

SITE UTILITY WATER & SEWER DESIGN CHECK LIST

PROJECT NAME: _____

SITE UTILITY SYSTEM #: _____ FEE AMOUNT *: _____

ENGINEER'S CONTACT NAME: _____ ENGINEER'S EMAIL: _____

OWNER'S CONTACT NAME: _____ OWNER'S EMAIL: _____

ENGINEER'S PHONE #: _____ OWNER'S PHONE #: _____

The Site Utility Water and Sewer Design Checklist is to serve as a guide, for architect/engineer's and WSSC personnel, for preparation and review of water and sewer construction plans applicable for both offsite and onsite. Any questions regarding items contained herein should be referred to the site-utility system reviewer for clarification. **Plans submitted without a completed current checklist (effective July 1, 2009) will be returned without review.**

**If ANY ONE asterisk (*) item information is missing from plans,
the complete submittal package will be REJECTED and returned to engineer NOT-reviewed.**

Complete sheet – mark either A (applicable), NA (non-applicable), P (pending).

A/E	WSSC	<p>Submit the following documents as part of ALL Site Utility System Packages. ALL site utility plans and accompanied sheets are to be folded (not rolled) on first submittal. Plans with more than eight (8) sheets per set can be rolled.</p>
	*	<p>1) Site Utility Water and Sewer Design Checklist – COMPLETED</p> <ul style="list-style-type: none"> • Must include Engineer's Contact Name and Email • Must include Owner/Applicant's Contact Name and Email
	*	<p>2) Six sets of CADD drawn prints</p> <ul style="list-style-type: none"> • Use WSSC DSG Drafting Standards (located on WSSC website www.wsscwater.com under Business, under Technical Documents, under <u>DSG Drafting Standards</u> for format standards • Registered Engineer in the State of Maryland seal and COMAR statement on first sheet. • Registered Engineer in the State of Maryland seal on each additional sheet • Acceptable plan sizes: 22" x 34" or 24" x 36. • Do not provide 'cover sheet'
	*	<p>3) Original Hydraulic Information Sheet (HIS) (Part 1 <u>completed</u>)</p> <ul style="list-style-type: none"> • Need one HIS sheet for EACH <u>existing</u> and <u>proposed</u> water connection to the WSSC system (no more, no less) • Complete contact information must be provided • Follow instructions on back of HIS. If HIS is for an addition to an existing onsite, all flows shall represent the new total for the onsite. <p>Note to Engineers: Minor site utility plans - a copy of the reviewed HIS is provided after a MINOR site utility plan has been approved. Standard site utility plans – a copy of the reviewed HIS is required scanned onto the site utility plan before plan is approved.</p>
	*	<p>4) Three copies of ALL existing site utility water and sewer plans (onsite) (if plans not available, explain under comments).</p> <ul style="list-style-type: none"> • Acceptable plan sizes: 22" x 34" or 24" x 36. • Highlight site area on existing onsite

