

'Non-DR' Type DRP Project Design Checklist for ePlan Review'

The 'Non-DR' type Developer Relocation Process (DRP) Project Design Checklist is to serve as a guide, for engineers and WSSC personnel, for preparation and review of project (water and sewer) construction drawings pertaining to developer relocation jobs and/or Sewer System Rehabilitation (not relining) by a developer. Any questions regarding items contained herein should be referred to the WSSC Project Manager for clarification. References to the applicable page number or section in the WSSC Pipeline Design Manual are provided in columns to the right. This checklist is located on the WSSC website at [wsscwater.com / Business & Construction / Development/Construction Services / Developers Forms & Fees / WSSC ePlan Review](http://wsscwater.com/Business%20&%20Construction/Development/Construction%20Services/Developers%20Forms%20&%20Fees/WSSC%20ePlan%20Review).

Engineer: Please complete the below checklist.

Indicate √ = Checked; X = Not Applicable, O = Outstanding in the second column under DR Checklist Item #.

Developer Relocation Projects (DRP) 'Non-DR' Type projects fall into the following categories: <input type="checkbox"/> Fire Hydrant Relocation / Installation (F) <input type="checkbox"/> Grade Establishment Plan (GE) <input type="checkbox"/> Grading/Utility Crossing of WSSC Mains (G) <input type="checkbox"/> Abandonment of WSSC Water and/or Sewer Mains (A) <input type="checkbox"/> Sewer System Rehabilitation (S) <ul style="list-style-type: none"> • Sewer Pipe Relining ('DI' type); • Manhole(s) Rehab ('Non-DR' type); • Drains Rehab on Private Property ('Non-DR' type) 					
**** All 'Non-DR' Type DRP projects are to be submitted and reviewed electronically through the WSSC ePlan Review (ProjectDox) system. **** This checklist is not all inclusive. The engineer is responsible to comply with the Development Services Code and the DSD Applicant User's Guide.					
Project Category	Prescreen Rejection Item <input checked="" type="checkbox"/>	Non-DR Type Checklist No.	Non-DR' type DRP Project Design Checklist Item	Reference	Ref. Page#
F	<input checked="" type="checkbox"/>	1	WSSC FH BASE TEMPLATE (WSSC-NonDRP.dwt). Use only for WSSC Fire Hydrant Relocation and Installation category of the 'Non-DR' type Developer Relocation Process (DRP) project plan submittals. Ensure the WSSC approval/signature block area location remains unchanged. Ensure plan is legible. Refer to Applicant Guide.	Applicant Guide	
A	<input checked="" type="checkbox"/>	2	Note: NOT USING a WSSC BASE TEMPLATE – The following 'Non-DR' type DRP projects will not use a WSSC base template for plan submittals •Abandonment of mains •Grading/Utility Crossing of WSSC mains Use the existing WSSC contract plan and redline the changes in red. The redline markup shall include the following information (in red): The DRP Non DR contract number, associated SU or SEP contracts, contact information for the applicant and the engineer, a blank 3"x3" block for a stamp/signature approval, professional engineer certification and seal, and any construction notes as applicable. •Grade Establishment Plan – Use a County template. (A stamp/signature block is not required)	Applicant Guide	
G, GE	<input checked="" type="checkbox"/>	3	WHEN TO USE A DR BASE TEMPLATE – If the existing contract drawings are not available or not legible, the WSSC DR Base template (WSSC-DRP.dwt) shall be used and all impacted infrastructure shall be surveyed, certified, and drawn in plan and profile views along with the impacts. Ensure plan is legible. Refer to applicant guide.	Applicant Guide	
F, A	<input checked="" type="checkbox"/>	4	WSSC LAYER GUIDELINES. Layers are required for all 'Non-DR' type DRP project plan submittals. NOTE: The use of the WSSC AutoCAD Standard Layer Naming Convention is encouraged, but not required at this time. Refer to the appropriate WSSC Base Template dependent on project category.	Applicant Guide	
F, A	<input checked="" type="checkbox"/>	5	DSG DRAFTING STANDARDS (PDF). Use DSG Drafting Standards for all 'Non-DR' type DRP project plan submittals. The plan must be legible and utilize WSSC line-type / line-weight. Refer to Applicant Guide.	Applicant Guide	

