

SEP Phase 2 Design Checklist for ePlan Review

The SEP Phase 2 Design Checklist is to serve as a guide, for engineers and WSSC personnel, for preparation and review of water and sewer construction drawings. Any questions regarding items contained herein should be referred to the WSSC Development 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 / Businesses / Development Services / Developers Forms and Fees / under ePlan Review.

Engineer: Please complete the below checklist.

Indicate ✓ = Checked; X = Not Applicable, O = Outstanding in the second column under SEP Checklist Item #.
NOTE: Plans submitted without a completed checklist may be returned without review.

****** All SEP Phase 2 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 Guide.

Prescreen Rejection Item <input checked="" type="checkbox"/>	SEP Checklist No.	SEP Design Checklist Item	Reference
		<p>Submittal Request for New SEP Project/Plan Case. NEW SEP Project/Plan Case applications must be submitted through the ePermitting system Citizen Self Service (CSS). Follow the directions on the ePermitting home screen for acquiring an ePermitting CSS user account. After you have logged into your CSS user account click on Developer Plans to select (SEP) System Extension Process.</p> <p><i>Instructions for completing the online plan case application via ePermitting CSS:</i></p> <p>A) Do not enter the engineering firm under the Project Owner/Applicant Contact Information section. NOTE: Engineering Firm - The engineering firm is captured from the ePermitting User Account. Under the Contacts screen the 'engineer' is selected and indicated as the person who will be uploading the plans/sketch via the ePlan Review (ProjectDox) system.</p> <p>B) Please provide all the information on the CSS screens as required.</p> <p>In addition to the required fields on CSS, to ensure your SEP project/plan case is not rejected, provide the type of Development Served - Indicate complete development information for the SEP plan (e.g., 50 Townhouses, 100,000 SF Medical Office Building).</p>	
<input checked="" type="checkbox"/>	1	<p>SEP Base Sheet Template. Use SEP Base Sheet Template for all Extension Plan (A001, A002, A003, etc.) files. Ensure the WSSC approval/signature block location remains unchanged. All Extension Plan files must be easy to read and interpret. Refer to DSD Applicant Guide.</p>	DSC p 40 & PDM C-8.2
<input checked="" type="checkbox"/>	2	<p>Electronic Files, Layers. Layers are required for all Extension Plan files.</p>	DSD Applicant Guide p 7
<input checked="" type="checkbox"/>	3	<p>WSSC 2020 Civil Drafting Standards. Use 2020 Civil Drafting Standards for all Extension Plan files.</p>	DSC 502.2 h)
<input checked="" type="checkbox"/>	4	<p>Electronic Files. Name files according to Appendix B of DSD Applicant Guide.</p>	DSD Applicant Guide

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<input checked="" type="checkbox"/>	5	Electronic Files. Upload files to correct folder according to Appendix B of DSD Applicant Guide: Drawings folder or Documents folder.	DSD Applicant Guide
<input checked="" type="checkbox"/>	6	Electronic Files. Extension Plan files must contain only one sheet each.	DSD Applicant Guide
<input checked="" type="checkbox"/>	7	SEP Design Review Fee. Due with the first submittal. There are two types: (1) Total development is either non-residential or more than 10 residential units; or (2) Total development is 10 residential units or less. No more than 3 formal reviews of the Extension Plans are included in this fee. See "Development Services Project Fees" chart.	DSC 503.2
<input checked="" type="checkbox"/>	8	SEP Extra Review Fee. An extra review fee will be charged for each additional (extra) review over the 3 formal reviews covered by the SEP Design Review fee. See "Development Services Project Fees" chart.	DSC 503.2.2
<input checked="" type="checkbox"/>	9	Prescreen Re-submission Fee. 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. See "Development Services Project Fees" chart.	DSC 504.3.1
	10	SEP Phase 2 Design Checklist for ePlan Review. Submit a completed copy of this checklist.	DSC 502.2 a)
<input checked="" type="checkbox"/>	11	Composite Plan. Provide a composite plan in addition to the design drawings if the project has plan views on more than 3 sheets. The composite plan must be a separate file uploaded into ePlan Review. Refer to the DSD Applicant Guide for correct file naming convention. This composite plan will aid WSSC in its review of projects.	DSD Applicant Guide Appendix B
<input checked="" type="checkbox"/>	12	Letter of Findings. Read the approved SEP Phase 1 Letter of Findings. It is the authorization for proceeding with design (Phase 2). Submit a copy of the current Letter of Findings for the project.	DSC 501.4
<input checked="" type="checkbox"/>	13	Letter of Findings Color-Coded Sketch. Submit a color copy of the current approved sketch for the project. Ensure the development (number of townhouses, e.g.), pipeline layout, limits of the public right-of-way, and other relevant information agrees with the Letter of Findings and Sketch. If the Applicant wishes to make changes to the approved Letter of Findings an HPA Amendment request must be submitted. Please follow instructions below under HPA Amendment and under Applicant's Letter for HPA Amendment Acknowledgement.	DSC 504.2 c)
<input checked="" type="checkbox"/>	14	HPA Amendment. Provide a copy of any proposed AMENDMENT to the HPA color-coded sketch for the project. NOTE (1): the AMENDMENT must have been submitted, accepted, and under review prior to the SEP Phase 2 submittal. It is not necessary for the proposed AMENDMENT to be approved prior to the SEP Phase 2 submission, but the approval of the AMENDMENT is required prior to SEP Phase 2 plan approval. NOTE (2): A pending AMENDMENT may delay the review or require additional SEP Phase 2 plan reviews which will incur additional review costs. See Applicant's Letter for HPA Amendment Acknowledgement.	

