

HPA (SEP Phase 1) Checklist for ePlan Review

The HPA (SEP Phase 1) Checklist is to be used for all Hydraulic Planning Analysis (HPA) or System Planning Forecast (SPF) projects. The checklist is to serve as a guide, for engineers and WSSC personnel, for preparation, review, and analysis of development designs in order to assess the impact of proposed development on the WSSC system capacity. Any questions regarding items contained herein should be referred to the WSSC Hydraulic Project Manager for clarification. This checklist is located on the WSSC website at wsscwater.com / Business & Construction / Development/Construction Services / Developers Forms & Fees / WSSC ePlan Review.

Engineer: Please complete the below checklist.

Indicate √ = Checked; X = Not Applicable, O = Outstanding in the second column under HPA Checklist Item #.
NOTE: HPA or SPF projects submitted without a completed checklist may be returned without review. ****

**** All HPA and SPF projects, and HPA Amendments 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"/>	HPA Checklist No.	HPA Checklist Item Description
<input checked="" type="checkbox"/>		<p>SUBMITTAL REQUEST FOR NEW HPA/SPF PROJECT/PLAN CASE - NEW HPA/SPF Project/Plan Case applications must be submitted through the ePermitting system Citizen Self Service Portal (CSS). Go to www.wsscwater.com, click Permits link on right side then click Go to ePermitting. Please follow the directions on the ePermitting CSS home screen for acquiring an ePermitting CSS user account. After you have logged into your CSS user account click Apply, then under Developer Plans, click (HPA) Hydraulic Planning Analysis. Also used for NEW System Planning Forecast (SPF) project/plan case requests.</p> <p><u>Instructions for completing the online plan case application via ePermitting CSS.</u></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, provide the following to ensure your HPA/SPF project/plan case is not rejected:</p> <p>C) Parcel, Lot, Block information (as applicable);</p> <p>D) Subdivision Name (as applicable);</p> <p>E) Street Address and County (as applicable);</p> <p>F) WSSC 200 Foot Sheet(s) - provide all applicable;</p> <p>G) Service Category (water and sewer);</p> <p>H) Fire Flow GPM (please indicate if required flow is more than 1500 GPM and less than 2000 GPM. Otherwise, not required.)</p> <p>I) Type of Development Served - Indicate complete development information (i.e., Residential - # of Units, Non-Residential - Square Footage).</p> <p>NOTE: HPA AMENDMENTS - For Amendments to existing HPA projects/plan cases please click on Sub-Records button within your existing HPA project, then click Apply button for the HPA Amendment Request.</p>
<input checked="" type="checkbox"/>	1	<p>WSSC HPA BASE TEMPLATE (WSSC-HPA-SPF.dwt). Use for all Hydraulic Planning Analysis (HPA) project Color-Coded Sketch submittals. Ensure the WSSC approval block area location remains unchanged. Ensure sketch is legible. Ensure sketch is a vector-based PDF (one sheet) with layers. NOTE: Submit only <u>one</u> sketch file. Refer to Applicant Guide. This template is also applicable for System Planning Forecast (SPF) submittals.</p>
<input checked="" type="checkbox"/>	2	<p>WSSC LAYER GUIDELINES. Layers are required for all HPA project Color-Coded Sketch submittals. NOTE: The use of the WSSC AutoCAD Standard Layer Naming Convention is encouraged, but not required at this time. Refer to WSSC Base Template (WSSC-HPA-SPF.dwt).</p>
<input checked="" type="checkbox"/>	3	<p>ELECTRONIC FILES. Use the File Naming Convention for all uploaded files. Refer to Applicant Guide.</p>

