



Randy E. Hayman, Water Commissioner

Please refer to the [Sample Utility Plan](#). The highlighted number callouts on the checklist below can be matched with the highlighted number callouts shown on the sample utility plan, to provide a visual example of each required checklist element.

## PWD UTILITY PLAN CHECKLIST

- Title Block
- Revision/Date Block (updated according to revisions made) **1**
- Engineers or Designers Name (the actual person) and contact information (Phone number and address) **2**
- Owner/Developer's Name (the actual person) and contact information (Phone number and address) **3**
- Title of plan sheet in Title Block – Utility Plan **4**
- Drawing number **5**
- Project address **6**
- Project Description Block (Indicate if building type is Residential, Commercial, or Industrial, as well as plans for demolition of existing structure(s), and type of construction, new or renovations/alterations) **7**
- State the number of stories of the building, and the number and type of occupancy (Commercial, residential, etc.) **8**
- Site Data Information Block (Include: Site Square Footage and Total Earth Disturbance) **9**
- PWD Stormwater Tracking Number, or indicate none by note **10**
- Plan Date and Original Submission Date in Title Block **11**
- Scale Bar with Inch Conversion **12**
- Legend showing ALL used symbols and line types **13**
- Show Location Map (Satellite view not accepted) **14**
- Show North Arrow **15**
- Show surrounding streets with names, curb lines and existing infrastructure, underground and surface **16**
- Show and label existing right of ways for all streets fronting the property as well as on site **17**
- Show and label existing property lines **18**
- Show and label existing building(s) **19**
- Show and label existing public utilities (dimension from curb, size, and material) **20**
- Show and label existing private utilities (dimension from curb, size, and material) **21**
- Show or indicate by note, any 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. **22**
- Show proposed property lines, post construction
- Show and label proposed building(s), post construction **23**
- Show proposed surface features in public R.O.W (e.g., new, modified or striking of streets, curbs, fences, light poles, etc.) **24**
- Show proposed private infrastructure (e.g., laterals, service lines, stormwater management practices, on-site inlets and collection piping) **25**
- Table showing the List of Utility Connections with ID #, piping connection sizes, types, material, and method of connection **26**
- Label proposed private infrastructure at point of connection using assigned ID # **27**
- Show proposed fresh air inlets (FAI), water curb stops, or water valves for water connections larger than 3" **28**
- Show and label proposed Right of Ways
- Show, label and dimension proposed Right of Way encroachments **29**
- Show any infrastructure that is proposed to be installed by PWD **30**
- 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 **31**
- Show and label proposed easements through private property or indicate none by note **32**
- Show and label water meter location (must be inside building or in protected structure) **33**

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- 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 34
- 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 35
- Label which water services will have backflow prevention in accordance with [PWD Regulations Section 403](#) 36
- Note to indicate site governance (e.g., HOA, Condo Association, Rental Management, homeowner, PUD, etc.) 37
- Show Crane footing location, or indicate none by note 38
- Show Soil Stockpile location, or indicate none by note 39
- Show Rock Construction Entrance location, or indicate none by note 40
- 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 41
- Only one- and two-family dwellings will be permitted to combine sanitary and stormwater laterals after the approved house traps. Connection sizes are limited to five inches (5") for the sanitary and six inches (6") for the stormwater. Otherwise, separate lateral connections are required.