

Site Utility Water and Sewer Design Checklist for ePlan Review

The Site Utility Water and Sewer Design Checklist is to serve as a guide for architects, engineers and WSSC personnel in the preparation and review of water and sewer construction plans. Any questions regarding items contained herein should be referred to the WSSC Project Manager for clarification. This checklist is located on the WSSC website at wsscwater.com and following the menu path Work with Us -> Design and Construction-> ePlan Review.

All SU and MSU 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.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	1	<p>SUBMITTAL REQUEST FOR NEW SU or MSU PROJECT/PLAN CASE: New SU or MSU Project/Plan Case applications must be submitted through ePermitting system Customer Self Service (CSS) located at https://www.wsscwater.com/epermitting.</p> <ul style="list-style-type: none"> •Development Services Code https://wssc.district.codes/Code/11.155, click the online link. •DSD Applicant User's Guide (aka Applicant Guide or Applicant User Guide) and other ePlan Items https://www.wsscwater.com/work-with-us/permit-services/eplan-review •Development Services Project Fees https://www.wsscwater.com/work-with-us/design-and-construction/developer-fees-information •Site Utility Forms https://www.wsscwater.com/work-with-us/design-and-construction/site-utility-forms https://www.wsscwater.com/work-with-us/design-and-construction/environmental-forms-developers https://www.wsscwater.com/work-with-us/design-and-construction/planning-phase-1-forms •Drafting Standards and CAD Template https://www.wsscwater.com/work-with-us/codes-standards-policies-and-procedures/wssc-civil-drafting-standards •Easements and Covenants https://www.wsscwater.com/sites/default/files/sites/wssc/files/PDFs/WSSCFactSheetEasementsandEncroachments_432690.pdf https://www.wsscwater.com/work-with-us/codes-standards-policies-and-procedures/land-services-section

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<input checked="" type="checkbox"/>	2	<p>SITE UTILITY REVIEW FEES - STANDARD. Per the Development Services Code: 701.1.1 A STANDARD Site Utility System plan (SU) shall be required for all sites with:</p> <ul style="list-style-type: none"> • A new water service connection(s) 4-inch in diameter or larger regardless of the proposed length of the on-property (private) water pipeline and/or; • A new sewer service connection(s) 6-inch in diameter or larger regardless of the proposed length of the on-property (private) sewer pipeline; • Any non-residential pressure sewer system and/or; • Any new development or re-development or change of use that results in an increase of demand shall be subject to a SU review; • When the on-property pipe is being downsized from either an existing water house connection of 4-inches in diameter or larger or from an existing sewer house connection of 6-inches in diameter or larger; • A Site Utility Plan shall be required when adding new pipeline to an existing private system for sites. <p>NOTE: See definition of Minor Site Utility (MSU). Note for Mixed Systems: When the site utility system is a STANDARD system, the fees are calculated per linear foot on the entire private on-property system being installed by the contractor including copper water, 4" diameter sewer, and low pressure sewer. Calculate water and sewer pipe separately. Calculate per linear foot for private on-property water pipeline and sewer pipeline. DO NOT INCLUDE service connection pipe length for this calculation. Refer to current Development Services Project Fees chart.</p>
<input checked="" type="checkbox"/>	3	<p>WSSC SITE UTILITY BASE SHEET TEMPLATE Use the latest CAD template to select the appropriate WSSC site utility (SU) base sheet template for all site utility project plan submittals. Ensure the stamp/signature block area location remains unchanged. Ensure plan is legible.</p>
<input checked="" type="checkbox"/>	4	<p>WSSC LAYER GUIDELINES. Layers are required for all site utility project plan submittals. The use of the WSSC AutoCAD Standard Layer Naming Convention is encouraged, but not required at this time. Layers are not required for the WSSC Sediment Control Sheet (SC-1), which is the last Sheet in the A series plans.</p>
	5	<p>DRAFTING STANDARDS. Use WSSC 2020 Civil Drafting Standards for all site utility project plan submittals.</p>
<input checked="" type="checkbox"/>	6	<p>ELECTRONIC FILES. Use the file naming convention for all uploaded files. Refer to Applicant Guide.</p>
<input checked="" type="checkbox"/>	7	<p>ELECTRONIC FILES. Upload files to correct folders per Appendix C of Applicant Guide: drawings, plans, plats, and sketches to Drawings folder and other files to Documents folder.</p>