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<input checked="" type="checkbox"/>	15	Applicant's Letter for HPA Amendment Acknowledgement. When submitting a SEP Phase 2 project and there is a proposed HPA Color-Coded Sketch AMENDMENT for the SEP Phase 2 project, the following statement must be prepared and signed on the Applicant's letterhead: "I acknowledge that WSSC does not recommend the submission of the plan prior to approval of the Amendment to the Letter of Findings. I, however, as the applicant for DA____Z__, would like to submit the SEP plan for DA_____ for WSSC's Development Services Division's review, prior to the approval of a pending Amendment to the Letter of Findings. I understand that the amendment as submitted may not be approved. I further understand the comments on the reviewed plan may become invalid, and that I would be responsible for additional reviews and submittals and the associated costs and fees." A pdf of the letter should be uploaded into ePlan Review in the Documents folder.	
<input checked="" type="checkbox"/>	16	Corporation/Entity Information Form. Provide a completed Corporation/Entity Information Form.	DSC 504.2 n)
<input checked="" type="checkbox"/>	17	WSSC E&SC Permit Application, "Major". Upload the application for WSSC Erosion and Sediment Control Permit for Utility Construction. Complete the top portion of the permit application. The WSSC E&SC Permit Application is not required for State (including University of Maryland) or federal property or for county public works projects in Montgomery County or Prince George's County.	DSC 505.3
	18	Record Plat. Although recorded plats are preferable, preliminary plans of subdivision or approved plans of subdivision are acceptable for first submittal only. Recorded plats are required prior to SEP permit issuance.	DSC 504.2 g)
	19	Detailed Site Plans. Plans must show streets, lots, grading and proposed homes and buildings.	DSC 504.2 e)
	20	Site Utility. Submit site utility plans associated with this SEP project.	DSC 505.4 f) 1)
<input checked="" type="checkbox"/>	21	As-Builts of Existing WSSC Pipelines. Provide a copy of all existing WSSC contract as-built (also called "final") drawings for water and sewer mains that connect to the proposed SEP Phase 2 pipeline. If as-built drawings are not available, provide the approved drawings. Highlight the points of connection. (1) Always submit the first sheet of contract and the specific sheets applicable for the project (plan view, profile view, special details, etc). It is not necessary to submit all sheets of the contract plan(s). (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 SEP or Relocation plan copy must have the WSSC job number on the plan.	DSC 504.2 f)
<input checked="" type="checkbox"/>	22	Environment Site Contamination Screening Submittals. The Environmental Questionnaire plus either the Environmental Database Search Map Report or the Environmental Site Assessment Phase 1 Report (ESA Report) must have already been submitted and reviewed by WSSC prior to submission of this SEP Phase 2 plan as instructed in the Letter of Findings.	DSC 403.4 PDM Part 3, Section 19. f. 1)

