

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, for preparation and review of water and sewer construction plans applicable for both offsite and onsite. Any questions regarding items contained herein should be referred to the WSSC 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.

****** 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
		<p>SUBMITTAL REQUEST FOR NEW SU or MSU PROJECT/PLAN CASE - NEW SU or MSU Project/Plan Case applications must be submitted through the ePermitting system Citizen Access Portal (CAP). Go to www.wsscwater.com, under Quick Links, click on ePermitting System. Please follow the directions on the ePermitting CAP home screen for acquiring an ePermitting CAP user account. After you have logged into your CAP user account click on Developer Plans to select (SU) Site Utility System or (MSU) Minor Site Utility System. <u>Instructions for completing the online plan case application via ePermitting CAP.</u> 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. B) Please provide all the information on the CAP screens as required. In addition to the required fields on CAP, provide the following to ensure your SU/MSU project/plan case is not rejected: C) Parcel, Lot, Block information (as applicable); D) Subdivision Name (as applicable); E) Street Address and County (as applicable).</p>
<input checked="" type="checkbox"/>	1	WSSC SITE UTILITY BASE TEMPLATE (WSSC-SU.dwt). Use for all site utility project plan submittals. Ensure the stamp/signature block area location remains unchanged. Ensure plan is legible. Refer to Applicant Guide.
<input checked="" type="checkbox"/>	2	WSSC LAYER GUIDELINES. Layers are required for all site utility project plan 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-SU.dwt).
	3	DSG DRAFTING STANDARDS (PDF). Use DSG Drafting Standards for all site utility project plan submittals. Refer to Applicant Guide.
<input checked="" type="checkbox"/>	4	ELECTRONIC FILES. Use the File Naming Convention for all uploaded files. Refer to Applicant Guide.
<input checked="" type="checkbox"/>	5	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"/>	6	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.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
<input checked="" type="checkbox"/>	7	HYDRAULIC INFORMATION SHEET (HIS). Complete contact information and Part 1. Follow instructions on back of sheet and refer to the Hydraulic Information Available from WSSC document. NOTE: A new HIS is required to be submitted for each new project regardless of the site utility system total flows. WSSC requires the HIS in order to determine the need for a hydraulic review.
<input checked="" type="checkbox"/>	8	HYDRAULIC INFORMATION SHEET (HIS). A separate HIS is required for EACH <u>existing</u> (not to be abandoned) and EACH <u>proposed</u> service connection to WSSC water system.
<input checked="" type="checkbox"/>	9	(HIS) Part 1 - Provide Application / Applicant Contact Information.
<input checked="" type="checkbox"/>	10	(HIS) Part 1 - Provide Elevation Information (invert elevation at the connection to WSSC main, 1st floor, and top floor).
<input checked="" type="checkbox"/>	11	(HIS) Part 1 - Provide Domestic Flow
<input checked="" type="checkbox"/>	12	(HIS) Part 1 - Site Utility plans show on-site fire hydrant, provide required flow and/or elevation of onsite hydrants.
<input checked="" type="checkbox"/>	13	(HIS) Part 1 - Sum of on-site fire hydrant (FH) flows greater than 2,000 gpm is not allowed.
<input checked="" type="checkbox"/>	14	(HIS) Part 1 - Sprinkler flow greater than 2,000 gpm is not allowed.
<input checked="" type="checkbox"/>	15	(HIS) Part 1 - Standpipe flow greater than 2,000 gpm is not allowed.
<input checked="" type="checkbox"/>	16	EROSION AND SEDIMENT CONTROL PERMIT APPLICATION - Major (E&S). Effective 1-13-2014, provide the application for Erosion and Sediment Control Permit for Major Utility Construction. Complete the top portion of the permit application. NOTE: The E&S Permit Application is not required for State (including University of Maryland) or Federal property or County Public Works projects in Montgomery or Prince George's Counties.