<input checked="" type="checkbox"/>	8	<p>ELECTRONIC FILES. All proposed site utility plans must be uploaded as single files in the Drawings folder. Supporting plan sets can be uploaded as multiple or individual files. All supporting drawings sets shall be separated and named according to the Applicant Guide</p>
<input checked="" type="checkbox"/>	9	<p>HYDRAULIC INFORMATION SHEET (HIS). Complete Part 1. Follow instructions on back of sheet and refer to "Hydraulic Information Available from WSSC". A new HIS is required to be submitted for each new project regardless of the site utility system total flows.</p>
<input checked="" type="checkbox"/>	10	<p>HIS Part 1: Sum of on-site fire hydrant flows greater than 1500 gpm is not allowed.</p>
<input checked="" type="checkbox"/>	11	<p>HIS Part 1: Sprinkler flow greater than 1500 gpm is not allowed.</p>
<input checked="" type="checkbox"/>	12	<p>HIS Part 1: Standpipe flow greater than 1500 gpm is not allowed.</p>

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<input checked="" type="checkbox"/>	13	WSSC EROSION AND SEDIMENT CONTROL (E&SC) PERMIT APPLICATION. Provide an executed application for WSSC E&SC permit. Complete the top portion of the permit application. The E&SC permit application is not required for State, University of Maryland, or federal properties or for county public works projects in Montgomery and Prince George's Counties.
<input checked="" type="checkbox"/>	14	EXISTING SITE UTILITY PLANS. Provide a copy of all existing site utility (on-site) water and sewer plans. Highlight site area on existing site utility plan. If plans are not provided please provide explanation itemizing resources researched via email.
<input checked="" type="checkbox"/>	15	WSSC WATER AND SEWER PLANS. Provide a copy of all WSSC contract as-built plans for water and sewer mains (approved or proposed plans if as-builts not available) that abut the project property. Highlight site area on plan and profile. Proposed SEP or Relocation plan copy must have the WSSC job number on plan. Always submit the first sheet of contract plan, then provide the specific sheets of plan and profile bordering the site.
	16	RECORDED PLAT. Provide recorded plats for site properties. Provide the latest version of the plat if it has not been recorded. A recorded plat will be required before plan approval. Site utility plans must show the proposed property description (Parcel or Lot and Block) if the applicant is in process of having the property subdivided or re-platted. Show existing property description and property lines in light line weight and proposed property description and property lines in heavy line weight. Include metes and bounds along the property line when possible.
	17	ADDRESS ASSIGNMENT/VERIFICATION DOCUMENT. Provide a copy of the Address Assignment/Verification Document approved by MNCPPC. Acceptable documentation includes 1) a direct email to WSSC from either county MNCPPC address verification department; 2) Address Assignment Site plan or letter (on letterhead) with approval stamp and/or signature by MNCPPC.
<input checked="" type="checkbox"/>	18	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 3 sheets. The composite plan must be a separate file uploaded into ePlan Review and include all applicable match lines. Refer to the Applicant Guide for correct file naming convention. This composite plan will aid WSSC in its review of projects.
<input checked="" type="checkbox"/>	19	SITE UTILITY REVIEW FEES. There are STANDARD (SU) and MINOR (MSU) site utility systems. Refer to the Development Services Code for complete definitions. Use only private on-property water pipelines and private on-property sewer pipelines to calculate fee. DO NOT INCLUDE service connection (WHC or SHC) pipe length to calculate fee. Refer to current Development Services Project Fees.
<input checked="" type="checkbox"/>	20	SITE UTILITY FEES. Engineer has verified that all WSSC project invoices fees have been paid.
<input checked="" type="checkbox"/>	21	JOB TITLE BLOCK. Include job name, job street address, and parcel (or lot and block). Refer to WSSC Base Template (WSSC-SU.dwt)
<input checked="" type="checkbox"/>	22	ENGINEERING FIRM BLOCK. Include the DLLR P.E. registration number of the firm providing the engineering service. Refer to WSSC Base Sheet Template (WSSC-SU.dwt).
<input checked="" type="checkbox"/>	23	OWNER/APPLICANT NAME BLOCK. Refer to WSSC Base Template (WSSC-SU.dwt).
<input checked="" type="checkbox"/>	24	SITE UTILITY NUMBER. Refer to WSSC Base Sheet Template (WSSC-SU.dwt).

