Water Utilities Plan Submittal Guidelines

Updated September 2020

TABLE OF CONTENTS

1. CONCEPTUAL SUBMITTAL CHECKLIST
2. PRELIMINARY SUBMITTAL CHECKLIST
3. FINAL SUBMITTAL CHECKLIST
4. LEGEND

CONCEPTUAL SUBMITTAL CHECKLIST

This Checklist shall be used in conjunction with the latest Design Criteria Manual**.**

PROJECT NAME: _____ **PROJECT NO.:** _____ **DATE:** _____

The Water Utilities Department expects high quality submittals and expects these submittals and checklists to be completed and reviewed prior to delivering.
These checklists are provided as a guide and to assure quality deliverables.
Please complete and turn in the conceptual checklist with your first submittal. Comments and questions may be added to the Notes section.
Please contact the Water Utilities project engineer should you have any questions.

NO.	ITEM	CHECK IF INCLUDED			NOTES
		YES	NO	N/A	
1	ARLINGTON WATER UTILITIES STANDARD COVER SHEET				
2	ARLINGTON WATER UTILITIES STANDARD GENERAL NOTES & LEGEND				
3	SHOW EXISTING UTILITIES & ALL SURVEY INFORMATION ON PLAN SHEETS				
4	SHOW NORTH ARROW AND SCALE (H: 1"=20', V: 1"=5')				
5	SHOW AND CALL OUT EXISTING PROPERTY LINE				
6	LABEL SIZE & MATERIAL OF EXISTING UTILITIES				
7	SHOW AND CALL OUT PROPOSED PROPERTY LINES				
8	SHOW PARCEL INFORMATION INCLUDE STREET ADDRESSES				
9	TEXT TO BE SCALED 0.11 FULL SIZE, AND ALL CAPS				
10	SHOW PROPOSED ALIGNMENTS PER WU STANDARD LEGEND (BEGIN AT STA 0+00)				
11	SHOW PROPOSED CONCEPTUAL PROFILE (FLOW LINE FOR SS, TOP OF PIPE FOR WL) IF REQUIRED				
12	SHOW CONTOURS ON PLAN VIEW AND EXISTING/PROPOSED GROUND ON PROFILE IF REQUIRED				
13	SHOW ALL HORIZONTAL CONFLICTS				
14	LABEL EXISTING & PROPOSED EASEMENTS WITH DIMENSIONS				
15	LOCATE AND DETERMINE ANY POTENTIAL VERTICAL CONFLICTS WITH THE PROPOSED ALIGNMENTS				
16	SUBMIT CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST				

PRELIMINARY SUBMITTAL CHECKLIST

This Checklist shall be used in conjunction with the latest Design Criteria Manual.

PROJECT NAME: _____ **PROJECT NO.:** _____ **DATE:** _____

Arlington Water Utilities expects high quality submittals. Complete and return the checklist with each submittal. The checklists are provided as a guide. Contact the Water Utilities Project Engineer should you have any questions.

NO.	ITEM	CHECK IF INCLUDED			NOTES
		YES	NO	N/A	
	PLAN SHEETS				
A	**COVER SHEET (USE AWU STANDARD)**				
1	VICINITY MAP SCALE 1"= 200' (MIN)				
2	INDEX				
3	PROJECT NAME				
4	PROJECT NUMBER				
5	SHOW SUBMITTAL PERCENTAGE AND DATE				
B	**QUANTITY SHEET**				
C	**LEGEND (USE AWU STANDARD) AND CONTACT LIST SHEET**				
D	**GENERAL NOTES SHEET (USE AWU STANDARD)**				
1	GENERAL NOTES				
2	WATER NOTES				
3	SANITARY SEWER NOTES				
4	OTHER NOTES IF NEEDED				
E	**OVERALL WATER LAYOUT SHEET**				
1	SCALE 1" = 300' (MAX)				
2	SHOW PROPOSED MAIN				
3	SHOW RIGHT-OF-WAY (R.O.W.) LINES AND STREET NAMES				
4	SHOW STATIONING				
5	SHOW BENCHMARKS AND CONTROL POINTS				
6	LABEL PROPOSED MAIN NAMES				
7	LABEL PROPOSED MAIN SHEET NUMBERS				