<input checked="" type="checkbox"/>	17	EXISTING SITE UTILITY PLANS. Provide a copy of ALL existing site utility water and sewer plans (onsite). Highlight site area on existing site utility plan. NOTE: If plans are not provided please provide explanation itemizing resources researched via email.
<input checked="" type="checkbox"/>	18	WSSC WATER AND SEWER PLANS. Provide a copy of <u>all</u> WSSC contract as-built plans for water and/or sewer mains (plans if as-builts not available) that about the project property. Highlight site area on plan and profile. Proposed SEP or Relocation plan copy must have the WSSC job number on plan. Note: Always submit the first sheet of contract plan, then provide the specific sheet(s) of plan and profile bordering the site.
	19	RECORDED PLAT. Provide a copy of recorded plat(s) for site property(s). When the property is being replatted and the proposed plat is not recorded yet, provide a copy of the proposed plat. A recorded plat will be required before plan approval (if applicable). Note: Site utility plans must show property description (Parcel or Lot and/or Block) as proposed property description if engineer/applicant is in process of having the property subdivided or re-platted. Show existing property description and property lines in light line weight and proposed property description and property lines in heavy line weight.
	20	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.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
<input checked="" type="checkbox"/>	21	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.
<input checked="" type="checkbox"/>	22	SITE UTILITY REVIEW FEES. There are STANDARD and MINOR site utility systems. Refer to the Development Services Code (DS Code) for complete definitions and see checklist items 25 and 26 below. Use only on-property (private) water pipeline(s) and/or on-property (private) sewer pipeline(s) <u>to determine</u> the length of site utility (SU/MSU) pipe. Use all proposed on-property (private) pipe lengths. DO NOT INCLUDE service connection pipe length for this determination. Refer to current rate sheet (Standard or Minor, as applicable).
<input checked="" type="checkbox"/>	23	<p>SITE UTILITY REVIEW FEES - STANDARD. Effective 8-1-2018 per the Development Services Code (DS 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).</p> <p>Note for Mixed Systems: When the site utility system is a STANDARD system, the fees are calculated per linear foot on the entire system being constructed by the Qualified Contractor including pipe sizes smaller than 4-inches diameter water and smaller than 6-inches diameter sewer. Calculate water and sewer pipe separately. Calculate per linear foot for on-property (private) water pipeline and/or sewer pipeline, and any non-residential pressure sewer pipe. DO NOT INCLUDE service connection pipe length for this calculation. Refer to current rate sheet.</p>

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
<input checked="" type="checkbox"/>	24	<p>SITE UTILITY REVIEW FEES - MINOR. Effective 8-1-2018 per the Development Services Code (DS Code): 701.1.2 A MINOR Site Utility System plan (MSU) shall be allowed under the following conditions unless otherwise determined by WSSC:</p> <ul style="list-style-type: none"> • No new or abandoned water and/or sewer service connections; • The proposed new additional on-property (private) water lines are 4-inches in diameter or larger and the length is 25-feet or less or; • The proposed new additional on-property (private) sewer line(s) will be 6-inch in diameter or larger and/or the proposed new pipe is not greater than 25-feet in length. • Any new or re-development (including sites with less than 25-feet of pipe or no new on-property pipe) as determined by WSSC; • Any length of existing pipe on-property to be abandoned. <p>NOTE: see definition of Site Utility (SU).</p> <p>Note for Mixed Systems: When the site utility system is a MINOR system, the fees are calculated per linear foot on the entire system being constructed by the Qualified Contractor including pipe sizes smaller than 4-inches diameter water and smaller than 6-inches diameter sewer. Calculate water and sewer pipe separately. Calculate per linear foot for on-property (private) water pipeline and/or sewer pipeline, and any non-residential pressure sewer pipe. DO NOT INCLUDE service connection pipe length for this calculation. Refer to current rate sheet.</p>