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<input checked="" type="checkbox"/>	25	VICINITY MAP. Show layout of streets clearly; show vicinity map, current ADC map page, and grid number and WSSC 200-foot sheet. Refer to WSSC Base Sheet Template (WSSC-SU.dwt).
<input checked="" type="checkbox"/>	26	NORTH ARROW WITH DATUM. The north arrow (pointing to top of sheet if practical) with required horizontal datum (MD State Plane NAD 83/91) and vertical datum (NGVD 1929) referenced on each plan view. Adjustments to NAD 83/91 made after 1991 (e.g., NAD 83/96) are acceptable.
<input checked="" type="checkbox"/>	27	SEWAGE FLOW TABULATION. Provide Average Wastewater Flow (AWF) per Pipeline Design Manual Appendix C Tables 19a and 19c. A Sewer Model Hydraulic Review is required for projects with total average wastewater flow equal to and over 144,000 gpd. The WSSC project manager will submit the review request to the Planning Division per SP ENG-11-01. Refer to WSSC Base Sheet Template (WSSC-SU.dwt) for table format.
	28	SERVICE CATEGORY. Provide Service Categories. Refer to WSSC Base Sheet Template (WSSC-SU.dwt)..
<input checked="" type="checkbox"/>	29	GRID TICS WITH COORDINATES. Show three grid tic with coordinates points per plan sheet, text not too large. Verify orientation with north arrow and all coordinate numbers with each other.
<input checked="" type="checkbox"/>	30	FLOOR ELEVATIONS. Provide 1st floor and all lower floor elevations in buildings.
<input checked="" type="checkbox"/>	31	P.E. CERTIFICATION STATEMENT. A State of Maryland Professional Engineer's professional certification statement and stamp appears on all sheets. The engineer will seal the drawings through DocuSign once the drawings are batch stamped.
<input checked="" type="checkbox"/>	32	PIPE SCHEDULE. List House Connection (aka Service Connection) separately from private on-property pipe. House Connections terminate at property line or WSSC easement. Do not include pipe material or pipe size. The Pipe Schedule is used only to calculate fees.
	33	PIPE SCHEDULE. At the first review and at the final review, verify that profile pipe quantity matches the pipe schedule. Additional fees may apply for increases in pipe lengths. There are no refunds if lengths are reduced.
	34	STREET NAMES. Show on each sheet (plan and profile). Include SHA Route No. Add notation (Private Street) to private street name label. All street names must match Address Assignment/Verification Document approved by MNCPPC before plan is approved.
	35	WSSC WATER and SEWER SYSTEM MAINS. Show all mains (water and sewer) for complete length of property or street. Show all appurtenances (e.g. FHs, valves, MHs). Show in light line weight.
	36	WSSC WATER and SEWER SYSTEM MAINS. Label main as depicted in GIS, e.g. Ex. 12" W (1988-3344A). If the main is not depicted in GIS, label per proposed or approved drawing, e.g., Ex. 8" S (DA5322B06).
	37	WSSC WATER and SEWER SYSTEM MAINS. Label existing manholes with WSSC manhole number (e.g., 043U) if available, otherwise with number shown on the proposed or approved drawing (e.g. MH 1).
	38	WSSC WATER and SEWER SYSTEM MAINS EASEMENTS. Show all existing and proposed WSSC easements and sizes (include Liber and Folio) with call-out. Label example: WSSC 20' Easement (L2648 F528). When work is being performed within an existing WSSC easement, a DRP project needs to be submitted to Development Services for review.
	39	WSSC WATER and SEWER SYSTEM MAINS. The WSSC main must be released for service before a permit can be issued for a proposed connection or meter vault installed under the 'Applicant-Built' process unless the SEP or DRP main is permitted concurrently by the same applicant as the site utility project. Refer to the Development Services Code for concurrent SEP and site utility projects

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	40	SERVICE CONNECTION: PROPOSED WHC. The following rules apply for connections to WSSC water mains: 4" or smaller diameter mains (Review Required); 6"-16" diameter mains (Allowed); 20"-24" diameter mains (Review Required); 30" and larger diameter mains (Not Allowed). See DS Code Chapter 11.
	41	SERVICE CONNECTION: PROPOSED SHC. The following rules apply for connections to WSSC sewer mains: 6"-12" diameter mains (Allowed); 15"-27" (Review Required). All diameter low pressure sewer systems (Review Required). All diameter mains within 400 feet of end of force main/low pressure sewer (Review Required). All gravity sewers 30" and larger and all force mains (Not Allowed). See DS Code Chapter 11.