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<input checked="" type="checkbox"/>	4	ELECTRONIC FILES. File(s) were uploaded to correct folder(s); drawings/sketch to Drawings Folder and documents to Documents Folder. Refer to Applicant Guide.
<input checked="" type="checkbox"/>	5	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.
<input checked="" type="checkbox"/>	6	FEES - HPA (SEP PHASE 1) MODELING REVIEW FEE - Water AND/OR Sewer. This fee is also applicable for System Planning Forecast (SPF) submittals. Refer to current fee sheet for amounts. The Basic Complexity fee is due before the initial submittal. An additional fee will be due if the complexity is moderate or complex.
<input checked="" type="checkbox"/>	7	FEES - PRESCREEN RE-SUBMISSION FEE FOR HPA REVIEW (Prescreen Review). A fee to recover WSSC costs incurred for processing a HPA review submission and rejecting it during prescreen review for having insufficient information or inadequacies. Refer to current fee sheet for amount. NOTE: This fee is also applicable for System Planning Forecast (SPF) submittals.
<input checked="" type="checkbox"/>	8	FEES - HPA (SEP PHASE 1) EXTRA REVIEW FEES. A fee to recover WSSC costs incurred for additional (extra) reviews of HPA Color-Coded Sketch submittals due to changes/omissions of data either before or after the issuance of a Letter of Findings. Per review. Refer to current fee sheet for amounts. NOTE (1): The Hydraulic Project Manager will inform you of any additional fees due and the specific amount after they determine additional HPA Modeling is required.
<input checked="" type="checkbox"/>	9	FEES - ENVIRONMENTAL SITE CONTAMINATION REVIEW FEE. A fee to recover WSSC costs incurred for performing the review of the Environmental Questionnaire and review of the applicant submitted report. WSSC no longer performs a Database Search; you must submit an Environmental Database Search Map Report OR the Environmental Site Assessment Phase 1 Report (ESA Report). Refer to current fee sheet for amount. NOTE: Not applicable for HPA Amendment unless an Environmental Site Contamination Review was not previously performed, then the review must be performed with the HPA Amendment.
	10	HPA (SEP PHASE 1) CHECKLIST FOR ePLAN REVIEW. Submit a completed copy of the checklist.
	11	SYSTEM PLANNING FORECAST (SPF). WSSC performs a System Planning Forecast (SPF) review when the proposed development is on a property with county determined Service Category 5 or higher or when the impact of a potential development on WSSC water and sewer systems is requested. NOTE: An HPA will not be performed when service categories are 5 or 6.
<input checked="" type="checkbox"/>	12	ENVIRONMENTAL QUESTIONNAIRE. Provide a <u>completed</u> Environmental Questionnaire form. NOTE: Not applicable for HPA Amendment unless an Environmental Site Contamination Review was not previously performed, then the review must be performed with the HPA Amendment. NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	13	SITE CONTAMINATION ENVIRONMENTAL REPORT (Applicant Submitted). Must be flattened PDF file type. Fillable PDF files are not supported. WSSC no longer performs a Database Search; Provide EITHER an Environmental Database Search Map Report OR the Environmental Site Assessment Phase 1 Report (ESA Report). NOTE: Not applicable for HPA Amendment unless an Environmental Site Contamination Review was not previously performed, then the review must be performed with the HPA Amendment. NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	14	DEFINITION OF LAYERS. Provide a list of definition of Layers for the HPA Color-Code Sketch. (include topography layer)
<input checked="" type="checkbox"/>	15	(HPA) SKETCH - WSSC 200 FOOT SHEET NUMBER(S). Provide all WSSC 200 Foot Sheet Number(s). Refer to WSSC HPA Base Template (WSSC-HPA-SPF.dwt).
<input checked="" type="checkbox"/>	16	(HPA) SKETCH - HPA PROJECT NAME and PROJECT NUMBER. Provide the Project Name and Project Number (e.g. DA1234Z02). Refer to WSSC HPA Base Template (WSSC-HPA-SPF.dwt).