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	*	<p>5) Two copies of WSSC contract plans for water and/or sewer mains (property and profile highlighted)</p> <ul style="list-style-type: none"> • Always submit the first sheet of contract plan, then provide the specific sheet(s) of plan and profile bordering this project. • Acceptable plan sizes: 22" x 34" or 24" x 36.
	*	<p>6) Two copies of WSSC 200 Ft sheet(s) for both water and sewer (property highlighted)</p> <ul style="list-style-type: none"> • Acceptable plan sizes: 22" x 34" or 24" x 36.
	*	<p>7) One copy of preliminary plans or recorded plats (circle one provided) (for applicable properties) Notice: Site utility plans must show property description (Parcel or Lot and/or Block) as proposed property description if engineer/applicant is in process of having the property subdivided or replatted. Show existing property description and property lines in light line weight and proposed property description and property lines in heavy line weight. A recorded plat and address assignment will be required before site utility plans can be approved</p>
	*	<p>8) Site Utility Review fees. PLEASE NOTE: The Site Utility Review Fees should be calculated on onsite pipe <u>only</u> (all piping from property line or right-of-way to the building). Calculate water and sewer pipe separately. Calculate per linear foot for water service pipe 4-inches in diameter or larger, sewer pipe 6-inches in diameter or larger, and any non-residential pressure sewer pipe plus the applicable Base Fee as posted on the current Fees & Charges document on WSSC website at www.wsscwater.com (under Business, under Permit Services, under Fees & Charges).</p> <ul style="list-style-type: none"> • (Note for Mixed Systems: If either water or sewer qualifies as site utility size pipe, the fees are calculated per linear foot on the <u>entire</u> system being constructed by the Qualified Contractor including pipe sizes smaller than 4-inches diameter water and smaller than 6-inches diameter sewer. • Minor Site Utility Systems are defined as developed piping length to the building, measured from property line or edge of right-of-way, for both water and sewer shall not exceed 80-feet each. <ul style="list-style-type: none"> • Example: water 73' and sewer 60' = minor • Example: water 43', and sewer 87' = standard <p>Applicable Discounts – 100% EXEMPT from the published Site Utility and Minor Site Utility Review and Re-Review Fees for the following organization: Prince George's and Montgomery County Public Schools 50% OFF the published Site Utility and Minor Site Utility Review and Re-Review Fee for the following organizations: Fire Departments, Churches, temples, synagogues, Eleemosynary (charity) Associations, Hospitals, Recreational Facilities operated by the Board of Education, Maryland National Park and Planning Commission (MNCPPC) (if for no financial gain); Government (Federal, State, Local) operated public service buildings (e.g. Public Health Services, Mental Health Services, Libraries, Detention centers,); All educational institutions: includes parochial (church owned), private kindergartens, nurseries and colleges, universities.</p> <p>Note: A re-review fee will be charged for each review after the 2nd review from either RSG Plan Review or DSG Permit Services.</p>

		<p>9) One copy of the Address Assignment Site Plan or Letter approved by MNCPPC (for applicable properties)</p> <ul style="list-style-type: none"> Address Assignment Site plan or letter (street number and street name) must have approval stamp and/or signature from MNCPPC. We also accept address assignment letters on MNCPPC letterhead or a direct email from either Montgomery or Prince George’s County Park and Planning address verification department. <p>NOTE: if Address Assignment Site Plan or Letter approved by MNCPPC is not available at FIRST submittal, the document MUST BE PROVIDED before second review.</p>
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A/E	WSSC	BASIC PLAN INFORMATION REQUIRED If ANY ONE asterisk (*) item information is missing from plans, the complete submittal package will be REJECTED and returned to engineer NOT-reviewed.
		Items 10 – 16 should appear on sheet 1 of all Site Utility System Plans
	*	<p>10) General Notes – Show in upper left of sheet 1</p> <ul style="list-style-type: none"> Please Note: there are separate General Notes for the ‘standard’ and ‘minor’ site utility systems: (see separate documents entitled “General Site Utility Water & Sewer Notes” or “General Minor Site Utility Water & Sewer Notes” on WSSC website www.wsscwater.com (under Business, under Permit Services, under Site Utility) All General Notes are to be shown – no alterations
	*	<p>11) Job Name, Job Street Address, and Parcel, Lot, and/or Block (show at bottom of sheet)</p>
	*	<p>12) Engineering Firm Name, address, phone number, contact person, and contact person email address (show at bottom of sheet).</p>
	*	<p>13) Owner/Applicant Name, address, phone number, contact person, and contact person email address (show at bottom of sheet).</p>
	*	<p>14) Site Utility Number and signature approval block (show in lower right)</p> <ul style="list-style-type: none"> Please Note: Minor Site Utilities require a blank block 3” x 5” for approval stamp
	*	<p>15) Vicinity map - Show layout of streets clearly; show locator map, current ADC map page, and grid number and WSSC 200-Foot-Sheet (show in upper right).</p>
		<p>16) Sediment Control Notes</p> <ul style="list-style-type: none"> All utility installation must be in conformance with the conditions of the Soil Conservation District/County/MDE approved Sediment Control Plan (insert plan # here), approval date (insert date here), and with all erosion and sediment control measures contained within this plan. The applicant is required to notify the WSSC Sediment Control Inspector of any changes and modifications to the SCD/County/MDE approved sediment control plan. <p>48 hours advanced notice is required prior to utility construction at 301-206-8077.</p>
		Items 17 – 70 should be shown on all Site Utility System Plans (as applicable)
		<p>17) Three WSSC Grid coordinates</p>

