



Randy E. Hayman, Water Commissioner

## PWD UTILITY PLAN CHECKLIST

- Title Block
- Revision/Date Block (updated according to revisions made)
- Engineers Name (the actual person) and contact information (Phone number and address)
- Owner/Developer's Name (the actual person) and contact information (Phone number and address)
- Title of plan sheet in Title Block – **Utility Plan**
- Drawing number
- Project address
- Project Description Block (Include: Residential, Commercial, or Industrial, as well as plans for demolition of existing structure(s), or indicate none by note)
- State the number of stories of the building, and if residential, the number and type of units
- Site Data Information Block (Include: Site Square Footage and Earth Disturbance)
- PWD Stormwater Tracking Number, or indicate none by note (Listed under Site Data Block)
- Plan Date and Original Submission Date in Title Block
- Scale Bar with Inch Conversion
- Legend showing ALL used symbols and line types
- Show Location Map (Satellite view not accepted)
- Show North Arrow
- Show surrounding streets with names, curb lines and existing infrastructure, underground and surface
- Show and label existing right of ways for all streets fronting the property as well as on site
- Show and label existing property lines
- Show and label existing building(s)
- Show and label existing public utilities (dimension from curb, size, and material)
- Show and label existing private utilities (dimension from curb, size, and material)
- Show existing service connections to be decommissioned or discontinued (sewer and water). Explain how ALL existing water service and sewer lateral connections have been properly terminated.
- Show proposed property lines, post construction
- Show and label proposed building(s), post construction
- Show proposed surface features in public R.O.W (e.g., new, modified or striking of streets, curbs, fences, light poles, etc.)
- Show proposed private infrastructure (e.g., laterals, service lines, stormwater management practices, on-site inlets and collection piping)
- Table showing the List of Utility Connections with ID #, piping connection sizes, types, material, and method of connection
- Label proposed private infrastructure at point of connection using assigned ID #
- Show proposed fresh air inlets (FAI) and water curb stops
- Show and label proposed Right of Ways
- Show, label and dimension proposed Right of Way encroachments
- Show any infrastructure that is proposed to be installed by PWD
- Show and label proposed Private Cost Infrastructure (e.g., proposed utilities, abandonment of public utilities, or replacing/ modifying any public utilities) and include Private Cost Contract number
- Show and label proposed easements through private property or indicate none by note
- Show and label water meter location (must be inside building or in protected structure)
- Show and label water meter room or pit dimensions (LxWxH) in accordance with [PWD Water Meter Installation Standards](#). Explain how a person would access the water meter
- Provide a table showing maximum flow rates for domestic and fire service and include the [Demand Calculation Worksheet Philadelphia Service Line Sizing Permitting](#) form as a separate PDF
- Label which water services will have backflow prevention in accordance with [PWD Regulations Section 403](#)

- Note to indicate site governance (e.g., HOA, Condo Association, Rental Management, homeowner etc.)
- Show Crane footing location, or indicate none by note
- Show Soil Stockpile location, or indicate none by note
- Show Construction entrance location, or indicate none by note
- 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**