

DRT Checklist for *Site Development* Construction Plans



Project Name: _____ **DRT Case No.:** _____

This checklist must be submitted with every set of engineering construction plans for site developments (conditional & permitted use projects). All items on the checklist shall be addressed. If the item is not applicable to this project check the box next to the item labeled "N/A", and provide comment. Items preceded by an asterisk (*) are required for the submittal to be considered complete. If one of these items is missing from the submittal without a valid explanation, the entire submittal will be rejected. Note that this checklist is not intended to be all-inclusive, and fulfillment of this checklist does not alleviate the obligation of the designer to meet all City of Auburn code, regulations, ordinances, and specifications. The purpose of this checklist is to facilitate a more efficient plan review process for the designer and the review team.

Description	Check	N/A	Comments
Required Plan Sheets			
These are the basic sheets we expect to see in a set of plans. Some sheets may be combined on certain projects, or have different names (for example, water and sewer shown on one utility plan sheet for small projects).			
* Title/Cover Sheet			
* Project Notes			
* Existing Conditions/Demo Plan			
* Site Plan (engineering)			
* Water Plan			
* Sanitary Sewer Plan			
* Sanitary Sewer Profiles (for public infrastructure)			
* Grading & Drainage Plan			
* Storm Sewer Profiles (for public infrastructure)			
* Erosion & Sediment Control Plan (typically 3 phases)			
* Street Plan & Profiles (for public infrastructure)			
* Miscellaneous Details, Cross-sections & Other Sheets			
* City of Auburn Standard Details			
Title Sheet			
Project Title			
Permit Numbers (USACE & ADEM)			
Relevant Contact Information			
Sheet Index			
Vicinity Map (legible)			
Engineer's Seal			
Project Notes			
Verify that project notes do not conflict with City of Auburn specifications			
Provide Legend			
Existing Conditions / Demo Plan			
Include North arrow			
Show locations of existing structures			
Indicate if structures are being removed			
Show existing topography with clearly labeled contours lines			
Minimum 2ft contour intervals with every 10ft line labeled			
Show existing water features including wetland areas			
Show existing easements and right-of-ways			
Show existing utilities			
Indicate if being removed/abandoned			
Show all property lines			
Show the limits of clearing & grubbing			
Site Plan (engineering)			
Show property lines, building layout, pavement, traffic/parking striping, traffic signs, etc.			
Indicate parking dimensions, lane widths, and corner radii			
Show dumpster location			
Verify Planning Commission resolutions have been met for Conditional Uses			
Water Plans			
*Required water service submittals prior to or with plan submittal:			
Development Application for Water and Sewer Service			
Backflow Protection Information Sheet			
Fire flow calculations, when applicable (coordinate with WRM Department)			
Include North arrow			
If water layout requires multiple pages, include an overall plan sheet			

Description	Check	N/A	Comments
The following existing water infrastructure should be shown:			
Location, size, and material of all water mains and service lines			
Location and size of all water meters			
Location of the nearest main line valves for isolation of the site			
Location of the nearest fire hydrants			
Location of all blow-off valves and air release valves			
The following proposed water infrastructure should be shown:			
Location, size, and material of all water mains and service lines			
Location and size of all water meters (place at edge of ROW or easement)			
Location of all isolation valves, blow-off valves, and air release valves			
Location of all fire hydrants			
Location of FDC within 125 ft of a fire hydrant			
Location of all backflow prevention devices, and vaults			
Location of all bends, tees, and fittings (specify type and degree)			
Location and detail of all necessary thrust restraint			
Location of vault drain to grade or to storm sewer			
Show all existing and proposed easements			
Provide a general layout of other utilities (existing and proposed)			
Clearly differentiate between existing and proposed utilities			
Detail all main line connections. Show tap configuration and fittings.			
Provide backflow prevention for all main line connections			
Provide estimated static pressure (normally 820 - FFE / 2.31)			
Use pressure reducing valves where static pressure > 70 psi			
Size pipes to maintain a velocity not to exceed 10 ft/sec			
Provide minimum cover of 30 inches for lines 8 inches and smaller			
Provide minimum cover of 36 inches for lines larger than 8 inches			
Provide minimum 18 inches vertical separation where water & sewer cross			
Provide minimum 10 feet horizontal separation between water & sewer lines			
Provide sprinkler count			
Provide the following notes where applicable:			
"Existing services to be abandoned shall be terminated at the main."			
"Notify AWWB of any scheduled outages 7 days prior to the outage."			
"Only AWWB personnel are authorized to operate AWWB valves."			
Sanitary Sewer Plans			
*Required sewer service submittals prior to or with plan submittal:			
Development Application for Water and Sewer Service			
Grease Trap Sizing Worksheet			
Approved pump station design (coordinate with the WRM Department)			
Include North arrow			
If sewer layout requires multiple pages, include an overall plan sheet			
Show all existing and proposed easements			
Provide a general layout of other utilities (existing and proposed)			
The following existing sewer infrastructure should be shown:			
Location of all manholes with rim, and all invert elevations provided			
Location, sizes, materials, and slopes of all sewer mains and laterals			
Location, and size of grease traps and/or oil & grit separators			
The following proposed sewer infrastructure should be shown:			
Location of all manholes with rim, and all invert elevations provided			
Location, sizes, materials, and slopes of all sewer mains and laterals			
Location and size of grease traps where required			
Location and size of oil & grit separators where required			
Location of cleanouts at the edge of ROW or easement			
Clearly differentiate between existing and proposed utilities			
Label all manholes and pipes (correspond with labels on profile sheets)			
Provide contours or specify finish floor elevations			
Indicate how existing sewer mains or services are to be abandoned			
Manholes shall be locked down if less than 1 foot above the 100-yr BFE			
Public sanitary sewer main requirements:			
Manholes shall be located in the center of the street where possible			
Design sewer lines for maximum capacity at half full			
DIP required where cover is greater than 12 feet or less than 3 feet			
DIP required where less than 2 feet of clearance between utilities			
DIP required within the 100-yr BFE or where bouyancy is a concern			