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	*	18) North arrow (generally pointing to top of sheet) with horizontal (MD State NAD 83/91) and vertical (NGVD 1929) survey reference on each plan view.
		19) Blocking Notes
		20) Engineer's Notes (as applicable)
	*	22) Provide 1 st floor and all lower floor elevations in buildings.
		23) Scan on plans the following approvals (if applicable): <ul style="list-style-type: none"> • Hydraulic Information Sheet (HIS) • Approved RMS Letter • Approved Code Modification Letter (waiver) • Owner's Clearance Responsibility Letter
		24) Existing Facilities – show the following in light line weight: <ul style="list-style-type: none"> • Storm Drain (size) • Electric • Telephone conduit (size) • Gas (size) • Other utilities
		25) Plan scales (not Vicinity Map scale) <ul style="list-style-type: none"> • Plan - horizontal 1" = 30' 1" = 50' • Profile – 1" = Vertical: (5 or 10) Horizontal: (50 or 100) Special exception to be authorized prior to plan submittal by lead plan reviewer.
		26) Profiles must be drawn in same direction as plan view.
	*	27) Average daily sewage flow table GPD (show bottom center of plan) <ul style="list-style-type: none"> • Table should include structure use and calculations for Total Average Daily Sewage Flow • Use current Sample Sewage Flow Table (using WSSC Base Sanitary Factors) dated 8-22-05 (see separate document entitled “Sewage Flow Base Sanitary Factors” on WSSC website www.wsscwater.com (under Business, under Permit Services, under Site Utility) Label Example: Church – 116 seats x 4 GPD = Total Sewage Flow 464 GPD <p>PLEASE NOTE: A Sewer Model Hydraulic Review is required for projects with Total Average Daily Sewage Flow equal to 100,000 GPD or greater. Permit Services will forward this review request for these situations.</p>

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	*	28) Pipe schedule and Material List <ul style="list-style-type: none"> • List <u>only</u> onsite pipe (all piping from property line or right -of -way to the building) in pipe schedule. • The review fee will be calculated on all new pipe footage indicated in the pipe schedule.
		29) Street names (note whether private or public) <ul style="list-style-type: none"> • private streets should include (private street) in label Label Example: Smith Drive (Private Street) • Include SHA Route No. (Interstate, if applicable) • Include on plan and profile
		30) Show <u>all</u> WSSC system mains (water and sewer) for complete length of property or street <ul style="list-style-type: none"> • show main type and size • show <u>all</u> WSSC Right-of-Ways and sizes with arrows (if applicable) Label Example: WSSC 20' R/W • show all contract #s (Use contract #s from 200ft sheet or on GIS) Label Example: EX. 12" W (Contract No. 61-5322) • For water mains show CI, DIP, PCCP, or AWWA C900 (for water mains 16" and larger provide Lock Joint No. & type for PCCP) • show all appurtenances (i.e. FH, valves, MH, etc.) <p>Note to Engineers The WSSC main must be released for service for a proposed connection(s) to be built under the 'Applicant-Build' process.</p>
	*	31) Proposed service connections (water and sewer) – (show in light line weight) <ul style="list-style-type: none"> • Label size and type Label Example: 10"WHC or 6"SHC • Note whether Large & Small Mains Service Connection Review Approval is required. (See Item 79 for submission package requirements.) <p style="margin-left: 40px;"><u>Water Mains - Diameter (inches)</u></p> <ul style="list-style-type: none"> 4-inch or smaller (review) 6 – 16 (allowed) 20 – 24 (review) 30-inch and larger (not allowed) <p style="margin-left: 40px;"><u>Sewer Mains – Diameter (inches)</u></p> <ul style="list-style-type: none"> 6 – 12 (allowed) 15 – 27 (review) All diameters – Grinder Systems/pressure sewers (review) All diameters – within 400 feet of end of force main/PS (review) Force Mains and Gravity Sewers 30-inch and larger (not allowed) <ul style="list-style-type: none"> • NOTE: No proposed fire hydrants on service connection pipe.
		32) Note(s) for proposed service connection to connect - show in heavy text weight. <ul style="list-style-type: none"> • Label existing manholes with WSSC manhole number (use MH#s from 200ft sheet or GIS) • Use note examples on pages 9 - 11 of this checklist