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<input checked="" type="checkbox"/>	23	Permit Numbers for SEP Plans. Applicable only for SEP plans with service connection or abandonment work performed under the SEP plan. All permit numbers for service connections or abandonments must be applied for electronically through the ePermitting system. All permit numbers must be on the SEP plans for prescreen review. A separate permit application must be completed and submitted via ePermitting for each permit number required for a water and/or sewer service connection (pair) to a property shown on the SEP plan. Select permit type 'SEP Use Only' for all permit numbers required for the SEP plan. (This includes SEP applicant owned properties as well as non-applicant property service connections). Be sure to indicate the correct SEP Job/Contract Number on each permit application when applying through the ePermitting system. Contact Permit Services Section with questions.	DSC 505.4 f) 7)
	24	Non-Applicant Property Service Connections. An abutting 'non-applicant' property is defined as a property abutting the proposed main and not owned by the SEP applicant. Use permit type 'SEP Use Only' for permit numbers for these non-applicant properties. Please ensure to attach a location form when applying via ePermitting for any non-applicant property service connections abutting the proposed mainline extension. Payment for the abutting non-applicant property service connections is required when invoiced (cash/check, deferred payment option, SEP Applicant Payment Voucher).	DSC 508.1 e)
<input checked="" type="checkbox"/>	25	JOB TITLE BLOCK. 1st line - election district, 2nd line – project description, 3rd line – street names, 4th line – subdivision name and part number (as applicable). Refer to WSSC Base Template (WSSC-DSG.dwt)	WSSC Base Sheet Template
<input checked="" type="checkbox"/>	26	Vicinity Map. Scale 1" = 2000'. Show layout of streets sufficient for contractor access; show locator map, current ADC map page and grid number. Indicate project number on map.	SEP Base Sheet Template
<input checked="" type="checkbox"/>	27	Graphic Scale. Provide Graphic Scales on all sheets. Plan: horizontal 1" = 30' (preferred) or 1" = 50'. Profile: 1" = 10' (vertical) and 1" = 100' (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" = 20' (horizontal). Profile: 1" = 5' (vertical) and 1" = 50' (horizontal). Refer to WSSC Base Template.	PDM General 3. a.4)
<input checked="" type="checkbox"/>	28	North Arrow and Datums. The north arrow should generally point to top of sheets. Show on each plan view: Maryland State Plan Coordinate System on the North American Datum of 1983, 1991 (or later) adjustment (NAD 83/91) and National Geodetic Vertical Datum of 1929 (NGVD 29).	PDM Appendix D-1
<input checked="" type="checkbox"/>	29	Engineering Firm Block. Provide DLLR firm PE registration number. Business entities other than sole proprietorships that offer engineering services in the State of Maryland must hold a firm permit issued by the Maryland Board.	SEP Base Sheet Template

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<input checked="" type="checkbox"/>	30	Street Names. Show on each sheet (plan and profile). Include SHA Route No. Add parenthetical notation (Private Street) to private street name label. Streets and alleys need to be labeled for reference in provided profiles and in DSD's response. Temporary names like "A, B, C" are acceptable if permanent names have not yet been established. Alleys may not need labeled if reference wouldn't be needed. Street names must agree with address assignment or verification documentation approved by MNCPPC.	
<input checked="" type="checkbox"/>	31	Property. On each sheet, label property with lot and block or parcel numbers.	
	32	Property Owner. Show property owner name and address along improved roads and outfalls. Show existing houses. Show on each plan view.	
	33	Permit Numbers. WHC permit numbers at the WHC and SHC permit numbers below lot number. A table of permit numbers is not acceptable.	PDM Part 1 25. a. 3) & Part 2 27. f. 1) a)
<input checked="" type="checkbox"/>	34	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. Need seal and DocuSign signature prior to WSSC approval.	PDM General 3. a. 2)
	35	Property Lines. Show all property lines. Draft property lines according to 2020 Civil Drafting Standards.	
	36	Plumbing Notes. Where static pressures exceed 80 psi and where water main pressures are less than 40 psi, include relevant plumbing notes. See Letter of Findings for elevations.	WSSC Base Sheet Template
	37	Dependency Note. Provide Dependency Note on plan per the Letter of Findings and the SEP Base Sheet Template.	PDM Part 1 9. c. 1) (d) & Part 2 5. j. 1)
	38	Superseded Note. Provide a Superseded Note on plan when submitting a request for revision of a previously approved plan.	SEP Base Sheet Template
	39	Existing Pavement. Indicate existing paving and label: concrete or asphalt, e.g.	
	40	Existing Well or Septic. Show existing wells, septic tanks, and drainage fields, and adequate clearance therefrom.	
	41	Profiles. When critical to design, provide field-shot pipe and structure locations in vicinity of proposed water or sewer.	PDM General 4. a. 1)
	42	Environmental. No water and sewer alignments within 50' of sediment control traps draining ≥10 acres, basins or water retention ponds. Alignments within 50' must be approved by WSSC on a case by case basis.	
	43	Environmental. Show existing contours at ≤5' intervals, in outfalls and flood plains, for a distance of 100' either side of pipe centerline.	
	44	Environmental. Delineate all wooded areas.	
	45	Permits, Other Agencies. All agency permit conditions that come out from their review of W&S plans must be submitted to WSSC at the earliest opportunity.	DSC 505.4
	46	WSSC Easements and Construction Strips. Property shown and described.	PDM Part 3 2. a. 1) & Appendix D g. 2)