<input checked="" type="checkbox"/>	25	<p>SITE UTILITY REVIEW FEES - Extra Review Fee. An extra review fee will be charged for each additional (extra) review over the third (3) formal reviews covered under the STANDARD and MINOR review fee, as applicable. Refer to current rate sheet.</p>
<input checked="" type="checkbox"/>	26	<p>SITE UTILITY REVIEW FEES - Additional Pipe Footage Fee. An additional pipe footage fee is due for increases in pipe length on the site utility plan on subsequent resubmitted plan reviews (no refunds if lengths are reduced from first to final review.) Refer to current rate sheet.</p>
<input checked="" type="checkbox"/>	27	<p>FEES - SUBMISSION/REJECTION 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.</p>
	28	<p>SITE UTILITY INSPECTION FEE. A Site Utility Inspection Fee will be charged for inspection by WSSC of the site utility system (not applicable to MINOR site utility systems). NOTE: Inspection fee is not due until after plan approval at submit mylars step. Refer to current rate sheet.</p>
<input checked="" type="checkbox"/>	29	<p>JOB TITLE BLOCK. Include Job Name, Job Street Address, and Parcel, Lot, and/or Block. Refer to WSSC Base Template (WSSC-SU.dwt)</p>
<input checked="" type="checkbox"/>	30	<p>ENGINEERING FIRM BLOCK. Refer to WSSC Base Template (WSSC-SU.dwt).</p>
<input checked="" type="checkbox"/>	31	<p>OWNER/APPLICANT NAME BLOCK. Refer to WSSC Base Template (WSSC-SU.dwt).</p>
<input checked="" type="checkbox"/>	32	<p>SITE UTILITY NUMBER. Refer to WSSC Base Template (WSSC-SU.dwt).</p>
<input checked="" type="checkbox"/>	33	<p>VICINITY MAP. Show layout of streets clearly; show locator map, current ADC map page, and grid number and WSSC 200 FT Sheet. Refer to WSSC Base Template (WSSC-SU.dwt).</p>
<input checked="" type="checkbox"/>	34	<p>NORTH ARROW WITH DATUM. The north arrow (generally pointing to top of sheet) with required horizontal datum (MD State Plane NAD 83/??) and vertical datum (NGVD 1929) referenced on each plan view. Refer to WSSC Base Template (WSSC-SU.dwt).</p>

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
<input checked="" type="checkbox"/>	35	AVERAGE WASTEWATER FLOW TABLE. Provide information in gallons per day (GPD) table. NOTE: A Sewer Model Hydraulic Review is required for projects with Total Average Daily Sewage Flow equal to and over 144,000 gpd. Note: The WSSC project manager will submit the review request to the Planning Group per SP ENG-11-01. Refer to WSSC Base Template (WSSC-SU.dwt) for table format. Refer to Pipeline Design Manual for flow factors.
	36	SERVICE CATEGORY. Provide Service Categories. Refer to WSSC Base Template (WSSC-SU.dwt)..
<input checked="" type="checkbox"/>	37	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"/>	38	FLOOR ELEVATIONS. Provide 1st floor and all lower floor elevations in buildings.
<input checked="" type="checkbox"/>	39	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.
<input checked="" type="checkbox"/>	40	PIPE SCHEDULE. List only onsite pipe (includes all piping on property between the property line or right-of-way and the building(s)) in pipe schedule. The review fee will be calculated on all proposed onsite pipe footage indicated in the pipe schedule. Note: If any service connection pipe length is included in the pipe schedule, it must be on a separate line and labeled as service connection pipe with length indicated in order for the review fee to not be charged for the service connection pipe length. To be included in Pipe Schedule: Gravity sewer pipe length, Pressure sewer pipe length. Refer to WSSC Base Template (WSSC-SU.dwt).
	41	PIPE SCHEDULE. Verify pipe lengths against plan and profile lengths at first review and at final review. Note: Additional Pipe Footage Fee will apply for increases in pipe lengths. (no refunds if lengths are reduced from first to final review.)
	42	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 Document approved by MNCPPC BEFORE plan is approved.