Project Category	Prescreen Rejection Item <input checked="" type="checkbox"/>	Non-DR Type Checklist No.	Non-DR' type DRP Project Design Checklist Item	Reference	Ref. Page#
F, G, A, GE	<input checked="" type="checkbox"/>	6	ELECTRONIC FILES. Use the File Naming Convention for all uploaded files. Refer to Applicant Guide.	Applicant Guide	
F, G, A, GE	<input checked="" type="checkbox"/>	7	ELECTRONIC FILES. File(s) were uploaded to correct folder(s); drawings/sketch to Drawings Folder and documents to Documents Folder. Refer to Applicant Guide.	Applicant Guide	
F, G, A, GE	<input checked="" type="checkbox"/>	8	ELECTRONIC FILES. Files uploaded in the Drawings Folder do NOT contain more than one sheet per file (NOTE: multiple pages/sheets are NOT allowed on file(s) in the Drawings Folder.). Refer to Applicant Guide.	Applicant Guide	
F, G, A, GE	<input checked="" type="checkbox"/>	9	FEES - 'Non-DR' type DRP PROJECT DESIGN REVIEW FEE. The 'Non-DR' type DRP project Design Review Fee is due with the first submittal. No more than three (3) formal reviews of the 'Non-DR' type DRP plans/drawings are included in this fee. Refer to current fee sheet for amounts.	Non-DR Checklist	
F, G, A, GE	<input checked="" type="checkbox"/>	10	FEES - 'Non-DR' type DRP PROJECT EXTRA REVIEW FEES. An extra review fee will be charged for each additional (extra) review over the three (3) formal reviews covered under the 'Non-DR' type DRP project Design Review Fee. Refer to current fee sheet for amounts.	Non-DR Checklist	
F, G, A, GE	<input checked="" type="checkbox"/>	11	FEES - PRE-SCREEN RE-SUBMISSION FEE FOR DESIGN REVIEW (Prescreen Review). A fee to recover WSSC costs incurred for processing a prescreen review of a plan review submission and rejecting it for having insufficient information or inadequacies. Refer to current fee sheet for amount.	Non-DR Checklist	
F, G, A, GE		12	'Non-DR' type DRP PROJECT DESIGN CHECKLIST FOR EPLAN REVIEW. Submit a completed copy of the checklist.	Non-DR Checklist	
F, G, A	<input checked="" type="checkbox"/>	13	COMPOSITE PLAN. Provide a composite plan in addition to the normal design plan submission for all plans that the plan view is on more than three (3) sheets. The composite plan must be a separate file uploaded into ePlan Review. Refer to the Applicant Guide for correct file naming convention. This composite plan will aid WSSC in its review of projects.	Non-DR Checklist	
F, G, A		14	SUPPORT DATA - RECORDED PLAT. Provide a copy of recorded plat(s). If unavailable at submittal time, provide a copy of proposed plat(s).	DS Code 1404.2	Page 135
G, A		15	SUPPORT DATA - MNCPPC PRELIMINARY PLAN. Provide a copy of the MNCPPC Preliminary Plan or Detailed Site Plan. NOTE: Will not be available for previously recorded residential properties.	DS Code 1404.2	Page 135
G, A		16	SUPPORT DATA - SITE UTILITY PLANS. Provide a copy of all associated proposed site utility (formerly onsite) project plans (if available).	DS Code 1404.2	Page 135
F, G, A, GE	<input checked="" type="checkbox"/>	17	SUPPORT DATA - WSSC WATER AND SEWER PLANS. Provide a copy of all existing WSSC contract as-built plans for water and/or sewer mains (plans are acceptable if as-builts are not available) that connect to the proposed 'Non-DR' type DRP plan. Highlight the point(s) of connection. NOTE (1): Always submit the first sheet of contract plan, then provide only the specific sheet(s) of plan and profile applicable for the project. It is not necessary to submit all sheets of the contract plan(s). NOTE (2): Include all proposed facilities. In addition, delineate existing R/W's and show WSSC existing facilities on plan with profile information (if proposed construction impacts existing WSSC facilities). Proposed DR or Relocation plan copy must have the WSSC job number on the plan.	DS Code 1404.2	Page 151
F, A	<input checked="" type="checkbox"/>	18	JOB TITLE BLOCK. 1st line - election district, 2nd line – project description, 3rd line – street names, 4th line – subdivision name. Refer to the appropriate WSSC Base Template dependent on project category.	WSSC Base Sheet Template	
F, A	<input checked="" type="checkbox"/>	19	Non-DR PROJECT NUMBER. Provide the Project Number (e.g. DRP-XXXXXX-XXXX) on all plan sheets. Refer to the appropriate WSSC Base Template dependent on project category.	WSSC Base Sheet Template	