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		33) WHEN the proposed connections are to be built with an SEP or Relocation contract, the site utility plan and proposed SEP or Relocation plan must MATCH. <ul style="list-style-type: none"> • Copy of SEP plan must be submitted • Copy of Relocation plan must be submitted
		34) NEW pipe on property (water and sewer) – (show in heavy line weight) <ul style="list-style-type: none"> • Label size and type Label Example: 10”W or 6”S (do <u>not</u> use WHC or SHC)
		35) Flow arrows on all existing and proposed sewer lines.
		36) Site Utility Contractor Note(s) - show in heavy text weight <ul style="list-style-type: none"> • Note Example: Connect the proposed 8” W to Ex. 8” W at P/L or R/W (insert as applicable) by onsite contractor.
		37) Existing service connection(s) – show in light line weight <ul style="list-style-type: none"> • all site property should show how it is or will be served for water and sewer whether via public water, public sewer, well, or septic. • Label as follows: Label Example: EX. 6” WHC built under contract 67-1234A (PERMIT #1234567) • If existing service connection is being abandoned – do not use above note, use abandonment note (see note examples on pages 9 - 11 of this checklist).
		38) All existing onsite pipe with size and onsite/site utility numbers shown and labeled – show in light line weight <ul style="list-style-type: none"> • Label Example: Ex. 8” W (Onsite 93OS0050) • If existing onsite number is unknown, label pipe as follows: Label Example: Ex. 8” W (onsite # unknown)
		39) For EACH <u>proposed</u> building - building address, building #, building names/use (i.e. gym, community center, science bldg, etc.) (as applicable)
		40) For EACH <u>existing</u> building - building address, building #, building names/use (i.e. gym, community center, science bldg, etc.) (as applicable)
	*	41) Meter note in EACH <u>proposed</u> building <ul style="list-style-type: none"> • Master Meter (only use with outside meter) • Inside Master Meter • Domestic Meter / Detector Check Meter • Domestic Meter / Supervised Sprinkler System • Domestic Meter / Detector Check Meter / Supervised Sprinkler System

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	*	42) Meter note in EACH <u>existing</u> building (include WSSC account # in building, if applicable) <ul style="list-style-type: none"> • Ex. Master Meter (only use with outside meter) • Ex. Inside Master Meter • Ex. Domestic Meter / Detector Check Meter • Ex. Domestic Meter / Supervised Sprinkler System • Ex. Domestic Meter / Detector Check Meter / Supervised Sprinkler System Please Note: Compound meters are prohibited from fire flow use.
		43) Proposed outside meter vault requires a WSSC right-of-way. Right-of-Way width requirements for Meter Vault: Per WSSC Pipeline Design Manual. The width of the right-of-way shall be a minimum of ten (10) feet on each side of the outside edge of the vault wall. <ul style="list-style-type: none"> • Show and label WSSC R/W for outside meter vault Label Example: WSSC R/W 30' x 35' • Show and label proposed outside meter size and type (i.e. 6" FM) (See Item 83 for submission package requirements for WSSC R/W document)
		44) Existing outside meter size and type, plus WSSC Acct #, and Permit # <ul style="list-style-type: none"> • Label Example: EX. VAULT w/4" COMPOUND METER WSSC ACCT#0007070; P# 215558 • Show inset of existing meter location (if applicable) • If existing outside meter is being abandoned – do not use above note, use abandonment note (see note examples on pages 9 - 11 of this checklist).
	*	45) Property lines (ALL) – show in heavy line weight
		46) Private easements and width size <ul style="list-style-type: none"> • Label Example: 20' Private Easement for Sewer Connection
	*	47) Site property legal description (parcel, lot, block) (show within property lines) <ul style="list-style-type: none"> • Label Example: Proposed Parcel X • Label Example: Lot 1, Block A
	*	48) Site property owner name and address (show within property lines) – show in light line weight <ul style="list-style-type: none"> • Label Example: Cochran Properties, LLC 2400 Wisconsin Avenue Bethesda, MD 20814
		49) Adjacent property legal description (parcel/lot/block) (show within property lines) <ul style="list-style-type: none"> • Label Example: Parcel A
		50) Adjacent property owner name(s) and address(es) (show within property lines) <ul style="list-style-type: none"> • Label Example: Maryland National Capital Park & Planning Commission 8787 Georgia Avenue Silver Spring, MD 20910

