan must be 100% ready for construction

<b>C. Existing Facilities (Plans must identify each of the following items)</b>				
<u>Yes</u>		<u>No</u>		<u>N/A</u>
				City right-of-way, Public Service Easements (PSE) / Public Utility Easements (PUE), other jurisdictions such as Caltrans, R/R, SCVWD, VTA
				Traffic signals, loops, and service cabinets
				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, pullboxes, etc.
				Location of all facility lines measured from the nearest face of curb (FOC)
				Property lines, pork chop or median traffic islands, curb, gutter, parkstrip areas, sidewalk, edge of pavement, driveways, trees, etc.
				Width of sidewalk and parkstrip area, if any
<b>D. Proposed Facilities (Plans must identify each of the following items)</b>				
<u>Yes</u>		<u>No</u>		<u>N/A</u>
				Location of trench or bore path, with size and number of utilities to be installed
				Location of trench or bore path measured from the nearest FOC, to be placed at 3' from FOC when possible
				All trench and bore paths located in the street. (Sidewalk and parkstrip areas are designated for utility vaults and similar utility structures only)
				Location of all bore pits and potholes
				Minimum one (1) foot horizontal clearance from proposed new facility to other existing utilities, excluding gas and water mains. <b>(For hand dig operations only, as required by Underground Service Alert)</b>
				Minimum two (2) feet horizontal clearance from proposed new facility to other existing utilities, excluding gas and water mains
				Minimum two and a half (2.5) feet horizontal clearance from proposed new facility to existing gas main

					Minimum three (3) feet horizontal clearance from proposed new facility to existing water main
					Minimum four (4) feet horizontal clearance from proposed new facility to existing SS or SD. (Must be two (2) feet from outside wall of existing SS or SD pipe and five (5) from outside edge of MH.)
					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" - 48"
					In the downtown area, manholes and vaults in the sidewalk shall be located within four (4) feet from back of curb
					Material of pullbox or manhole (MH) covers. (Only pre-cast iron MH covers and traffic rated pullboxes allowed in roadway. Fiberglass MH covers are permitted only within the sidewalk)
<b>E. Proposed Above Ground Structures</b>					
Public outreach must be completed per the Outreach Process for Placement of Above Ground Structures and Utility Poles instructions located at <a href="https://www.sanJoseca.gov/home/showpublisheddocument?id=33153">https://www.sanJoseca.gov/home/showpublisheddocument?id=33153</a>					
<b>Yes</b>		<b>No</b>		<b>N/A</b>	
					Street view photo simulation illustrating the size of the structure proportionate to its surroundings
					Cut sheet of structure showing all dimensions and specifications, including noise level and power generating information, if applicable
					Location adjacent to non-residential properties
					Location adjacent to the side or rear yards of residential properties, preferably on major streets
					Location as close as possible to the property line
<b>F. Tree Work</b>					
Any TREE REMOVAL work requires coordination and approval from the Department of Transportation, City Forester. Contact the City Forester at: <a href="mailto:arborist@sanJoseca.gov">arborist@sanJoseca.gov</a>					
<b>Yes</b>		<b>No</b>		<b>N/A</b>	
					Tree removal
					Tree trimming and/or root trimming