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<input checked="" type="checkbox"/>	17	(HPA) SKETCH - LEGEND. Provide the line legends and sketch date. Refer to WSSC HPA Base Template (WSSC-HPA-SPF.dwt).
<input checked="" type="checkbox"/>	18	(HPA) SKETCH - GRAPHIC SCALES. Provide Graphic Scales on all sheets. Sketch: horizontal 1-inch = 100 feet (minimum). Profile: 1-inch = 10 feet (vertical) and 1-inch = 100 feet (horizontal). Profiles must be drawn in same direction as sketch view. (Minimum sketch size 22" x 34"). Refer to WSSC HPA Base Template (WSSC-HPA-SPF.dwt).
<input checked="" type="checkbox"/>	19	(HPA) SKETCH - 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 WSSC HPA Base Template (WSSC-HPA-SPF.dwt).
<input checked="" type="checkbox"/>	20	(HPA) SKETCH - GRID TICS WITH COORDINATES. 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 Color - Black.
	21	PROPOSED MAINLINE EXTENSION. NOTE: Research the previous reviews for the property and adjacent properties. If previous reviews exist, examine them to consider previous review results, and coordinate planned mains from adjacent projects with the proposed mains for the property. NOTE: For SPF: This applies to the potential development.
	22	PROPOSED MAINLINE EXTENSION. NOTE: Determine if the proposed mains should be WSSC mains or private mains. All mains built in public streets must be WSSC mains. If the mains are built on the applicant's property and the streets are private, then the mains should be private. An exception to this would be if the proposed main through the applicant's property is needed for service to an adjacent parcel. In this case, the main would need to be a WSSC main and an easement through property would be required. NOTE: Not applicable for SPF submittals.
	23	PROPOSED MAINLINE EXTENSION. NOTE: The proposal for water and sewer service should conform to WSSC's requirements. Examples would be to avoid pressure sewer if there is a gravity alternative available, avoid deep sewer, ensure adequate looping of water mains. NOTE: Not applicable for SPF submittals.
	24	CIP QUALIFIED PROJECT. NOTE: A CIP project may be required for water mains 16-inches and larger, or sewer main 15-inches and larger. CIP-sized mains may qualify for System Development Charge credits. NOTE: Not applicable for SPF submittals.
	25	FEDERAL GOVERNMENT OWNED PROPERTY. When the property is owned by the Federal Government (not rented), an SPF will be performed. If sufficient details of the alignment of mains and demands for the property are submitted, then an HPA can be performed. Refer to procedures for Site Utility Plan Review Instructions for Federal Government 'Owned' Properties for further details.
<input checked="" type="checkbox"/>	26	(HPA) SKETCH - PROPOSED WATER EXTENSION. Show proposed water extensions (sizes should not be labeled). NOTE: if sizes are shown, the submittal will be rejected. Color - Blue. NOTE: Not applicable for SPF submittals.
	27	PROPOSED WATER EXTENSION. Connections to a large-diameter (36-inch or greater) PCCP or cast iron main require additional evaluation. If there is a direct connection to a 36" or larger PCCP or cast iron main, a second feed to the development is necessary (regardless of the length of main). NOTE: For SPF: This applies to proposed connection point to WSSC main.).
	28	PROPOSED WATER EXTENSION. If high pressures are greater than 130 psi, additional infrastructure and additional evaluations will be required.

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	29	PROPOSED WATER EXTENSION. If more than 50 residential units (existing and proposed) are located on a single feed, Outage Avoidance Loops may be required. NOTE: Not applicable for SPF submittals.
	30	PROPOSED WATER EXTENSION. NOTE: Ensure there are adequate isolation valves when a development connects to existing WSSC main. If additional isolation valves are needed, indicate the approximate location of additional valves on the sketch. NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	31	(HPA) SKETCH - PROPOSED SEWER EXTENSION. Show proposed sewer extensions, manholes, and flow direction arrows (sizes should not be labeled). NOTE: if sizes are shown, the submittal will be rejected. Color - Red. NOTE: Not applicable for SPF submittals.
	32	PROPOSED SEWER EXTENSION. NOTE: If sewer base sanitary flow is greater than 100,000 gpd, or if in the Broad Creek, Damascus, Northeast Branch, or Rock Creek basin, then the project will require additional downstream sewer system evaluation. NOTE: For SPF: This applies to potential development.
	33	PROPOSED SEWER EXTENSION. NOTE: Evaluate the sewer system in the area, and determine the feasibility of the proposed alignment. Check topography to determine if the proposed sewers flow by gravity, and that they do not traverse high spots, which could indicate extra-depth sewer. Also check to see if the proposed buildings will have gravity connections. If the gravity sewer is higher than the basement or ground elevation of the building, then ejector/grinder pumps will be required. NOTE: Not applicable for SPF submittals.
	34	(HPA) SKETCH - PROPOSED DEEP & SHALLOW SEWERS. Identify and delineate sewer with more than 15'-0" of cover and less than 5'-0" of cover. Color - Red. NOTE: Not applicable for SPF submittals.
	35	(HPA) SKETCH - PROPOSED PRESSURE SEWER EXTENSION. Show proposed low pressure sewer extensions, clearly labeled "PS", or force mains, clearly labeled "FM". Sizes should not be labeled. Profiles must be shown. Color - Red. NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	36	(HPA) SKETCH - EXISTING WATER AND SEWER MAINS. Show existing water and sewer mains from which proposed extensions will be made. Label with sizes and contract/job numbers. NOTE: An 'existing main' is defined as a main which has been 'Released for Service (RFS)' and has a RFS Date. This criteria pertains to parts of multi-part jobs belonging to the applicant. Color - Black.
<input checked="" type="checkbox"/>	37	(HPA) SKETCH - PROPOSED MAINS BY OTHERS. Show proposed (planned or under construction) water and sewer mains by others (other than the applicant) from which proposed extensions will be made. Label 'proposed' with contract/job numbers and sizes. Color - Black.
	38	INTER-JURISDICTIONAL COORDINATION. NOTE: Inter-jurisdictional coordination (such as with the City of Rockville or Charles County) may require additional review time.
	39	(HPA) SKETCH - PROPOSED GRADING. Show proposed grading, preferably in 2' intervals, but 5' is acceptable. Show spot elevations at high and low points. Color - Tan NOTE: For SPF submittals this applies to existing ground elevations.
<input checked="" type="checkbox"/>	40	(HPA) SKETCH - APPLICANT'S PROPERTY DESCRIPTION. Show applicant's property outline in yellow. Provide property description (lot or parcel numbers, block numbers) within property boundaries in black text (excluding SFDUs and Townhouses). Color - Yellow Outline (NOTE: If Applicant's Property is owned by government, park, or Board of Education use required Yellow Outline.)
<input checked="" type="checkbox"/>	41	(HPA) SKETCH - PROPERTY LINES. Show all individual property lines. Color - Black.
	42	(HPA) SKETCH - EXISTING HOUSES or BUILDINGS. Show houses or buildings abutting proposed construction. Color - Black polygons.