	43	WSSC WATER and SEWER SYSTEM MAINS. Show all mains (water and sewer) for complete length of property or street. Show all appurtenances (i.e. FH, valves, MH, etc.). Show in light line weight.
	44	WSSC WATER and SEWER SYSTEM MAINS. Label main as depicted on GIS or proposed SEP plan. Label Example: EX 12" W (Contract # 88-3344A) or EX 8" S (Contract # DA5322B06).
	45	WSSC WATER and SEWER SYSTEM MAINS. Label existing manholes with WSSC manhole number (use MH#s from GIS or proposed SEP plan).
	46	WSSC WATER and SEWER SYSTEM MAINS. Show all existing and proposed WSSC Easements and sizes (include Liber and Folio) with call-out (if applicable). Label Example: WSSC 20' Easement (Liber and Folio). Note: When site work is being performed in an existing WSSC Easement, a DRP project needs to be submitted to Development Services (effective July 1, 2015).
	47	WSSC WATER and SEWER SYSTEM MAINS. The WSSC main must be released for service before a permit can be issued for a proposed connection(s) or 'meter vault' to be built under the 'Applicant-Build' process from that main.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	48	SERVICE CONNECTION - PROPOSED (Water). The following rules apply for connection to WSSC water mains (diameter in inches): 4-inch or smaller (review required); 6 – 16 (allowed); 20 – 24 (review required); 30-inch and larger (not allowed).
	49	SERVICE CONNECTION - PROPOSED (Sewer). The following rules apply for connection to WSSC sewer mains (diameter in inches): 6 – 12 (allowed); 15 – 27 (review required). All diameter Grinder Systems/pressure sewers (review required). All diameter mains within 400 feet of end of force main/PS (review required). All Force Mains and Gravity Sewers 30-inch and larger (not allowed).
	50	SERVICE CONNECTION - PROPOSED. A Large & Small Mains Service Connection Review package submittal is required for proposed service connections to WSSC water or sewer main sizes that denote 'review required'.
<input checked="" type="checkbox"/>	51	SERVICE CONNECTION - PROPOSED. Show all proposed service connections (water and/or sewer) 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. Note: 8-inch and larger sewer connections will be addressed by the WSSC project manager. Use service connection note examples located at the end of this checklist.
	52	SERVICE CONNECTION - PROPOSED. Proposed fire hydrants (public or private) are not allowed on service connection pipe length.
	53	SERVICE CONNECTION - PROPOSED. When the proposed connections are to be built with an SEP or Relocation contract concurrently, the site utility plan and proposed SEP or Relocation plan must MATCH. A copy of SEP or Relocation plan must be provided as support document.
	54	SERVICE CONNECTION - EXISTING. Show all existing service connection(s) remaining to serve the proposed site project in light line weight. Label with size and type. Label Example: EX. 6" WHC Contract 67-1234A (PERMIT #1234567).
	55	SERVICE CONNECTION - EXISTING. Show all existing service connections (water and/or sewer) and outside meter vaults/housings to be abandoned in light line weight. Label with size and type. Note: Abandonment means disconnecting the service connection at the WSSC main in a public way or in a WSSC R/W. Cap-off means disconnecting the service connection on property near property line or LOD. All existing water and sewer connections to the property must be used or abandoned. Refer WSSC Plumbing and Fuel Gas Code. Use abandonment note examples located at the end of this checklist.
	56	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.
	57	SERVICE CONNECTION - EXISTING. Show all existing WHC's and SHC's in vicinity of proposed WHC's or SHC's (include onsite #s, if known).
	58	SITE UTILITY PIPE - PROPOSED. Show in heavy line weight all NEW pipe on property (water and sewer). Label with size and type. Label Example: 10" W or 6" S (do <u>not</u> use WHC or SHC).
	59	SITE UTILITY PIPE - EXISTING. Show all existing site utility pipe with size, type and Site Utility numbers. Label Example: Ex. 8" W (Site Utility 93OS0050).