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		51) Adjacent property – existing buildings <ul style="list-style-type: none"> • provide street address for each existing building Label Example: 8204 Baltimore Ave
		52) Number of units shown in each building footprint (if residential apts or condos)
		53) Public Fire Hydrant(s) built or removed on WSSC main shown on this site utility plan – show in light line weight <ul style="list-style-type: none"> • Must have RMS number shown on site utility plan (engineer / applicant must contact WSSC Relocations Unit for RMS number). • PLEASE NOTE: Neither public fire hydrants nor private (on-site) fire hydrants are allowed on service connection pipe.
		54) Show on plan <u>all</u> ‘onsite’ pipe to be abandoned – in light line weight with ‘X’s’ out. <ul style="list-style-type: none"> • Label Example: EX. 6” S (Onsite 85OS0130) TBA or TBR • Note abandonment of sewer at manhole. See Standard Detail S/3.5. • Note abandonment of manhole. See Standard Detail S/3.6.
		55) Show on plan <u>all</u> water and/or service connections and outside meter vaults/housings to be abandoned or removed. <ul style="list-style-type: none"> • If proposed and existing service connection lines are in same trench or very close must show both lines and label. • Use note examples on pages 9 - 11 of this checklist <p>Please Note: Abandonment means removing the service connection offsite or in WSSC R/W. Cap-off means disconnecting the service connection on property near property line or LOD. All existing water and sewer connections to the property must be used or abandoned.</p>
		SPECIAL DETAILS: 56) Include in the Site Utility System Plan any special details applicable to the proposed project. <ul style="list-style-type: none"> • Example: Grinder Pump details
		57) PLEASE NOTE: The following information is provided by Prince George’s County: <ul style="list-style-type: none"> • Roadway rehabilitation requirements (including, but not limited to pavement mill and overlay requirements) must be shown in accordance with the “Prince George’s County Policy and Specification for Utility Installation and Maintenance”. Final review and approval relative to these requirements by the Prince George’s County Department of Public Works and Transportation (DPW&T) Utility Section is required. If there are any questions regarding this requirement, please contact DPW&T’s Utility Section at 301-883-5730.
		58) PLEASE NOTE: The following information is provided by Montgomery County: <ul style="list-style-type: none"> • Work shall comply with the current Montgomery County Specifications for Utility Construction Permit. Complete repair (restoration of right of way) shall be made of any and all damages done to the existing improvements in the public right of way caused by construction operations on this site. All lane closures/traffic controls shall comply with the MCDOT approved Traffic Control Plans, Work Zone Temporary Traffic Control Standards and directions of the DPS ROW Inspector.

