

Public Works Plan Review Checklist

Project	
Rev By	
Date	
Legend	<input checked="" type="checkbox"/> Completed Satisfactorily
	<input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Incomplete. Revise per comments or provide explanation as to why not.

Cover Sheet

	Project Name
	Vicinity Map
	Drawing Index Table
	Type of building information
	Type of construction information
	Type of occupancy information
	Number of stories
	Fire suppression required?
	Required and provided parking stalls based on each use type
	Required and provided ADA Stalls
	Required and provided Van Accessible ADA Stalls
	Site characteristic table with areas listed in square feet and acres
	Dumpster calculations
	Contact list
	Developer
	Architect
	Civil Engineer
	Geotechnical Engineer

General Notes Sheet

	Payson City Standard Construction Notes
	Project specific notes
	Legend
	Abbreviations

ALTA Survey

	Existing property boundary
	Existing property legal description
	Benchmark
	Basis of bearing
	Section Ties
	All easements and encumbrances from title report

Topographic Survey

	Existing property boundary
	Benchmark
	Basis of bearing
	Existing site features
	Existing contours with labels
	Major contours @ 5' intervals

	Minor contours @ 1' intervals
	Ground shots on 50' x 50' grid
	Existing utilities
	Rim and invert elevations
	Floodplain information
	Wetland information
	Approved USACE Wetland Delineation
	Sensitive Land information
	Hillside, steep slopes, earthquake zones, liquefaction, etc
Horizontal Control Plan	
	Proposed site improvements using dark lines
	Curb and gutter
	Sidewalk
	Striping and signage
	Building
	Street lights
	Fire hydrants
	Dumpster enclosure
	Existing conditions shown gray or dashed
	Curb and gutter
	Sidewalk
	Striping and signage
	Structures to remain
	Street lights
	Fire hydrants
	Property boundary
	Existing and proposed street names/numbers
	Existing and proposed addresses
	Does the site require road improvements shown on the TMP?
	Wetland delineation required?
	BFE shown if required
	Is lowest floor 1' above BFE
	Existing and proposed easements
	Parking lot dimensions including length and width
	Drive aisle dimensions
	Location of proposed building with two corners each tied to two property corners
	Building dimensions
	Driveway location and dimensions
	Parking lot pavement section with reference to soils report recommendations
	Location and dimensions of commercial signs
	Location of mailbox or CBU
	Letter of approval from USPS
	Relevant notes with reference to Payson City or APWA
Grading and Drainage Plan	
	Site layout
	Proposed improvements shown dark

	Existing conditions shown gray and/or dashed
	Site characteristics table with areas in square feet and acres
	Hardscape
	Landscape
	Building
	Proposed contours with labels using dark lines
	Major contours @ 5' intervals
	Minor contours @ 1' intervals
	Existing contours with labels shown gray and/or dashed
	Major contours @ 5' intervals
	Minor contours @ 1' intervals
	Daylight location
	Location where proposed contours tie into existing contours
	Does it make sense?
	Proposed storm drain pipes and structures using dark or blue stake colored lines
	Size
	Material
	Slope
	Length
	Rim/Top of grate elevation
	Invert elevations
	Pre-treatment in final structure?
	Separate pre-treatment device?
	Existing storm drain pipes and structures shown gray and/or dashed
	Size
	Material
	Slope
	Length
	Rim/Top of grate elevation
	Invert elevations
	Proposed drainage sub-basins
	Retention basin or sub-surface retention system
	Drainage calculations showing:
	Pre- and Post-construction discharge rates using measured perc rate
	Cumulative peak flow calculations for each sub-basin
	Pipe capacity calculations
	HGL elevations
	Orifice plate size calculations
	Does discharge match the lesser of pre-construction rate or 0.2 CFS/ac?
	Relevant notes with reference to Payson City or APWA standards
	Plan and profile views of storm drain system with 5x or 10x vertical exaggeration
	Show all utility crossings in profile view
	Label all pipes and structures
Utility Plan	
	Site Layout
	Proposed improvements shown dark

	Existing conditions shown gray and/or dashed
	Proposed water usage calculations
	Proposed drinking water pipes and structures using dark or blue stake colored lines
	Size
	Material
	Length
	Meter location
	Valves
	Fittings
	Fire hydrants
	Proposed pressurized irrigation pipes and structures using dark or blue stake colored lines
	Size
	Material
	Length
	Meter location
	Valves
	Fittings
	Proposed sanitary sewer pipes and structures using dark or blue stake colored lines
	Size
	Material
	Slope
	Length
	Rim elevations
	Invert elevations
	All manholes 60" or greater
	Manholes at 400' max spacing
	Lateral location
	Commercial 6" / Residential 4"
	Commercial tie into main at manhole?
	Cleanouts at bends
	Cleanouts at 100' max spacing
	Existing drinking water pipes and structures shown gray and/or dashed
	Size
	Material
	Meter location
	Valves
	Fire hydrants
	Existing pressurized irrigation pipes and structures shown gray and/or dashed
	Size
	Material
	Meter location
	Valves
	Existing sanitary sewer pipes and structures shown gray and/or dashed
	Size
	Material
	Slope
	Rim elevations

	Invert elevations
	Service laterals
	All other existing utilities shown gray and/or dashed with appropriate callouts
	Relevant notes with reference to Payson City or APWA standards
	Plan and profile views of sewer, water, and PI with 5x or 10x vertical exaggeration
	Show all utility crossings in profile view
	Label all pipes and structures
Power and Lighting Plan	
	Site layout
	Proposed improvements shown dark
	Existing conditions shown gray and/or dashed
	Existing and proposed street names/numbers
	Proposed power lines and structures using dark or blue stake colored lines
	Power line shown 1' behind sidewalk
	2' min separation between power and communications
	Street lights
	Transformers
	Splice boxes
	Sectionalizers
	Switches
	Poles and guy wires
	Existing power lines and structures shown gray and/or dashed
	Power lines
	Street lights
	Transformers
	Splice boxes
	Sectionalizers
	Switches
	Poles and guy wires
	Relevant notes with reference to Payson City or NESC standards
	Note added
	"Trenching one foot (1') behind the sidewalk and four feet (4') to the top of conduit for primary from final grade."
Public Safety Plan	
	Site layout
	Proposed improvements shown dark
	Existing conditions shown gray and/or dashed
	Existing and proposed street names/numbers
	Existing and proposed addresses
	Type of building information
	Type of construction information
	Type of occupancy information
	Number of stories above grade plane
	Building height above grade plane
	Fire suppression if required
	Existing and proposed fire lines

	Location of the Fire Control Room
	Location of all existing and proposed fire hydrants within 1000' of the project location
	Fire lane
	Fire truck turning envelope
	Fire flow demand calculations
	Snow removal storage areas
	Traffic calming devices
	Emergency vehicle turnaround area according to IFC Appendix D
Stormwater Pollution Prevention Plan	
	Existing and proposed contours
	Existing and proposed storm drain features
	Delineated Jurisdictional Wetlands
	Structural Best Management Practices (BMPs)
	Non-structural BMPs
	Certifications stamped, signed and dated by a Licensed Professional
Detail Sheets	
	Relevant Payson City Standard Details
	Relevant APWA Standard Details
	Project specific construction details