	42	SERVICE CONNECTION: PROPOSED. "Review Required" means that a Large & Small Mains Service Connection Review package must be submitted. See DS Code Chapter 11.
<input checked="" type="checkbox"/>	43	SERVICE CONNECTION: PROPOSED. Show all proposed WHCs and SHCs in light line weight. Label with size and type. Label Example: 10" WHC or 6" SHC. Call out points of connection and type of permit required.
	44	SERVICE CONNECTION: PROPOSED. Proposed fire hydrants (public or private) are not allowed on service connection pipe length.
	45	SERVICE CONNECTION: PROPOSED. When the proposed connections are to be built with an SEP or DRP contract concurrently, the site utility plan and proposed SEP or DRP plan must match. A copy of SEP or DRP plan must be provided as support document.
	46	SERVICE CONNECTION: EXISTING. Show all existing service connections (WHCs and SHCs) and outside meter vaults/meter boxes to remain and to be abandoned in light line weight. Label with size and type. Label Example: Ex. 6" WHC (1967-1234A) P-12345678. Abandonment means disconnecting the service connection at the WSSC main or manhole. See specifications for full meaning of service connection abandonment. Cap-off means temporarily disconnecting the service connection on-property near property line or limit of disturbance. All existing water and sewer connections to the property must be used or abandoned. See WSSC Plumbing and Fuel Gas Code.
	47	SERVICE CONNECTION: EXISTING. Show how all buildings or structures on site property that are or will be served for water and sewer whether via public water, public sewer, well, or septic. Provide site plan if necessary.
	48	SERVICE CONNECTION: EXISTING. Show all existing WHCs and SHCs within 20' of proposed WHC or SHC. Include site utility number if known.
	49	SITE UTILITY PIPE: PROPOSED. Show all proposed on-property, private pipe (water and sewer) in heavy line weight. Label with size and type. Label Example: 10" W or 6" S.
	50	SITE UTILITY PIPE: EXISTING. Show all existing site utility pipe with size, type and site utility numbers: Ex. 8" W (93OS4772) or Ex. 8" S (SU-2021-2345)
	51	SITE UTILITY PIPE: EXISTING. When existing site utility number is unknown, label pipe as follows: Ex. 8" W (Site Utility # unknown).
	52	SITE UTILITY PIPE: EXISTING. Show on plan all on-site pipe to be abandoned in light line weight crossed out with Xs. Label Example: Abandon Ex. 6" S (85OS0130).
	53	DRY UTILITIES/FACILITIES. Show the following existing and proposed dry utilities in light line weight: storm drain (size), electric, telephone conduit (size), gas (size), PUE, and other utilities. Provide supporting data (e.g., dry utility plans, overall facility site plan, include water, sewer, and buildings, etc.) or documentation of agency correspondence.

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<input checked="" type="checkbox"/>	54	SITE PROPERTY: DESCRIPTION. Show property description (parcel or lot and block) within site property on each sheet. Label Example: 'Proposed Parcel X' or 'Lot 1, Block A'
<input checked="" type="checkbox"/>	55	SITE PROPERTY: OWNER INFORMATION. Show property ownership within site property on each sheet. Label Example: 'John Smith Properties, LLC, 2400 Wisconsin Avenue, Bethesda, MD 20814.
	56	SITE PROPERTY: PROPOSED BUILDINGS. Show EACH proposed building on 'site property'. Label the building 'Proposed'. Provide building address, building #, building use/name (e.g. gym, community center, science bldg, mixed-use) WITHIN the building footprint.
	57	SITE PROPERTY: EXISTING BUILDINGS. Show EACH existing building on 'site property'. Label the building 'EX' or 'Existing'. Provide building address, building #, building use/name (i.e. gym, community center, science bldg, mixed-use, etc.) WITHIN the building footprint.
	58	SITE PROPERTY: BUILDINGS (Unit Count). Show number of residential units (e.g., high-rise apartments) in each proposed and existing building on site property served by a proposed WHC for the new WSSC Billing account.
	59	SITE PROPERTY: BUILDINGS (Mixed-Use Buildings/Properties). The WSSC Plumbing and Fuel Gas Code requires two meters for mixed-use buildings/properties containing both residential and commercial units to allow for the separate registering or computation of residential unit and commercial unit water consumption at the building/property. Refer to WSSC Plumbing and Fuel Gas Code.
