

**STARTING MARCH 1, 2018**

**A UTILITY PLAN IN PDF FORMAT MUST BE  
SUBMITTED AND APPROVED PRIOR TO  
PHILADELPHIA WATER DEPARTMENT  
SIGNING THE BUILDING PERMIT  
APPLICATION**

The Philadelphia Water Department (PWD) requires the submittal of a separate Utility Plan for approved by PWD prior to PWD signoff on the Building Permit Application.

This change to the submittal process will allow developers to navigate through the Stormwater Conceptual Review process in a timelier manner and therefore get before the Zoning Board earlier in the design process.

At time of implementation, the developer no longer will need to provide detailed utility connection information on the Stormwater Conceptual plan. PWD will only review the Stormwater Conceptual plan as it pertains to stormwater related issues.

However, any utility information shown on the Stormwater Conceptual plan will be reviewed by PWD. PWD will comment on all elements shown in the Stormwater Conceptual Plan.

As a goal, PWD will review a Utility Plan and issue comments within five (5) business days. The plan needs to be submitted and approved any time prior to PWD signing the Building Permit Application.

The applicant will submit the utility plan (PDF format) by email to a dedicated PWD address: [PWDur@phila.gov](mailto:PWDur@phila.gov). From that point the plan will be forwarded to appropriate personnel for review and comment.

Comments and/or clearances will be assembled and the Project Contact will be notified with either a correction needed letter or approval letter.

PWD Water Records Unit will require the applicant to bring that approval letter with them when requesting PWD signoff on the Building Permit Application.

**For questions call 215-685-6340, 215-685-6339, or email [PWDur@phila.gov](mailto:PWDur@phila.gov).**

# PWD UTILITY PLAN CHECKLIST

Elements not checked need corrective action and are explained in the comment section.

- Title Block
- Revision/Date Block
- Engineers Name (the actual person) and contact information
- Owner/Developer's Name (the actual person) and contact information
- Title of plan sheet in Title Block – **Utility Plan**
- Drawing number
- Project address
- Project Description (e.g. Residential, Commercial, Industrial)
- Scale Bar with Inch Conversion
- PWD Stormwater Tracking Number (if applicable)
- Submission Date in Title Block
- Legend showing ALL symbols
- Location Map
- North Arrow
- Surrounding Streets with names, curb lines and existing infrastructure (underground and surface)
- Existing Right of Ways
- Existing property lines
- Show existing utilities and connections to be decommissioned or discontinued (Sewer and water). Explain how existing water service and sewer lateral connections have been properly terminated.
- Proposed public utilities to be abandoned
- Proposed property lines, post construction, shown in bold
- Proposed surface features (e.g. new or modified streets, curbs), shown in bold
- Proposed infrastructure (e.g. laterals, service lines, stormwater management practices), shown in bold and labeled
- Proposed piping connection sizes, types, and material labeled at point of connection, shown in bold. Show curb stops and Fresh Air Inlets (FAI)
- Proposed Right of Ways, shown in bold and labeled
- Proposed Right of Way encroachments, labeled, shown in bold and dimensioned
- Proposed building lines, shown in bold
- Proposed PWD infrastructure, shown in bold and labeled
- Proposed easements through private property or indicate none by note
- Soil Stockpile location
- Construction entrance location
- Water Meter location
- Note to indicate site governance (e.g. HOA, Condo Association, Rental Management, etc.)
- Table showing the List of Utility Connections with ID # corresponding to connection on plan**
- Crane footing location
- Include the following note on the plan: **Developer/Owner will comply with all Philadelphia regulations pertaining to proper abandonment and/or reuse of water service lines and sewer laterals. Proof of abandonment and/or water discontinuance must be provided upon request**

Objects **NOT** to be shown on the Site Utility Plan:

Any Stormwater Information with the exception of the Storm lateral connecting to the Public Piping. Including but not limited to:

Earth Disturbance lines

Drainage area

Drainage arrows

Pervious and impervious indications

Notes and detail sketches

Infiltration beds

Pipe charts and piping notes

Installation and construction sequence notes

Orthographic Photo layers

On-site inlet information

Grading, survey, and elevation data

Parking lot striping

Landscaping features

Standard details