	60	SITE UTILITY PIPE - EXISTING. When existing Site Utility number is unknown, label pipe as follows: Label Example: Ex. 8" W (Site Utility # unknown).

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	61	SITE UTILITY PIPE - EXISTING. Show on plan all 'onsite' pipe to be abandoned in light line weight with 'X's' out. Label Example: EX. 6" S (Site Utility 85OS0130) TBA or TBR. Note: All existing pipe sizes other than 'onsite pipe-size' does not require 'onsite label' unless built under an Site Utility plan (example: existing 1" W and 4" S pipe built previously to a building from the site utility under a plumbing permit). Note abandonment of sewer at manhole. See Standard Detail S/3.5. Note abandonment of manhole. See Standard Detail S/3.6.
	62	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, other utilities. Provide supporting data (i.e. dry utilities plan(s), overall facility site plan, include water, sewer, and buildings, etc.)
<input checked="" type="checkbox"/>	63	SITE PROPERTY - DESCRIPTION. Show property description (parcel, lot, and/or block) within site property on each sheet. Label Example: 'Proposed Parcel X' or 'Lot 1, Block A'
<input checked="" type="checkbox"/>	64	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.
	65	SITE PROPERTY - PROPOSED BUILDINGS. Show EACH proposed building on 'site property'. Label the building 'Proposed'. Provide building address, building #, building use/name (i.e. gym, community center, science bldg, mixed-use, etc.) (as applicable) WITHIN the building footprint.
	66	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.) (as applicable) WITHIN the building footprint.
	67	SITE PROPERTY - BUILDINGS (Unit Count). Show number of residential units (apts, condos) in each proposed and existing building(s) on site property. Note: Only need when existing building(s) are getting a new WHC because we need number of units for new WSSC Billing account.
	68	SITE PROPERTY - BUILDINGS (Mixed-Use Buildings/Properties). The WSSC Plumbing and Fuel Gas Code (most recent edition) 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"/>	69	SITE PROPERTY - METERS (NEW WHC or NEW METER). For situations where existing building(s) and/or proposed building(s) are getting a NEW WHC or a NEW METER to serve the building(s), use one of the following meter notes (BOLD NOTE) within the building footprint of EACH existing building and/or proposed building (as applicable): 1) Master Meter (only use with 'FM' meters in outside vault); 2) Inside Master Meter (only use when 'FM' meter is located inside a building but water is routed back outside building to serve onsite FH, etc.); 3) Domestic Meter / Detector Check Meter; 4) Domestic Meter / Supervised Sprinkler System; 5) Domestic Meter / Detector Check Meter / Supervised Sprinkler System; 6) Domestic Meter / Detector Check Meter / Supervised Fire Hydrant.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
<input checked="" type="checkbox"/>	70	SITE PROPERTY - METERS (CONTINUE with EXISTING METER/BILLING ACCOUNT). For situations where existing building(s) and/or proposed building(s) are to CONTINUE to be served by EXISTING METER(s) and BILLING ACCOUNT(S) use one of the following meter notes (BOLD NOTE) within the building footprint of EACH existing building and/or proposed building (as applicable) (include WSSC billing account # within building footprint also): 1) Ex. Master Meter (only use with 'FM' meters in outside vault); 2) Ex. Inside Master Meter (only use when 'FM' meter is located inside a building but water is routed back outside building to serve onsite FH, etc.); 3) Ex. Domestic Meter / Detector Check Meter; 4) Ex. Domestic Meter / Supervised Sprinkler System; 5) Ex. Domestic Meter / Detector Check Meter / Supervised Sprinkler System; 6) Ex. Domestic Meter / Detector Check Meter / Supervised Fire Hydrant. Note: Compound meters are prohibited for fire flow use.
	71	SITE PROPERTY - METER SIZE (Proposed). Show and label proposed outside meter size and type (i.e. 6" FM). Call out size of meter and bypass line in note. Size the FM meter based on total of domestic, sprinkler and fire flows shown on HIS. Check size of outside meter: flow range (minimum flow to maximum flow); up to 1200 GPM use 4" FM meter (if no FH); from 1.5 GPM to 2,500 GPM use 6" FM meter; from 1.5 GPM to 4,000 GPM use 8" FM meter; from 2.0 GPM to 6,500 GPM use 10" FM meter.