	Description	Check	N/A	Comments	
SS	Provide consistent pipe material between manholes				
	Minimum slope requirements: 4"=2%, 6"=1%, 8"=0.60%, 10"=0.35%, 12"=0.30%				
	Provide a minimum 0.10' drop across all straight through manholes				
	Provide a minimum 0.25' drop across all turning manholes				
	Manhole spacing should not exceed 400 feet				
	Services tied into mains shall have a 3 feet minimum separation				
	Service lines should connect to manholes where possible				
	Use standard 4 inch drop for service lines into manholes				
	Service lines angled against the flow use a minimum 6 inch drop				
	If angle against the flow >135 degrees connect lateral directly to main				
	No more than four laterals connected to a pass through manhole				
	No more than five laterals connected to a beginning manhole				
	Cleanouts to be located in traffic rated enclosure in paved areas				
	Backflow prevention is required when any sewer portion of a building is less than 12 inches above the rim elevation of the nearest upstream manhole.				
	Such lots shall be identified on the plans and the plat.				
	Sanitary Sewer Pipe Profiles				
	SS PROFIL	Indicate pipe material, size, slope and length			
Show all utility crossings					
Show existing and proposed grades					
Show all rim and invert elevations					
Show outside drop manhole where drop is 2 feet or greater					
Label all manholes and pipes (correspond with labels on plan sheets)					
Show existing mains and structures at all connection points					
SS PROFIL	Clearly differentiate between existing and proposed utilities				
	Clearly differentiate between material types				
	Grading & Drainage Plans				
	D / GRADING / DRAINAGE	Include North arrow			
		If plans require multiple pages, include at least one overall plan sheet			
		Show existing topographic contours			
		Maximum 2ft contour intervals with every 10ft line labeled			
Used lighter or dashed line type for existing contour lines					
Show proposed contours					
Maximum 2ft contour intervals with every 10ft line labeled					
Proposed contour lines should tie-in to existing contour lines					
Show streams and other water features					
Show stream & wetland buffers					
Show 100-yr flood plain boundaries					
Indicate minimum FFE's for lots adjacent to water features					
Show all existing structures, utilities, and easements that will remain					
Show mitigation areas					
Indicate steep slopes (City of Auburn Zoning Ordinance)					
Show curb & gutter (2ft City of Auburn Std. C&G)					
Show all storm water inlets					
Max access spacing 500ft for 15in to 48in pipe (for public infrastructure)					
Max access spacing 800ft for 54in or greater (for public infrastructure)					
Double-wing inlets only used in sags (for public infrastructure)					
Show all proposed culverts					
Indicate type and dimensions					
Show headwalls and energy dissipaters					
Show all storm sewer pipe					
Show headwalls at discharge points					
Show all manholes and junction boxes					
Extend discharge points at least 10 ft beyond building lines					
Show rip-rap or other energy dissipators at discharge points					
Show all proposed drainage & utility easement					
Show detention system(s)					
Fencing required around ponds for slopes steeper than 3:1					
Pipes discharge at bottom of pond slopes					
Show outlet structure(s)					
Storm Water Pipe Profiles (for public infrastructure only)					
ES	Indicate pipe size, material, slope and length				

	Check	N/A	Comments
Traffic control plan and detour plan			
Proposed street classifications & buildups (for public infrastructure)			
City of Auburn Standard Details			
Include all relevant City of Auburn standard details with the final plans			
Miscellaneous Design & Submittal Requirements			
The following shall be included with the initial DRT submittal, when applicable:			
1. Electrical plans for required pedestrian lighting			
2. Traffic Impact Study			
3. Sight distance analyses			
4. Design standards waiver requests			
No trees shall be within 10ft of center lines of utilities			
The following note should be added to all utility plans and plats ²			
Easements shall be the greater of 20ft or 2 times the depth to the bottom of the utility. Easement widths shall be in increments of 10ft.			
Slope and grades of easements shall be passable by vehicles (maximum easement cross slope of 4:1)			
All topography should be relative to MSL (no assumed datum)			
Utility stub outs for future development should be placed in easements extending to the edge of the property line			
There are no points of storm water discharge from the property that exceed the pre-development conditions at those points			
¹ <ul style="list-style-type: none"> a. Any area that has been disturbed and will remain so for more than 13 days shall be seeded and mulched within 5 days of being disturbed. b. Additional BMPs may be required by the QCP and/or City of Auburn over the course of the project to minimize sediment release from the site. c. All BMPs shall be designed and installed in accordance with the Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas and the City of Auburn standard erosion and sediment control details. d. The use of flocculants, polyacrylamide (PAM), or other settling enhancement materials may be required by the QCP or City of Auburn during the course of construction to minimize turbidity and sediment release from the site. e. Remove all temporary BMPs upon submittal of Notice Of Termination to ADEM. 			
² <ul style="list-style-type: none"> a. No permanent structures may be constructed or placed on easements. b. Fences may be erected perpendicularly across the easement provided there is a minimum 12-foot wide access gate installed. If the gate is to be locked there must be a City-approved lock installed in conjunction with the owners lock. c. No canopy trees shall be planted within 10 feet of public water or sewer lines. 			

SIGNED: _____
(engineer of record)