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		Example Connection Notes: Notes for proposed service connections built under a System Extension Plan (SEP) concurrently with site plan: Water 59) Point arrow to line between main and property line (this represents the connection) and label with a call out. <ul style="list-style-type: none"> • “EX. 6” WHC BUILT UNDER CONTRACT 07DA4569D (P-insert permit # here).”
		Sewer 60) Point arrow to line between main and property line (this represents the connection) and label with a call out. <ul style="list-style-type: none"> • “EX. 6” SHC BUILT UNDER CONTRACT 07DA4569D (P-insert permit # here).”
		Notes for Abandonment of existing service connections to be performed under a System Extension Plan (SEP) concurrently with site plan: Water 61) Point arrow to line between main and property line (this represents the connection) and label with a call out. <ul style="list-style-type: none"> • “EX. 6” WHC REMOVED UNDER CONTRACT 07DA4569D (P-insert permit # here).”
		Sewer 62) Point arrow to line between main and property line (this represents the connection) and label with a call out. <ul style="list-style-type: none"> • “EX. 6” SHC REMOVED UNDER CONTRACT 07DA4569D (P-insert permit # here).”
		Notes for proposed service connections from <u>existing</u> mains (under Applicant-Build process): Water 63) Connect New 8” WHC to Ex 10” W built under contract #89DA4596B with 10”x8” T.S.& V and extend to Property line under a WSSC Service Connection Permit. P-_____
		Water 64) Connect New 8” WHC to Ex 10” W built under contract #89DA4596B with 10”x8” T.S.& V and extend to R/W line under a WSSC Service Connection Permit. P-_____
		Sewer 65) Connect New 8” SHC to Ex MH#4 built under contract #89DA4596B and extend to Property line under a WSSC Service Connection Permit. P-_____
		Sewer 66) Connect New 8” SHC to Ex MH#4 built under contract #89DA4596B and extend to R/W line under a WSSC Service Connection Permit. P-_____

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		Notes for Abandonment of existing service connections (under Applicant-Build process): Water 67) Remove Ex. 10" WHC built under contract 89DA4596B (P-XXXXXXX) under a WSSC Service Connection Abandonment Permit. P-_____. WSSC ACCT # XXXXXXXX (7 digits) or WSSC METER ID # 12345678 H (Hersey) (8 digits)
		Water 68) Remove Ex. 10" WHC built under contract 89DA4596B (P-XXXXXXX) and (insert meter size) meter vault under a WSSC Service Connection Abandonment Permit. P-_____. WSSC ACCT # XXXXXXXX (7 digits) or WSSC METER ID # 12345678 H (Hersey) (8 digits)
		Sewer 69) Remove Ex. 8" SHC built under contract 89DA4596B (P-XXXXXXX) @ Ex. MH (insert #) under a WSSC Service Connection Abandonment Permit. P-_____.
		Sewer 70) Remove Ex. 4" SHC built under contract 89DA4596B (P-XXXXXXX) under a WSSC Service Connection Abandonment Permit. P-_____.
		Notes for Abandonment of a existing DOUBLE service connections (First Abandonment <u>only</u>): Water 71) Remove Ex. 1" WHC built under contract 62DA4555A (P-XXXXXX and P-XXXXXX)(provide both permit #s) serves (provide both lot #s) with double meter housing (provide both outside meter sizes)(provide both WSSC Acct. #s and WSSC meter ids). First abandonment of a double requires administrative WSSC Service Connection Abandonment Permit. P-_____. (no physical removal of water connection).
		Sewer 72) Remove Ex. 6" SHC built under contract 62DA4555A (P-XXXXXX and P-XXXXXX)(provide both permit #s) serves (provide both lot #s). First abandonment of a double requires administrative WSSC Service Connection Abandonment Permit. P-_____. (no physical removal of sewer connection).
		Note for proposed NEW <u>water service connection and outside meter vault</u> to be built from <u>existing main</u> (under Applicant-Build process): Water 73) Connect new 8" WHC to the Ex. 12" W built under 09DA4936E with 12"x 8" T.S. & V and extend to R/W line under a WSSC Service Connection Permit. P-_____. [Includes meter and vault installation.]
		Note for proposed OUTSIDE METER VAULT on <u>existing</u> water service connection (this is always a separate note) (under Applicant-Build process): Water 74) Connect new 8" W to the Ex. 8" WHC built under 09DA4936E (P-insert existing permit # here). New Meter and Vault to be constructed and installed under a WSSC permit through the 'Applicant-Build' process with applicable fees. P-_____

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		Additional Connection Note Details: 75) Additional connection note details will be addressed on site utility plan when construction of service connections are split between site utility plan and SEP mainline extension plan (as applicable).