NO.	ITEM	CHECK IF INCLUDED			NOTES
		YES	NO	N/A	
F	**PROPOSED WATER SHEETS (PLAN AND PROFILE)**				
1	H SCALE 1"= 20'				
2	V SCALE 1"= 5'				
3	SHOW LOCATION OF EXISTING UTILITIES				
4	SHOW LOCATION OF EXISTING STORM DRAINS				
5	SHOW PROPERTY INFORMATION AND STREET ADDRESS				
6	SHOW EXISTING AND PROPOSED PROPERTY, R.O.W. AND EASEMENT LINES				
7	SHOW R.O.W. AND EASEMENT DIMENSIONS				
8	SHOW PAVEMENT LIMITS INCLUDING TYPE OF PAVEMENT (CONCRETE OR ASPHALT)				
9	SHOW EXISTING CURB AND GUTTER				
10	SHOW EXISTING CONTOURS IF NEEDED				
11	SHOW STREET NAMES				
12	SHOW MAJOR UTILITY CONFLICTS INCLUDING CITY OWNED (i.e. FIBER, GAS AND ELECTRIC)				
13	INCLUDE NORTH ARROW AND SCALE BAR ON EVERY SHEET				
14	SHOW PROPOSED ALIGNMENT ON PLAN VIEW				
15	CALL OUT PROPOSED PIPE SIZE AND MATERIAL				
16	SHOW PROFILE FOR MAIN SIZE 12-INCH AND LARGER				
17	SHOW TOP OF PIPE ELEVATION EVERY 50' ON PROFILE				
18	CALL OUT FIRE HYDRANTS, VALVES, BENDS, BLOW-OFFS, ARV (FOR MAIN 16-INCH & LARGER). CALL OUT ALL FITTINGS TO ENSURE PROPER POSITIONINGS				
19	CALL OUT CONNECTIONS, BEGINNING AND ENDING				
20	SHOW ALL PROPOSED SERVICE LINE AND METER BOX LOCATIONS, CALL OUT SERVICE LINE SIZE AND USE "TYPICAL" IF MORE THAN ONE ON SAME SHEET				
21	SHOW ALL PROPOSED FIRE SERVICE LINES IF APPLICABLE				
23	CALL OUT SIZE OF MAIN TO BE ABANDONED AND LOCATION OF PLUG				
24	SHOW BORE/TUNNEL, CALL OUT SIZE OF CASING/TUNNEL LINER PLATE AND REFERENCE DETAIL NUMBER				
25	CALL OUT CURVES AND DEFLECTIONS IF USED				
26	SHOW EXISTING GRADE ON PROFILE IF NEEDED				

NO.	ITEM	CHECK IF INCLUDED			NOTES
		YES	NO	N/A	
27	SHOW LOCATION OF ALL TREES AND LABEL SIZE OF TREES TO BE REMOVED				
28	DIMENSION PROFILE CROSSINGS IF LESS THAN 3 FEET SEPARATION				
29	SHOW CAUTION CALL OUTS FOR GAS, OHE, AND UNDERGROUND ELECTRIC				
G	**OVERALL SANITARY SEWER LAYOUT SHEET**				
1	SCALE 1" = 300' (MAX)				
2	SHOW PROPOSED MAIN				
3	SHOW RIGHT-OF-WAY (R.O.W.) LINES AND STREET NAMES				
4	SHOW STATIONING				
5	SHOW BENCHMARKS AND CONTROL POINTS				
6	SHOW PROPOSED SANITARY SEWER MANHOLES				
7	LABEL PROPOSED MAIN NAMES				
8	LABEL PROPOSED MAIN SHEET NUMBERS				
H	**PROPOSED SANITARY SEWER SHEETS (PLAN AND PROFILE)**				
1	H SCALE 1"= 20'				
2	V SCALE 1"= 5'				
3	SHOW LOCATION OF EXISTING UTILITIES				
4	SHOW LOCATION OF EXISTING STORM DRAIN				
5	SHOW PROPERTY INFORMATION AND STREET ADDRESS WHEN APPROPRIATE				
6	SHOW EXISTING AND PROPOSED PROPERTY, RIGHT-OF-WAY (R.O.W.) AND EASEMENT LINES				
7	SHOW R.O.W. AND EASEMENT DIMENSIONS				
8	SHOW PAVEMENT LIMITS INCLUDING TYPE OF PAVEMENT (CONCRETE OR ASPHALT)				
9	SHOW EXISTING CURB AND GUTTER				
10	SHOW EXISTING CONTOURS IF NEEDED				
11	SHOW STREET NAMES				
12	SHOW MAJOR UTILITY CONFLICTS INCLUDING CITY OWNED (i.e. FIBER, GAS AND ELECTRIC)				
13	SHOW LOCATION OF ALL TREES AND LABEL SIZE OF TREES TO BE REMOVED				
14	SHOW EXISTING MANHOLES				
15	CALL OUT SIZE OF MAIN TO BE ABANDONED AND LOCATION OF PLUG				