Project Category	Prescreen Rejection Item <input checked="" type="checkbox"/>	Non-DR Type Checklist No.	Non-DR' type DRP Project Design Checklist Item	Reference	Ref. Page#
F, A	<input checked="" type="checkbox"/>	20	GRAPHIC SCALES. Provide Graphic Scales on all sheets. Plan: horizontal 1-inch = 30 feet (preferred) or 1-inch = 50 feet. Profile: 1-inch = 10 feet (vertical) and 1-inch = 100 feet (horizontal). Profiles must be drawn in same direction as plan view. The use of the following plan and profile scales is acceptable in some cases where the level of detail on the plan would be difficult to read at the scales listed above: Plan: 1-inch = 20 feet (horizontal). Profile: 1" = 5' (vertical) and 1" = 50 feet (horizontal). Refer to the appropriate WSSC Base Template dependent on project category.	Pipeline Design Manual	Page G-7
F, A	<input checked="" type="checkbox"/>	21	NORTH ARROW WITH DATUM. The north arrow (generally pointing to top of sheets) with required MD State Plane horizontal datum (NAD 83/??) and vertical datum (NGVD 1929) survey reference shown on each plan view. Refer to the appropriate WSSC Base Template dependent on project category.	Pipeline Design Manual	Appendix D-1
F, A	<input checked="" type="checkbox"/>	22	ENGINEERING FIRM BLOCK. List contact name and contact email address. Refer to the appropriate WSSC Base Template dependent on project category.	WSSC Base Sheet Template	
F, A	<input checked="" type="checkbox"/>	23	APPLICANT/DEVELOPER NAME BLOCK. List contact name and contact email address. Refer to the appropriate WSSC Base Template dependent on project category.	WSSC Base Sheet Template	
F, G, A	<input checked="" type="checkbox"/>	24	STREET NAMES. Show on EACH sheet (plan and profile). Include SHA Route No. Add notation (Private Street) to private street name label. Note: All street names must MATCH to Address Assignment/Verification Documentation approved by MNCPPC.	Non-DR Checklist	
GE	<input checked="" type="checkbox"/>	25	STREET NAMES. Provide County-approved street name on EACH street (plan and profile).	Non-DR Checklist	
F, G, A	<input checked="" type="checkbox"/>	26	SITE PROPERTY - DESCRIPTION. Show property description - lot and parcel numbers and block numbers on each sheet.	Non-DR Checklist	
F, G, A		27	PROPERTY OWNER INFORMATION. Show property owner(s) names and addresses along improved roads and outfalls. Show existing houses. Show on each plan view.	Non-DR Checklist	
F, A	<input checked="" type="checkbox"/>	28	P.E. CERTIFICATION STATEMENT. A Professional Engineer registered in the State of Maryland Professional Certification Statement on all sheets. Need seal prior to Batch Stamp and sign and seal on mylars prior to WSSC signing. A P.E. digital signature is not allowed at this time. Refer to Applicant Guide.	Pipeline Design Manual	Page G-7
F, G, A		29	PROPERTY LINES. Show all property lines.	Non-DR Checklist	
F, A		30	PUE. Show the location of PUE's on plans and/or dry utility info.	Non-DR Checklist	
F, A		31	Non-DR NOTES. WSSC takes no responsibility for the accuracy of "as-built" information provided by WSSC or any deviations from design plans of existing pipelines. The Designer may use this information as they desire but is responsible for determining if any changes have been made to the original design of the existing pipeline, performing test pits and field surveys to verify if they plan to utilize this information, and for adjusting their design accordingly. WSSC does not provide any warranty or any assurances that any information provide is accurate and/or up to date.	DSC Code	
F, A		32	EXISTING FACILITIES. Paving (Indicate type).	Non-DR Checklist	
F, A		33	EXISTING FACILITIES. Research WSSC files and contact utility companies for telephone conduit, electric conduit, gas companies and any other utilities. Support utility plans must be dated within 6 months of plan approval.	Pipeline Design Manual	Page G-7-8
F, A		34	EXISTING FACILITIES. Show on plan all existing locations of water / sewer mains and service connections from field survey, WSSC As-builts and plumbing connection records.	Non-DR Checklist	
F, A		35	EXISTING FACILITIES. Show existing wells, septic tanks/drainage fields.	Non-DR Checklist	
F, A		36	EXISTING FACILITIES. Provide field-shot pipe/structure locations in vicinity of proposed water and/or sewer.	Non-DR Checklist	

Project Category	Prescreen Rejection Item <input checked="" type="checkbox"/>	Non-DR Type Checklist No.	Non-DR' type DRP Project Design Checklist Item	Reference	Ref. Page#
F		37	WSSC EASEMENTS AND CONSTRUCTION STRIPS. Property shown/described.	Pipeline Design Manual	Page C-2.1 & Appendix D
F, A	<input checked="" type="checkbox"/>	38	SURVEY INFORMATION. Grid coordinates (3 per page). Show at least three (3) coordinates grid tic marks corresponding to MD State Plane horizontal datum (NAD 83/??). Verify orientation with north arrow and all coordinate numbers with each other. Ensure the coordinate numbers meet the following minimum criteria: East - West coordinates are between 1,160,000 - 1,407,000 North - South coordinates are between 316,000 - 616,000	Non-DR Checklist	
G		39	PROPOSED GRADING. Show proposed grades plotted in red on water and/or sewer as-built plans.		
G		40	PROPOSED STORM DRAIN INSTALLATION. Show proposed storm drains plotted in red on water and/or sewer as-built plans. Verify that the vertical and horizontal clearances are met.		
G		41	PROPOSED STORMWATER MANAGEMENT DEVICES. Show proposed stormwater management devices plotted in red on water and/or sewer as-built plans. Show the 2, 10, and 100-year flood plain limits on the plan.		
G		42	LIST OF VEHICLES/EQUIPMENT. Submit a list of all vehicles and/or equipment to be used within the WSSC easement. Equipment crossing existing WSSC's easements are limited to those generating a load no greater than AASHTO H20. These vehicles are generally those which can be driven on a public roadway. All other vehicles must have their specifications submitted and approved for use.		
F		43	Ties. Provide a minimum of three ties to permanent structures. Try to keep the ties under 100 feet.		
A		44	ABANDONMENT NOTES. Provide disconnect notes at all appropriate locations.		