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	43	(HPA) SKETCH - EXISTING HOUSES or BUILDINGS. Show all existing buildings (excluding single family detached units and townhouses) on applicant's property. The line type should be narrower than that used for sewer. Must show for all multifamily dwelling units and non-residential buildings. Provide square footage and building use for each existing building. Color - Black polygons.
<input checked="" type="checkbox"/>	44	(HPA) SKETCH - PROPOSED BUILDINGS. Show all proposed buildings on applicant's property (excluding SFDUs and Townhouses). The line type should be narrower than that used for sewer. Must show for all non-residential buildings. Provide square footage and building use for each proposed building within building footprint. Color - Outlined in red. NOTE: Not applicable for SPF submittals.
	45	(HPA) SKETCH - BOUNDARIES. Show boundaries of property owned by federal government, State of Maryland, National Park Service, Maryland Park Service, MNCPPC, and Board of Education. Color - Green Outline. (NOTE: If Applicant's Property use required yellow outline color for ALL Applicant's Property.)
<input checked="" type="checkbox"/>	46	(HPA) SKETCH - SURROUNDING PROPERTY. Show surrounding property, abutting and proposed roads. Color - Black.
<input checked="" type="checkbox"/>	47	(HPA) SKETCH - STREET NAMES. Show street names (add label for private streets 'private' after name). NOTE: Internal streets not required for SPF submittals. Color - Black.
	48	(HPA) SKETCH - EXISTING SITE UTILITY SYSTEMS. Show existing private site utility (on-site) water and sewer systems on applicant's property. Provide Site Utility Project Number, if available. Color - Black.
<input checked="" type="checkbox"/>	49	(HPA) SKETCH - PROPOSED SITE UTILITY SYSTEMS. Show proposed private site utility (on-site) water and sewer systems on applicant's property. Color - Green. (NOTE: Show proposed WHC and SHC to existing water or sewer line in green color.) NOTE: Not applicable for SPF submittals.
	50	PROPOSED WATER SERVICE CONNECTIONS. Ensure there are no water service connections to a 24" or larger existing mains. Follow the Large Main/Small Main Service Connection Review process. NOTE: Not applicable for SPF unless SPF is for a single building.
	51	PROPOSED SEWER SERVICE CONNECTIONS. Ensure there are no sewer service connections to a 15" or larger existing main. Follow the Large Main/Small Main Service Connection Review process. NOTE: Not applicable for SPF unless SPF is for a single building.
	52	(HPA) SKETCH - WSSC EASEMENTS. Show existing and proposed WSSC easements. NOTE: A WSSC Easement may be necessary through the Applicant's property to serve future customers. NOTE: Proposed internal easements not required to be shown for SPF.
	53	(HPA) SKETCH - MULTIPLE PART DEVELOPMENT. If the proposed development is to be divided into parts for construction, indicate all the parts for projects with multiple parts. Color - Various Colors. NOTE: Not applicable for SPF submittals.
	54	MULTIPLE PART DEVELOPMENT. The Part delineations should refer to water and sewer mains and site utility service connections. NOTE: Not applicable for SPF submittals.
	55	MULTIPLE PART DEVELOPMENT. The parts should be numbered in order of construction sequence. NOTE: Not applicable for SPF submittals.
	56	MULTIPLE PART DEVELOPMENT. The parts should be numbered so that any single part is never dependent on a higher-numbered part. NOTE: Not applicable for SPF submittals.
	57	MULTIPLE PART DEVELOPMENT. The parts should be clearly labeled and delineated using various colors of preference but distinct from those colors listed on this checklist. NOTE: Not applicable for SPF submittals.