NO.	ITEM	CHECK IF INCLUDED			NOTES
		YES	NO	N/A	
16	SHOW BORE/TUNNEL, CALL OUT SIZE OF CASING/TUNNEL LINER PLATE AND REFERENCE DETAIL NUMBER				
17	SHOW ALIGNMENT STATIONING (50' TICKS AND BEGIN STATIONING AT 0+00)				
18	SHOW FLOWLINE ELEVATION EVERY 50' ON PROFILE				
19	CALL OUT PERMANENT PAVEMENT REPAIRS				
20	CALL OUT CURVE INFORMATION				
21	SHOW EXISTING GRADE ON PROFILE				
22	SHOW PROPOSED GRADE				
23	SHOW CAUTION CALL OUTS FOR GAS, OHE, AND UNDERGROUND ELECTRIC				
24	SHOW R.O.W AND EASEMENT DIMENSIONS				
25	SHOW FLOW DIRECTION ARROWS FOR PROPOSED AND EXISTING				
26	USE 5' MANHOLE FOR DEPTH GREATER THAN 10' AND MAINS 15" IN DIAMETER OR LARGER				
27	CALL OUT PROPOSED PIPE SIZE AND MATERIAL				
28	PROFILE ALL PROPOSED SEWER MAINS				
a	CROSSINGS WITH EXISTING (TO REMAIN) AND PROPOSED WATER MAINS MEET TCEQ 217C REQUIREMENTS				
b	CROSSINGS WITH OTHER UTILITIES MEET CITY OF ARLINGTON DCM REQUIREMENTS				
29	SHOW FLOW LINES ON PROFILE AND RIM ELEVATIONS				
30	LABEL FLOW LINES IN PROFILE "IN" OR "OUT" AND SIZES				
31	START SEWER PROFILE STATIONING AT THE DOWNSTREAM END AND BE READ LEFT TO RIGHT				
32	SHOW SLOPE % AND LENGTHS, SIZE, AND TYPES OF PIPE				
33	DIMENSION PROFILE CROSSINGS IF LESS THAN 3 FEET SEPARATION				
I	**INCLUDE ALL REQUIRED COA STANDARD DETAILS AND PROJECT SPECIFIC DETAILS**				
J	**ASSIST THE CITY TO SUBMIT PLANS TO ALL FRANCHISE UTILITIES IF NEEDED**				
K	**SUBMIT PRELIMINARY SECTION 6 - PROPOSAL AND SPECIAL SPECIFICATIONS**				
L	**ADVISE THE CITY OF ANY REQUIRED PERMITS**				
M	**SUBMIT ANY REQUIRED EASEMENT DOCUMENTS**				
N	**SUBMIT PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST**				
O	**DESIGN WALKTHROUGH WITH CITY STAFF**				

FINAL SUBMITTAL CHECKLIST

This Checklist shall be used in conjunction with the latest Design Criteria Manual.

PROJECT NAME: _____ **PROJECT NO.:** _____ **DATE:** _____

Arlington Water Utilities expects high quality submittals. Complete and return the checklist with each submittal. The checklists are provided as a guide. Contact the Water Utilities Project Manager should you have any questions.

NO.	ITEM	CHECK IF INCLUDED			NOTES
		YES	NO	N/A	
1	Address all of City preliminary comments and questions.				
2	Schedule a design walk through with the City Staff if it wasn't done at the preliminary phase. DO NOT seal construction plans until design walk-through is completed.				
3	Verify that plans were sent to franchise utilities, TCEQ and TxDOT if applicable. Document their responses.				
4	Complete and Review Preliminary Checklist to turn in with the final submittal.				
5	Submit Plans and technical specification to the Project Manager for a final review prior to Signing and Sealing.				
6	Submit Section 6 - Proposal and final Opinion of Probable Construction Cost.				
7	All required information for permitting purposes has been submitted and plans conform to entity specfic design constraints (UPRR, TXDOT, etc.).				

LEGEND:

EXISTING

WL	WATER LINE
SS	SANITARY SEWER LINE
	R.O.W
	PROPERTY LINE
	EASEMENT
	CHAIN LINK FENCE
	FENCE (WOOD)
	FENCE (OTHER)
T T	TELEPHONE
UGT UGT	UNDERGROUND TELEPHONE CABLE
OHE OHE	ELECTRIC POWER OVERHEAD
UGE UGE	UNDERGROUND ELECTRIC POWER CABLE
	STORM DRAIN
GAS GAS	GAS LINE
	GATE VALVE
	FIRE HYDRANT
W	WATER SERVICE METER
	VAULT
	SANITARY SEWER MANHOLE
M	MAILBOX
	BENCHMARK
P.P.	POWER POLES
L.P.	LIGHT POLE
S.V.	SPRINKLER
	CONTROL POINT
G	GAS METER
	TREE

PROPOSED

	WATER LINE
	SANITARY SEWER LINE
	R.O.W
	EASEMENT
ABANDON EX X" AC WL OR VCP SS	TO BE ABONDONED
	PROPOSED OTHER THAN OPEN CUT
	GATE VALVE
	FIRE HYDRANT
	WATER SERVICE METER
	VAULT
	SANITARY SEWER MANHOLE
	PLUG

CONTACT LIST:

UTILITY NAME:	CONTACT NAME:	TELEPHONE:

SHEET TITLE:

LEGEND

PROJECT TITLE

PROJECT NO.

ARLINGTON
THE AMERICAN DREAM CITY
WATER ENGINEERING

DATE			SHEET
XXX	XX	XXX	X

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