



LARGE PROJECT MINIMUM SUBMISSION CHECKLIST

Project Address		Square #	
Project Name		Lot #	

Include this completed checklist with your plan submission. Any plan submission for large utility connections (water services greater than 2-inches in diameter, sanitary services greater than 4-inches in diameter) shall meet the following minimum submission criteria. Plans that do not include this completed checklist and the required information are subject to rejection.

No	Description	Applicant's Initials	DC Water Reviewer's Initials
1	***NEW*** Payment for review fee is due at the time the plans are initially submitted. Please see the fees page at DCWater.com.		
2	Two sets of 24"x36" plans (if larger, provide half-size sets) are submitted with a log slip. Applicant will receive a receipt upon acceptance of the submission.		
3	A PDF or TIFF file of all site civil plan sheets are provided on a CD for each plan submission.		
4	Vicinity map, description of proposed work, legend, index of sheets, date, scale, submission number are provided. If in metric, provide US standard labels also.		
5	All plan sheets are signed and sealed by a professional engineer, registered in the District of Columbia (all submissions).		
6	Current DCWater general notes are included. See the DCWater website for the latest edition.		
7	All existing and proposed buildings, curb & gutter, trees, walls, utility poles, signs, manholes, valves, fire hydrants, etc. are shown and labeled.		
8	Complete property boundaries, lot lines, lot & square numbers, addresses, easements, roadway/alley right-of-way widths are shown.		
9	Demolition and erosion & sediment control plans are included. What is to remain/relocate/demolish is clearly labeled.		
10	Abandonments of water and sewer connections is clearly indicated on the plans with appropriate notes describing how the services are to be abandoned AT THE MAINS.		
11	There is adequate room on the utility plan sheet for DCWater approval stamp.		
12	Proposed work is clearly shown and labeled as proposed. It is drafted in a different line type/darker weight than the existing infrastructure.		
13	All proposed utility connections are dimensioned from the property boundary (lot line) in two directions.		
14	The following existing and proposed utilities are shown, labeled (size, material & age if available), and dimensioned from the property line:		
	14.1 Water: mains, laterals, meters (domestic & fire)		
	14.2 Sanitary: mains, laterals (with flow arrows)		
	14.3 Storm: mains, laterals (with flow arrows)		

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14.4	Electric: overhead and/or underground, poles, vaults		
14.5	Gas: mains, laterals, meters		
14.6	Communications (fiber optic, telephone, cable): overhead and/or underground, guy wires, poles, vaults		
15	Draft of any proposed easement and/or covenant is included on the plan set.		
16	Stationing on both the plan and profile for all proposed water and sewer mains has been provided		
17	Plans include details of complicated utility installations to scale to document final measurements and to list all water valves, fittings, thrust blocks, etc. to be installed.		
18	Profiles are provided for all proposed water lines 3" diameter and larger, and/or sewer lines 4" diameter and larger, and include the following:		
18.1	Existing & proposed invert and top elevations of all structures		
18.2	Material, size, and slope of pipe		
18.3	Existing & proposed ground profile		
18.4	Existing & proposed utility crossings		
18.5	The scale of the profile matches the plan view scale.		
18.6	Property line & limits of public and private maintenance		
19	Storm sewer/SWM design includes the following:		
19.1	Existing & proposed drainage divides with flow arrows		
19.2	Time of concentration, runoff C value, and 15-year runoff rate		
19.3	Pipe capacity, inlet computations, and hydraulic grade line computations (with HGL plotted on profile)		
19.4	Stormwater management narrative		
19.5	Stormwater management details		
20	The following DCWater standard forms and details are provided:		
20.1	Hydrant flow test results (valid for one (1) year from date of test)		
20.2	Meter sizing worksheets		
20.3	Backflow preventer forms		
20.4	Booster pump data form (if applicable)		
20.5	Letters requesting variance: domestic meter inside building; fire detector check assembly outside building (if applicable) are on the plans.		
20.6	Plans conform to the current DCWater Project Design Manual and current DC Water Standard Details, current version includes the Director of Engineering & Technical Services signature.		

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21	Structural design calculations are included (if applicable), i.e. thrust blocking on water lines larger than 12-inch diameter, pile supported utilities, installation that imparts additional load on an existing facility, utility installation that is deeper than the standard depth, cast-in-place sewer manholes etc.		
22	For re-submittals, a comment response letter is included stating both the comment from the reviewer and a response from the engineer.		
23	If you are requesting to reuse the existing storm and/or sanitary lateral, a closed circuit television inspection of the pipe(s) must be included for review by DCWater. The site plan includes this information along with a site plan to identify the location of these laterals with relationship to the roadway and building.		
24	Per details W-80.01 and S-80.01, the proposed water meter, curb cock, and sewer clean-out are located in public space and not a driveway.		
25	If the project includes a water main replacement, the plans clearly identify all adjacent property owners who will be affected by the water construction. The plans include limits of disturbance from the main to the property line, addresses of properties affected, and size of existing service.		
26	Provide a detailed floor and piping plan to accompany any inside domestic meter installations showing the following: walls, pipes, valves, bypass, other utilities, access, floor drains and clearance.		