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<input checked="" type="checkbox"/>	47	Survey. Show at least 3 coordinate grid ticks on each sheet according to NAD 83/91. Verify orientation with north arrow and check coordinate numbers against each other. Ensure the coordinates are in the following range: $316,000 \leq \text{Northing} \leq 616,000$ and $1,160,000 \leq \text{Easting} \leq 1,407,000$.	
	48	Plan view, WHC. Show WHC to each lot or parcel. When property line is near the curb, gutter, edge of pavement, driveway, sidewalk, or other paved surface, see PDM W-25.4	PDM Part 1 25.3)
	49	Plan view, WHC. Non-standard service connection locations are specified.	
	50	Plan view, WHC. Between WHC and Pressure SHC, provide 10'-0" horizontal clearance.	PDM Part 3 3. a. 2) a)
	51	Plan view, WHC. Show outside meter box for water service connections when the proposed private on-property water pipe ≥ 300 feet in length.	P&FGC 602.2.1.1
	52	Plan view, WHC. Show on plan the WSSC billing account number for each abandonment of existing service connection.	
	53	Plan view, Service Connections. Large size connections are labeled with size (e.g. 4" WHC or 6" SHC) on the actual connection line. Connection sizes smaller than the example are usually not labeled, but are indicated in the General Notes.	
	54	Plan view, WHC. Show site utility pipe and site utility number in light line weight for site utility systems associated with the SEP. Include site utility project number, if available. When meter vault will be installed under the site utility, include note: "Meter vault will be constructed under site utility contract".	
	55	Plan view, SHC. SHC to each lot or parcel.	PDM Part 2 27. a. 1)
	56	Plan view, SHC. Note if non-gravity sewer service required.	
	57	Plan view, SHC. SHC easements shown and labeled.	
	58	Plan view, SHC. Show existing and proposed cellar elevations on plan. If only first floor service is to be provided, verify adequate cover over SHC and building sewer. If there is no cellar, indicate so on plan.	PDM Part 2 27. f.1) b)
	59	Hydraulic Calculations. For sewer pipelines over 12-inch, submit hydraulic calculations in support of the sewer design. Use Design Flow provided in Letter of Findings.	PDM Part 2 2.c. 2)
	60	Sewage Flow Tabulation. Refer to WSSC Base Template for table format. Verify that proposed development is authorized by Letter of Findings. Use flow factors given in Appendix C of the Pipeline Design Manual.	
	61	Low Pressure Sewer System. On the first sheet, specify grinder pump manufacturer, Environment One or Pentair Myers. For Myers, specify grinder pump model. Upload sealed and signed calculations to Documents folder.	
	62	Parallel Pipelines. Where a proposed water or sewer main is parallel to an existing or proposed main, show both on a single profile.	

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	63	Private Easement. A private easement is required when a private water or sewer service line that serves a property crosses into or over the property of a different owner. The applicant shall submit evidence that a private easement has been recorded before WSSC will issue a SCP.	DSC 705.4 c)
	64	Declaration of Covenant. A Declaration of Covenant is required when private water or sewer service lines that serve a property cross into or over a separate property owned by the same entity. The applicant shall submit evidence that a Declaration of Covenant has been recorded before WSSC will issue a SCP.	DSC 705.4 e)
	65	Covenant agreement. A covenant agreement shall be required when multiple buildings owned by the same person or entity are served by a single service connection to WSSC's system.	DSC 705.4 g)
	66	MNCPPC address assignment. Provide a copy of the address assignment or 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 or signature by MNCPPC.	DSC 508.1 c)