	72	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 by pass on the plan view with 3 valves. Refer to WSSC Pipeline Design Manual for Easement width requirements for Meter Vault (minimum of ten (10) feet on each side of the outside edge of the vault wall.).
	73	SITE PROPERTY - METERS (Proposed Outside Meter Vault). When the proposed outside meter vault is built under an SEP contract, provide the following label: Label Example: "Meter and vault built under SEP contract (insert contract #)"
	74	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: EX. VAULT w/4" FM METER WSSC ACCT#0007070; P# 215558. Show inset of existing outside meter location (if applicable).
	75	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.
<input checked="" type="checkbox"/>	76	PROPERTY LINES. Show all property lines in heavy line weight (include metes and bounds along the property line when possible). Property lines must MATCH existing recorded plat(s) or proposed record plat. Note: All proposed record plats must be <u>recorded</u> and property lines match before plan approval.
	77	ADJACENT PROPERTY - DESCRIPTION. Show property description (parcel, lot, and/or block) within each adjacent property on each sheet. Label Example: 'Parcel A'
	78	ADJACENT PROPERTY - OWNER INFORMATION. Show property ownership within each adjacent property on each sheet. Label Example: 'MNCPPC, 8787 Georgia Avenue, Silver Spring, MD 20910.
	79	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.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	80	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 (Liber and Folio).
	81	DECLARATION OF COVENANT (Easement). Show and label all 'declaration of covenant' and indicate width size and give Liber and Folio. Label Example: 20' Declaration of Covenant for Sewer Connection (Liber and Folio.).
	82	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 (effective July 1, 2015). Scan approval letter onto the plan.
	83	SUPERSEDED NOTE. Provide a Superseded Note on plan when submitting a request for re-approval of a previously approved plan. Refer to WSSC Base Template (WSSC-SU.dwt).
	84	PUBLIC FIRE HYDRANT. Show the DRP number for Public Fire Hydrant(s) to be built or removed on a WSSC main (work to be performed under this site utility plan) in light line weight. A DRP project needs to be submitted to Development Services (effective July 1, 2015). NOTE: Neither public fire hydrants nor private (on-site) fire hydrants are allowed on service connection pipe.
	85	FIRE HYDRANTS. It is the engineer's responsibility to provide adequate fire hydrant coverage around the proposed building(s) in accordance with the jurisdiction's fire marshal requirements.
	86	FIRE HYDRANTS. Maximum length of hydrant lead is 20 feet.
	87	FIRE HYDRANTS. Label metered hydrants thus: (Metered).
	88	WATER LINE. Only one water service connection per property.
	89	WATER LINE. Pressure up to 210 psi acceptable to keep as 200 psi test pressure.
	90	WATER LINE. Identify different legs of the water distribution system (line A, line B).
	91	WATER LINE. Termination of the water service inside the building or outside of the building is optional (stop 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.
	92	WATER LINE. Show and label fire department connection (FDC).
	93	WATER LINE. Add "FIRELINE" above a water line that is being used as a fire only line.
	94	WATER LINE. Identify bacteriological testing points and add note for lines over fifty feet in length. (Add BT=# call out at each location and add an engineer's note - "Provide one acceptable bacteriological test report for test point(s) BT-1, etc. etc.)"
	95	SEWER. Show flow arrows on all existing and proposed sewer lines on plan view.
	96	SEWER. Add note as applicable: "For Reference Only - Grease interceptor by Plumber under a WSSC Plumbing Permit."
	97	SEWER. Regardless of the size, the connection of the outflow from a grease interceptor to the sewer should be at a manhole.
	98	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"/>	99	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.