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	58	MULTIPLE PART DEVELOPMENT. The proposed development for each part should be labeled (number of units, sq. footage, types of usage for buildings, pools, etc). NOTE: Not applicable for SPF submittals.
	59	MULTIPLE PART DEVELOPMENT. For subsequent submissions of multiple part jobs, label part numbers consistent with previous reviews and WSSC job numbers for parts that have been assigned WSSC job numbers. Should a part be split into 2 or more parts, designate these new parts as 2A, 2B, etc. NOTE: Not applicable for SPF submittals.
	60	MULTIPLE PART DEVELOPMENT TABLE. Provide a multiple part development table on the sketch (if applicable) which delineates the Part # and # of Units or square footage per part. Can also be used for multiple building(s) developments. Refer to WSSC Base Template (WSSC-HPA-SPF.dwt). NOTE: For SPF: provide total units per development type for the entire property.
	61	SUPPORT DATA - STORMWATER MANAGEMENT CONCEPT PLANS. Provide a copy of the Stormwater Management Concept Plan (if available). NOTE: Not applicable for SPF submittals.
	62	SUPPORT DATA - FOREST CONSERVATION / TCP TYPE 2 PLAN. Provide a copy of the Forest Conservation Plans / Tree Conservation Plan (if available). NOTE: Not applicable for SPF submittals.
	63	SUPPORT DATA - PRELIMINARY / SITE PLAN. Provide a copy of the Preliminary and/or Site Plans (if available). NOTE: Not applicable for SPF submittals.
	64	SUPPORT DATA - SEP (PHASE 2) PLAN. Provide a copy of the proposed SEP (Phase 2) Plan (if available). NOTE: Not applicable for SPF submittals.
	65	SUPPORT DATA - SITE UTILITY PLANS. Provide a copy of the proposed site utility project plan(s) (if available). NOTE: Not applicable for SPF submittals.
	66	SUPPORT DATA - RECORDED PLAT. Provide a copy of the Recorded Plat (if available). NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	67	SUPPORT DATA - LARGE & SMALL MAINS SERVICE CONNECTION REVIEW REQUEST FORM. Provide a completed Large & Small Mains Service Connection Review Request Form (if applicable). NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	68	SUPPORT DATA - DEEP SEWER/PRESSURE SEWER PROFILES. Provide sewer profiles for 15' and deeper sewers and 5' and shallower sewers, or Pressure Sewers. NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	69	SUPPORT DATA - PRESSURE SEWERS (GRINDER PUMP SYSTEMS) COMPUTATIONS - Provide calculations for sizing the pressure sewer lines for non-residential buildings. Provide Calculations for the selection of the on-site pump type and model and sizing of the pressure sewer / force main if applicable. NOTE: Not applicable for SPF submittals.
<input checked="" type="checkbox"/>	70	SUPPORT DATA - SYSTEM PLANNING FORECAST SKETCH & LOF. Provide a copy of the last SPF sketch and LOF when submitting a new HPA project for the same property as the SPF sketch and LOF was issued. (if applicable). NOTE: Not applicable for SPF submittals.
	71	SUPPORT DATA - CORROSION CONTROL - PIPELINE CORROSION PROTECTION. Submit the Corrosion Survey Checklist sealed and signed by Maryland registered Professional Engineer. NOTE: Not applicable for SPF submittals.

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<input checked="" type="checkbox"/>	72	<p><u>INSTRUCTIONS for AMENDMENTS to an EXISTING HPA Project/Plan Case</u> - Requests for an HPA Amendment must be submitted through the ePermitting system Citizen Self Service Portal (CSS). After login to your ePermitting account, please select the existing HPA project you want to amend. Click on Sub-Records button and click APPLY button for the HPA Amendment Request. Complete the HPA Amendment Request. Ensure you have provided the details of the changes proposed.</p> <p>FEES - The HPA EXTRA REVIEW FEE amount will be the initial fee charged for the amendment request. (NOTE: The Project Manager will inform you of any additional fees due after their initial review determines the amendment complexity is moderate or complex.)</p>
<input checked="" type="checkbox"/>	73	AMENDMENT TO HPA - LAST APPROVED LETTER OF FINDINGS. Provide a copy of the last APPROVED Letter of Findings for the project when submitting a request for Amendment of HPA when converting from a previously approved PAPER submittal.
<input checked="" type="checkbox"/>	74	AMENDMENT TO HPA - LAST APPROVED COLOR-CODED SKETCH. Provide a COLOR copy of the last APPROVED HPA Color-Coded Sketch for the project when submitting a request for Amendment of HPA when converting from a previously approved PAPER submittal.