<input checked="" type="checkbox"/>	60	SITE PROPERTY: METERS (NEW WHC or NEW METER). For situations where existing buildings or proposed buildings are getting a NEW WHC or a NEW METER to serve the buildings, use one of the following meter notes (BOLD NOTE) within the building footprint of EACH existing and proposed building: 1) Master Meter (when the meter is in an outside vault or box); 2) Inside Master Meter (only use when the meter is located inside a building but water is routed back outside building to serve on-site FH, etc.); 3) Domestic Meter
<input checked="" type="checkbox"/>	61	SITE PROPERTY: METERS (CONTINUE with EXISTING METER/BILLING ACCOUNT). For situations where existing buildings or proposed buildings are to CONTINUE to be served by EXISTING METERS and BILLING ACCOUNTS use one of the following meter notes (BOLD NOTE) within the building footprint of EACH existing building and proposed building (include WSSC billing account # within building footprint also): 1) Ex. Master Meter (when the meter is in an outside vault or box); 2) Ex. Inside Master Meter (only use when the meter is located inside a building but water is routed back outside building to serve on-site FH, etc.); 3) Ex. Domestic Meter / Detector Check Meter; 4) Ex. Domestic Meter. Note: Compound meters are prohibited for fire flow use.
	62	SITE PROPERTY: METER SIZE (Proposed). Show and label proposed outside meter size and type (e.g. 6" FM). Call out size of meter. Size the FM meter based on total of domestic, and fire flows shown on HIS. Check size of outside meter: flow range (minimum flow to maximum flow); up to 700 GPM use 4" FM meter (if no FH); from 700 GPM to 1600 GPM use 6" FM meter; from 1600 GPM to 2800 GPM use 8" FM meter; from 2800 GPM to 4400 GPM use 10" FM meter.
	63	SITE PROPERTY: METERS (Proposed Outside Meter Vault). Show and label the WSSC Easement for outside meter vault. Label Example: WSSC Easement 30' x 45'. Show the meter vault and bypass on the plan view with 3 valves. Refer to WSSC standard details and Pipeline Design Manual for easement and clearance requirements for meter vault.

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	64	SITE PROPERTY: METERS (Proposed Outside Meter Vault). When the proposed outside meter vault is built under an SEP contract, label per the following example: "Meter and vault built under SEP contract DA5322A21"
	65	SITE PROPERTY: METERS (Existing Outside Meter Vault). Show and label existing outside meter vault remaining to serve the proposed site project in light line weight. Provide size and type, plus WSSC Acct #, and Permit #. Label Example: Existing Vault with 4" FM Meter WSSC ACCT#0007070; P# 215558. If necessary, show inset of existing outside meter location.
	66	SITE PROPERTY: METERS (Existing Outside Meter Vault). Show existing outside meter being abandoned in light line weight. Use abandonment example notes located at the end of this checklist.
	67	ADJACENT PROPERTY: DESCRIPTION. Show property description (parcel or lot and block) within each adjacent property on each sheet. Label examples: "Parcel A", "Parcel 270", and "Lot 1 Block A".
	68	ADJACENT PROPERTY: OWNER INFORMATION. Show property ownership within each adjacent property on each sheet. Label example: MNCPPC, 8787 Georgia Avenue, Silver Spring, MD 20910.
	69	ADJACENT PROPERTY: EXISTING BUILDINGS. When buildings exist on the area of adjacent property shown on the plan, show the existing building. Provide the street address for each of these buildings (within the building footprint) on the plan. Label example: 8204 Baltimore Ave.
	70	PRIVATE EASEMENTS. Show and label all private easements and indicate width size and give Liber and Folio. Label example: 15' Private Easement for Water Connection (L12 F360).
	71	DECLARATION OF COVENANT: Easement. Show and label all declarations of covenant and indicate width size and give Liber and Folio. Label Example: 20' Declaration of Covenant for Sewer Connection (L12 F360).
	72	WORK WITHIN WSSC EASEMENT. When site work is being performed in an existing WSSC easement, a DRP project needs to be submitted to Development Services. Scan approval letter onto the plan.
	73	SUPERSEDED NOTE. Provide a Superseded Note on plan when submitting a request for re-approval of a previously approved plan.