A/E	WSSC	ADDITIONAL INFORMATION REQUIRED by RSG and Permit Services
		Documents required prior to SITY UTILITY SYSTEM plan approval: 76) Owner’s Declaration Letter (original) – submit as soon as possible.
		77) Site Utility (Onsite) Permit (original) - (if applicable).
		78) Sewer Model Hydraulic Review PLEASE NOTE: – This request is prepared by Permit Services for projects with Total Average Daily Sewage Flow equal to 100,000 GPD or greater.
		79) Large & Small Main Service Connection Review Package Submittal: (if applicable) <ul style="list-style-type: none"> The Large & Small Main Service Connection Review form is available on WSSC website at www.wsscwater.com (under Business, under Permit Services, under Site Utility). Please follow the instructions on the form to submit the package for review.
		80) Copy of RMS Approval Letter from Relocation Unit: (if applicable). <ul style="list-style-type: none"> On Standard site utility plans – copy should be scanned on plans
		81) Copy of the Code Modification Letter Approval by Regulatory Services Group (RSG) (old Waiver) (if applicable) <ul style="list-style-type: none"> On Standard site utility plans – copy should be scanned on plans
		82) Address Assignment Site Plan or Letter approved by MNCPPC: <ul style="list-style-type: none"> Address Assignment Site plan or letter (street number and street name) must have approval stamp and/or signature from MNCPPC. We also accept address assignment letters on MNCPPC letterhead or a direct email from either Montgomery or Prince George’s County Park and Planning address verification department.
		83) WSSC Right-of-Way Agreement: for new outside meter vaults. <ul style="list-style-type: none"> The WSSC Right-of-Way Agreement package must be submitted directly to Plan Review Unit, Regulatory Services Group <u>when requested by Plan Reviewer</u>. Please DO NOT SUBMIT BEFORE REQUESTED.
		84) Non-Abutting Service Connection Review: (if applicable). PLEASE NOTE: - This request is prepared by Permit Services for projects.

		<p>85) Shared Site Utility System Maintenance & Billing Agreement:</p> <ul style="list-style-type: none"> • These agreements are only allowed between <u>different property owners</u>. • Requests for these proposed agreements must be submitted to Permit Services Unit with supporting documentation (i.e. copy of Letter of Findings or Preliminary Plan Letter) on FIRST submittal.
		86) Service Area Category Change Letter: from County (if applicable).
		87) Recorded Plat: (if applicable) If property is newly subdivided and WSSC does not show new property on WSSC 200 foot sheets.
		88) Private Easement Agreement: (if applicable)
		89) Covenant: If multiple buildings are served by a single service connection to WSSC system and the buildings are owned by the same owner. Please provide the Covenant Checklist to WSSC Permit Services Unit for preparation of the Covenant ahead of time. The Covenant Checklist document is available on WSSC website at www.wsscwater.com (under Business, under Permit Services, under Real Property). (if applicable).
		90) Supervised Fire Sprinkler Agreement: Required if the Site Utility System has a domestic meter but no detector check assembly requirement or if the site utility system requires one or more fire hydrants on site which are un-metered by a WSSC meter. (if applicable, due with plumbing permit).
A/E	WSSC	AS-BUILT PLAN REQUIREMENTS by RSG