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
<input checked="" type="checkbox"/>	100	PRESSURE SEWER. Provide Calculations for the selection of the on-site pump type and model and sizing of the pressure sewer / force main.
	101	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.
	102	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.
	103	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).
	104	RESTRAINED PIPE JOINTS. In compacted fill areas (existing ground and proposed grade to be shown on profile.)
	105	RESTRAINED PIPE JOINTS. DIP through the wall above finished floor will require special restraint.
	106	UTILITY CLEARANCES. When utility is $\leq 12"$ diameter pipe maintain a 15 foot clearance between water or sewer line and a parallel building wall. If unable to maintain the clearance, an owner's responsibility letter is required.
	107	UTILITY CLEARANCES. When utility is $> 12"$ diameter pipe maintain a 25 foot clearance between water or sewer and a parallel building wall.
	108	UTILITY CLEARANCES. Keep utilities out of a PUE unless crossing perpendicular to a PUE with the connection. Maintain an adequate horizontal separation from the PUE so as not to undermine the PUE.
	109	SITE CONTRACTOR NOTE. Show site utility contractor notes in heavy text weight. Label Examples: "Connect to existing SHC at property line" or "Connect to existing WHC at WSSC easement"
	110	DOCUMENTS SCANNED ON PLANS. Scan on plans the following specific approval documents after approval (if applicable): Approved Hydraulic Information Sheet, Approved RMS Letter.
	111	SEWER MODEL HYDRAULIC REVIEW. NOTE: This request is prepared by the WSSC Project Manager for projects with Total Average Daily Sewage Flow equal to and over 144,000 GPD.
	112	DRP APPROVAL LETTER. Engineer submits a DRP project request to Development Services and acquires approval from Development Services (effective July 1, 2015). Approval letter must be scanned on plan.
	113	VARIANCE. Engineer submits request to WSSC PM and requires approval from Development Services Division (Division Manager).

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	114	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.
	115	WSSC EASEMENT AGREEMENT. The WSSC Easement Agreement package (original, not electronic) must be submitted directly to the WSSC Project Manager. Please DO NOT SUBMIT BEFORE REQUESTED by the WSSC project manager.
	116	NON-ABUTTING SERVICE CONNECTION REVIEW. NOTE: This request is prepared by the WSSC Project Manager if applicable.
	117	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 Unit with supporting documentation (i.e. copy of Letter of Findings or Preliminary Plan Letter) on FIRST submittal. NOTE: Approval for this type of agreement is not guaranteed.
	118	SERVICE AREA CATEGORY CHANGE LETTER. Engineer acquires approval from the county and provides copy of approval letter to WSSC PM.
	119	RECORDED PLAT. When property is newly subdivided and WSSC does not show new property on WSSC 200 foot sheets.
	120	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.
	121	DECLARATION OF COVENANT AGREEMENT. (regarding easement). (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.
	122	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. NOTE: The Covenant document is prepared by the Permit Services Unit. The engineer provides the completed Covenant Checklist to the Permit Services Unit 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.
	123	SUPERVISED FIRE SPRINKLER AGREEMENT. Required when a Site Utility System has a domestic meter but no detector check assembly requirement or if the site utility system requires one or more fire hydrants on site which are un-metered by a WSSC meter. (if applicable, due with plumbing permit).
	124	PERMIT NUMBERS for SU/MSU PLANS - Effective 11-21-16 all permit numbers for service connections or abandonments must be applied for electronically through the new 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 plan or DRP plan follow the instructions on the SEP Design Checklist or DRP Design Checklist for acquiring the permit numbers. Contact Permit Services Unit with questions.
	125	CONNECTION NOTE - WATER. EX. 8" WHC AND METER VAULT BUILT UNDER CONTRACT (insert concurrent SEP # here) (P-insert permit #).

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	126	CONNECTION NOTE - WATER. EX. 6" WHC BUILT UNDER CONTRACT (insert concurrent SEP # here) (P-insert permit #)."