	74	PUBLIC FIRE HYDRANT. Show the DRP number for public fire hydrants to be built or removed on a WSSC main in light line weight. A DRP project needs to be submitted to Development Services. NOTE: Neither public fire hydrants nor private (on-site) fire hydrants are allowed on service connection pipe.
	75	FIRE HYDRANTS. It is the engineer's responsibility to provide adequate fire hydrant coverage around proposed buildings in accordance with fire marshal requirements.
	76	FIRE HYDRANTS. Maximum length of hydrant lead is 20 feet.
	77	WHC & SHC. Only one WHC and only one SHC permitted to serve a lot or parcel, or a group of lots and parcels under single ownership. For exceptions see Plumbing & Fuel Gas Code section 111.2.
	78	WATER LINE. Calculate the water test pressure and include in the General Notes. Pressure up to 210 psi acceptable to keep as 200 psi test pressure.
	79	WATER LINE. Identify the water distribution system branches: for example, Line A, Line B.
	80	WATER LINE. Termination of the water service inside the building or outside of the building is optional (terminate 5 feet outside). If the water is entering the building at other than a right angle, bring it into the building as part of the site utility plan. Provide a note on the profile for the water service into the building.
	81	WATER LINE. Show and label fire department connection (FDC).

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	82	WATER LINE. Add "FIRELINE" above a water line that is being used as a fire only line.
	83	WATER LINE. Identify bacteriological testing points and add note for lines over fifty feet in length. Add BT=# call-out at each location and include this general note: "Provide one acceptable bacteriological test report for test point(s) BT-1, etc.)"
	84	SEWER. Show flow arrows on all existing and proposed sewer lines on plan view.
	85	SEWER. Add note as applicable: "Grease interceptor by Plumber under separate WSSC Plumbing Permit."
	86	PRESSURE SEWER. Provide the breakdown between gravity and pressure sewer flows in gallons per day (gpd), if not all flows will enter the pressure sewer system.
<input checked="" type="checkbox"/>	87	PRESSURE SEWER. Provide the estimated Average Wastewater Flow (gallons per day) and Peak Flow (gallons per minute) from the on-site development on the plan.
<input checked="" type="checkbox"/>	88	PRESSURE SEWER. Provide Calculations for the selection of the on-site pump type and model and sizing of the pressure sewer / force main.
	89	PRESSURE SEWER. The calculation package should include the following listed supporting data / information (required information): 1) Estimated average wastewater flow (AWF) and peak flow (PF) from the on-site development. 2) Basis of the estimated AWF and PF. 3) Flow used for pump station / force main design if different from the PF estimated for the on-site development. 4) Pump manufacturer and model number. 5) Number of pumps. 6) Pump cut sheets. 7) Pipe size, type of pipe material and friction factor (C factor for Hazen-William equation). 8) System curves. 9) Pump curves. 10) Pump tank capacity. 11) Average pump cycle time. and 12) Average system retention time.
	90	PRESSURE SEWER. Provide details of the on-site pump station and pressure sewer / force main system design information on the plan. NOTE: The details of design must adhere to the requirements as specified in the applicable WSSC Pipeline Design Manual and should include, but are not limited to pumped flows, pump and system curves, pump manufacturer, pump model, number of pumps, in-line flushing stations, transition manhole, blocking notes, pipe size and pipe material, type of on-site development use.
	91	PRESSURE SEWER. Additional supporting data/information listed below may be submitted to assist in the design review (optional information): 1) Sequence of Operation. 2) Duplex Unit. 3) Lead and Lag or Alternating. 4) Gallons per day per pump. 5) Maximum flow per pump (gpd). 6) Maximum flow in pressure sewer (gpm). 7) Maximum velocity in pressure sewer (6 fps). 8) Maximum elevation at transition manhole. 9) Minimum pump elevation. 10) Static Head in pressure sewer (feet). 11) Length of zone (pump to transition manhole).
	92	RESTRAINED JOINTS. Restrained joints required in compacted fill areas. Show existing ground and finished grade on profile.
	93	RESTRAINED JOINTS. Pipe through walls and floors requires special joint restraint.
	94	UTILITY CLEARANCES. For pipelines $\leq 12"$, provide a minimum separation from a building or dwelling the greater of the following: 15'-0" horizontal separation or distance on a 1:1 slope from the bottom of the foundation of the existing or proposed building or dwelling to the bottom edge of the pipeline trench. (Pipeline Design Manual C-3.4). If unable to maintain the clearance, an owner's responsibility letter is required.

