

STARTING MARCH 1, 2018

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

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

PWD hopes that this change to the submittal process will allow applicants to navigate through the Stormwater Conceptual Review Phase in a timelier manner and proceed to the Zoning Permit review earlier in the design process.

Once implemented, the applicant will no longer need to provide detailed utility connection information on the Conceptual Stormwater Management Plan beyond what is necessary to demonstrate preliminary compliance with the PWD Stormwater Regulations. The Conceptual Stormwater Management Plan must still show:

- Conveyance of stormwater runoff to stormwater management practices (SMPs)
- Safe overflow connections for all proposed SMPs
- The locations of all stormwater connections to PWD sewer infrastructure
- The limits of all utility trenching so the proposed limit of disturbance (LOD) may be accurately measured

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

As a goal, PWD will review a Utility Plan and issue comments within five (5) business days. It is at the applicant's discretion when they choose to submit the Utility Plan for review. However, the Utility Plan must be submitted and approved 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. From that point, the Utility Plan will be forwarded to appropriate PWD personnel for review and comment.

Comments and/or clearances will be assembled and the applicant will be notified with either a letter indicating corrections needed or an approval letter.

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

PWD UTILITY PLAN CHECKLIST

The checklist below provides a guideline for all site and design elements that are required to be shown on the Utility Plan to be considered for review. Not every element on the checklist will be applicable for every site.

- Title Block
- Revision/Date Block
- Engineers Name and contact information
- Owner/Developer's Name and contact information
- Title of plan sheet – **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
- 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
- Existing utilities and connections to be decommissioned or discontinued (Sewer and water)
- 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
- 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
- Soil Stockpile location
- Construction entrance location
- 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

Objects NOT to be shown on the Utility Plan:

- Earth Disturbance lines
- Drainage area
- Drainage arrows
- Pervious and impervious indications
- Orthographic Photo layers
- Landscaping features
- Standard details