WSSC	ADDITIONAL INFORMATION PROVIDED by Permit Services (For Office Use Only)																														
_____	<p>No new connections required because tying into existing Site Utility System for water and sewer. Existing Site Utility System #(s): _____</p> <p>Existing WSSC CSIS Account #: _____</p> <p>Address: _____</p> <p>XREF #: _____, WHC#: _____; SHC#: _____, MTR NO#: _____</p> <p>Meter Size, Type, and Location: _____ Ex. WHC & SHC Size _____</p> <p>Meter Identification Number and Manufacturer: _____</p>																														
_____	<p>Additional Accounts:</p> <p>Existing WSSC CSIS Account #: _____</p> <p>Address: _____</p> <p>XREF #: _____, WHC#: _____; SHC#: _____, MTR NO#: _____</p> <p>Meter Size, Type, and Location: _____ Ex. WHC & SHC Size _____</p> <p>Meter Identification Number and Manufacturer: _____</p>																														
_____	<p>Total # of proposed WHC's : _____ Total # of proposed SHC's: _____</p> <p>_____ Built with SEP: Contract # _____</p> <p>SEP Permit Nos. _____; No Fee Required.</p> <p>_____ Built to existing main (Applicant-Build process) fee required:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Water Service Connections</u></td> <td style="width: 50%;"><u>Sewer Service Connections</u></td> </tr> <tr> <td>Number: _____ Size: _____ R/W: _____</td> <td>Number: _____ Size: _____ R/W: _____</td> </tr> <tr> <td>Number: _____ Size: _____ R/W: _____</td> <td>Number: _____ Size: _____ R/W: _____</td> </tr> <tr> <td>Number: _____ Size: _____ R/W: _____</td> <td>Number: _____ Size: _____ R/W: _____</td> </tr> <tr> <td>Number: _____ Size: _____ R/W: _____</td> <td>Number: _____ Size: _____ R/W: _____</td> </tr> </table> <p>Private Easement Required: Yes _____ *If applicable see checklist item #68 No _____</p>	<u>Water Service Connections</u>	<u>Sewer Service Connections</u>	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____	Number: _____ Size: _____ R/W: _____																				
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_____	<p>Total # of proposed Abandonments: Pair(s): _____ Water only: _____ Sewer only: _____</p> <table border="0" style="width: 100%;"> <tr> <td>Number: _____</td> <td>Size: _____</td> <td>Type: W / S</td> <td>R/W: _____</td> <td>(Office Use Only)</td> </tr> <tr> <td>Number: _____</td> <td>Size: _____</td> <td>Type: W / S</td> <td>R/W: _____</td> <td></td> </tr> <tr> <td>Number: _____</td> <td>Size: _____</td> <td>Type: W / S</td> <td>R/W: _____</td> <td></td> </tr> <tr> <td>Number: _____</td> <td>Size: _____</td> <td>Type: W / S</td> <td>R/W: _____</td> <td></td> </tr> <tr> <td>Number: _____</td> <td>Size: _____</td> <td>Type: W / S</td> <td>R/W: _____</td> <td></td> </tr> <tr> <td>Number: _____</td> <td>Size: _____</td> <td>Type: W / S</td> <td>R/W: _____</td> <td></td> </tr> </table>	Number: _____	Size: _____	Type: W / S	R/W: _____	(Office Use Only)	Number: _____	Size: _____	Type: W / S	R/W: _____		Number: _____	Size: _____	Type: W / S	R/W: _____		Number: _____	Size: _____	Type: W / S	R/W: _____		Number: _____	Size: _____	Type: W / S	R/W: _____		Number: _____	Size: _____	Type: W / S	R/W: _____	
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WSSC	ADDITIONAL INFORMATION <u>PROVIDED</u> by Permit Services (For Office Use Only)
	Abandonment Accounts: Existing WSSC CSIS Account #: _____ Address: _____ XREF #: _____, WHC#: _____; SHC#: _____, MTR NO#: _____ Meter Size, Type, and Location: _____ Ex. WHC & SHC Size _____ Meter Identification Number and Manufacturer: _____
	Existing WSSC CSIS Account #: _____ Address: _____ XREF #: _____, WHC#: _____; SHC#: _____, MTR NO#: _____ Meter Size, Type, and Location: _____ Ex. WHC & SHC Size _____ Meter Identification Number and Manufacturer: _____
	Existing WSSC CSIS Account #: _____ Address: _____ XREF #: _____, WHC#: _____; SHC#: _____, MTR NO#: _____ Meter Size, Type, and Location: _____ Ex. WHC & SHC Size _____ Meter Identification Number and Manufacturer: _____
	General Comments: _____ _____ _____ _____
	PLEASE NOTE: Permit Services will not process service connection permit(s), abandonment permit(s), or plumbing permit(s) until the site utility plans show all required items indicated on this Site Utility Water & Sewer Design Checklist, (as applicable).

Agent/Specialist
Review/Transmittal Dates:

_____	1 st _____	Return to Engineer / Forward to RSG / DSG / Other: _____
_____	2nd _____	Return to Engineer / Forward to RSG / DSG / Other: _____
_____	3rd _____	Return to Engineer / Forward to RSG / DSG / Other: _____
_____	4th _____	Return to Engineer / Forward to RSG / DSG / Other: _____