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	95	UTILITY CLEARANCES. For water pipelines larger than 12-inch diameter, the minimum separation from a building or dwelling is to be determined based on the following factors; maintain a minimum horizontal separation of 25'-0" and consider potential property damage and physical injury during construction, maintenance and failure of the pipeline in assessing whether a greater separation is warranted. Select the separation so that the existing or proposed foundation of the building or dwelling will not be damaged during the construction, maintenance and failure of the pipeline. (Pipeline Design Manual C 3.4) If unable to maintain the clearance, an owner's responsibility letter is required.
	96	UTILITY CLEARANCES. All sewer and water mains are required to be located outside of a PUE except for a perpendicular crossing of the service connection. All water and sewer structures and appurtenances are required to maintain a minimum 5'-0" horizontal clearance from the PUE.
	97	SITE CONTRACTOR NOTE. House Connections are installed under a service connection permit prior to connection to the private site utility system. Where proposed site utility systems connect to an existing House Connection, provide the following note in heavy line weight: "Connect to existing WHC (or SHC) at property line (or WSSC easement)"
	98	DOCUMENTS SCANNED ON PLANS. Scan on plans project-specific documents such as: Hydraulic Information Sheet, owner's responsibility letter, DRP approval letter, email from fire marshal.
	99	SEWER MODEL HYDRAULIC REVIEW. NOTE: This request is prepared by the WSSC Project Manager for projects when total Average Wastewater Flow equals or exceeds 144,000 gpd.
	100	DRP APPROVAL LETTER. Engineer submits a DRP project request to Development Services and acquires approval from Development Services. Approval letter must be scanned on plan.
	101	VARIANCE. Engineer submits request to WSSC Project Manager. Variance requires approval from Development Services Division Manager.
	102	ADDRESS ASSIGNMENT/VERIFICATION DOCUMENT. Provide a copy of the Address Assignment/Verification Document approved by MNCPPC. Acceptable documentation includes: 1) a direct email to WSSC from either county MNCPPC address verification department; 2) Address Assignment Site Plan or letter (on letterhead) with approval stamp and/or signature by MNCPPC.
	103	WSSC EASEMENT AGREEMENT. Provide the WSSC "Easement Intake Authorization Form" to the WSSC Project Manager. Please DO NOT SUBMIT BEFORE REQUESTED by the WSSC Project Manager.
	104	NON-ABUTTING SERVICE CONNECTION REVIEW. NOTE: This request is prepared by the WSSC Project Manager. See DS Code Chapter 11.
	105	SHARED SITE UTILITY SYSTEM MAINTENANCE & BILLING AGREEMENT. These agreements are only allowed between different property owners. Requests for these proposed agreements must be submitted to Permit Services Section with supporting documentation (e.g. copy of Letter of Findings or Preliminary Plan Letter) on FIRST submittal. Approval for this type of agreement is not guaranteed.
	106	SERVICE AREA CATEGORY CHANGE LETTER. Engineer acquires approval from the county and provides copy of approval letter to WSSC Project Manager.
	107	PRIVATE EASEMENT AGREEMENT. A "Private Easement Agreement" document is used for properties owned by different owners. The engineer prepares and records the agreement prior to submittal to WSSC.

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	108	DECLARATION OF COVENANT AGREEMENT. Regarding easements, a "Declaration of Covenant" document is used for properties owned by the same owner. The engineer prepares and records the agreement prior to submittal to WSSC.
	109	COVENANT. A covenant document is required when multiple buildings are served by a single service connection to WSSC system and the buildings are owned by the same owner. The Covenant document is prepared by the Permit Services Section. The engineer provides the completed Covenant Checklist to the Permit Services Section for preparation of the covenant document. The engineer will be notified when the original covenant document is ready for owner signature. The owner-executed document (original, not electronic) must be returned to WSSC. WSSC will record the document.
	110	PERMIT NUMBERS for SU/MSU PLANS. All permit numbers for service connections or abandonments must be applied for electronically through the ePermitting system. If the service connection or abandonment work is to be performed under the SU/MSU plan DO NOT APPLY for these permit numbers UNTIL AFTER you have been notified by the Permits Reviewer under a 'Ready to Apply' comment on the SU/MSU plan in the ePlan Review (ProjectDox) system. If the service connection or abandonment work is to be performed under an SEP or DRP plan, follow the instructions on the SEP Design Checklist or DRP Design Checklist for acquiring the permit numbers. Contact Permit Services Section with questions.