	127	CONNECTION NOTE - WATER. Connect new 8" WHC to Ex 10" W (contract 89DA4596B) with 10"x8" T.S.& V and extend to property line under a WSSC Service Connection Permit. P-_____.
	128	CONNECTION NOTE - WATER. Connect new 8" WHC to Ex 10" W (contract 89DA4596B) with 10"x8" T.S.& V and extend to R/W line under a WSSC Service Connection Permit. P-_____.
	129	CONNECTION NOTE - WATER. Connect new 8" WHC to the Ex. 12" W (contract 09DA4936E) with 12"x 8" T.S. & V and extend to R/W line under a WSSC Service Connection Permit. P-_____ [Includes meter and vault installation.]
	130	CONNECTION NOTE - METER VAULT ONLY. Connect new 8" W to the Ex. 8" WHC built under (P-insert existing permit # here) (contract 09DA4936E). New Meter and Vault to be constructed and installed under a WSSC permit through the 'Applicant-Build' process with applicable fees. P-_____.
	131	CONNECTION NOTE - SEWER. EX. 6" SHC BUILT UNDER CONTRACT (insert concurrent SEP # here) (P-insert permit #).
	132	CONNECTION NOTE - SEWER. Connect New 8" SHC to Ex MH-04 (contract #89DA4596B) and extend to Property line under a WSSC Service Connection Permit. P-_____.
	133	CONNECTION NOTE - SEWER. Connect New 8" SHC to Ex MH-04 (contract #89DA4596B) and extend to R/W line under a WSSC Service Connection Permit. P-_____.
	134	CONNECTION NOTE - SEWER. Connect New 8" SHC with new manhole (contract #89DA4596B) and extend to R/W line under a WSSC Service Connection Permit. P-_____.
	135	ABANDONMENT NOTE - WATER. EX. 6" WHC BUILT UNDER (P-XXXXXXX) REMOVED UNDER CONTRACT (insert concurrent SEP # here) (P-insert permit #). WSSC ACCT # XXXXXXXX
	136	ABANDONMENT NOTE - WATER. Remove Ex. 10" WHC built under (P-XXXXXXX) (contract 89DA4596B) under a WSSC Service Connection Abandonment Permit. P-_____. WSSC ACCT # XXXXXXXX
	137	ABANDONMENT NOTE - WATER. Remove Ex. 1" WHC built under (P-XXXXXXX and P-XXXXXXX)(provide both permit #s) (contract 62DA4555A) serves (provide both lot #s) with double meter housing (provide both outside meter sizes)(provide both WSSC Acct. #s and WSSC meter ids). First abandonment of a double requires administrative WSSC Service Connection Abandonment Permit. P-_____. (no physical removal of water connection).
	138	ABANDONMENT NOTE - SEWER. EX. 6" SHC BUILT UNDER (P-XXXXXXX) REMOVED UNDER CONTRACT (insert concurrent SEP # here) (P-insert permit #). WSSC ACCT # XXXXXXXX
	139	ABANDONMENT NOTE - SEWER. Remove Ex. 8" SHC built under (P-XXXXXXX) (contract 89DA4596B) @ Ex. MH (insert #) under a WSSC Service Connection Abandonment Permit. P-_____. WSSC ACCT # XXXXXXXX
	140	ABANDONMENT NOTE - SEWER. Remove Ex. 4" SHC built under (P-XXXXXXX) (contract 89DA4596B) under a WSSC Service Connection Abandonment Permit. P-_____. WSSC ACCT # XXXXXXXX

Prescreen Rejection Item <input checked="" type="checkbox"/>	Site Utility Checklist No.	Site Utility Checklist Item
	141	ABANDONMENT NOTE - SEWER. Remove Ex. 6" SHC built under (P-XXXXXX and P-XXXXXX)(provide both permit #s) (contract 62DA4555A) serves (provide both lot #s). First abandonment of a double requires administrative WSSC Service Connection Abandonment Permit. P-_____. (no physical removal of sewer connection).
	142	CONNECTION NOTE - 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 (as applicable).