	111	CONNECTION NOTE. Connection to existing WHC with meter vault, installed under concurrent SEP or DRP: Existing 8" WHC with meter vault installed under contract 2021-1234A (P-12345678).
	112	CONNECTION NOTE. Connection to existing WHC without meter vault, installed under concurrent SEP or DRP: Existing 6" WHC installed under contract 2021-1234A (P-12345678).
	113	CONNECTION NOTE. Connection with TS&V of WHC without meter vault, public R/W: Connect 8" WHC to existing 10" W (2021-1234A) with 10"x8" TS&V and extend to property line under a WSSC Service Connection Permit. P-
	114	CONNECTION NOTE. Connection with TS&V of WHC without meter vault, WSSC easement: Connect 8" WHC to existing 10" W (2021-1234A) with 10"x8" TS&V and extend to WSSC easement line under a WSSC Service Connection Permit. P-
	115	CONNECTION NOTE. Connection with TS&V of WHC with meter vault: Connect 8" WHC with meter vault to existing 12" W (2021-1234A) with 12"x 8" TS&V and extend to WSSC easement line under a WSSC Service Connection Permit. P-
	116	CONNECTION NOTE. Connection to and extension of existing WHC and provision of meter vault: Connect 8" WHC to existing 8" WHC installed under contract 2021-1234A (P-12345678) and extend to WSSC easement line. Install meter vault under a WSSC Service Connection Permit through the 'Applicant-Built' process with applicable fees. P-
	117	CONNECTION NOTE. Connection to existing SHC: Existing 6" SHC installed under Contract 2021-1234A (P-12345678).
	118	CONNECTION NOTE. Connection to existing manhole, public R/W: Connect 8" SHC to Ex MH 098M (2021-1234A) and extend to property line under a WSSC Service Connection Permit. P-
	119	CONNECTION NOTE. Connection to existing manhole, WSSC easement: Connect 8" SHC to Ex MH 4 (2021-1234A) and extend to WSSC easement line under a WSSC Service Connection Permit. P-

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	120	CONNECTION NOTE. Connection to existing main with manhole: Build manhole over existing 12"S (2021-1234A) and extend SHC to WSSC easement line under a WSSC Service Connection Permit. P-
	121	ABANDONMENT NOTE. WHC abandoned under concurrent SEP: 6" WHC installed under P-12345678 abandoned under contract 2021-1234A (P-87654321). WSSC ACCT #0000123456.
	122	ABANDONMENT NOTE. Abandon 10" WHC built under Contract 2021-1234A (P-12345678) under a WSSC Service Connection Abandonment Permit. P- WSSC ACCT # 0000123456
	123	ABANDONMENT NOTE. Double water connection: Abandon 1-1/2" WHC installed under Contract 2005-1234A. (P-12345678 and P-12345679). Existing WHC serves Lot 1 (WSSC account 0000123456, 3/4" meter, WSSC meter ID A2468) and Lot 2 (WSSC account 0000987654, 3/4" meter, WSSC meter ID B1357) with double meter housing. First abandonment of a double requires administrative WSSC Service Connection Abandonment Permit. P-_____
	124	ABANDONMENT NOTE. SHC abandoned under concurrent SEP: 6" SHC installed under P-34567890 abandoned under contract DA1234A21 (P-87654321). WSSC Acct #0000123456.
	125	ABANDONMENT NOTE. SHC at manhole: Abandon 8" SHC installed under Contract 2021-1234A (P-12345678) at MH 024M under a WSSC Service Connection Abandonment Permit. P-_____ WSSC ACCT # 0000123456
	126	ABANDONMENT NOTE. SHC at main: Abandon 4" SHC installed under Contract 2021-1234A (P-12345678) under a WSSC Service Connection Abandonment Permit. P-_____ WSSC ACCT # 0000123456
	127	ABANDONMENT NOTE. Double sewer connection: Abandon 6" SHC installed under Contract 2021-1234A (P-12345678 and P-12345679). Existing 6" SHC serves Lots 1 & 2. First abandonment requires administrative WSSC Service Connection Abandonment Permit. P-
	128	Connection Notes, additional. 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.