

VALLECITOS WATER DISTRICT

Plan Check Checklist

Project Name: _____ WO: _____
 Checked By: _____ Date: _____
 Annexation Required? _____ Payback Agreement Eligible? _____

First Submittal	Done	Comments
Project Information Form (contractor qualification form if available)		
Two complete sets of plans (improvement & grading)		
Final Map or Parcel Map		
One copy of any reference materials		
Conditions of Approval document from City or County		
Transmittal letter from engineer requesting plan check		
Plan check deposit		
Title Report (less than 60 days old)		
First Plan Check	Done	Comments
Print Plan Check Checklist and put in Project File		
Print As-built Plans or email to Engineer		
Site Visit (with Facilities Locator or Inspector) verify ex. facilities		
Review plans and red-line comments (see page 3 -5 of checklist)		
Review comments with Sr. Engineer and Insp Supv		
Return red-line comments to Developer with Transmittal		
Subsequent and Final Submittals	Done	Comments
Two complete sets of plans (improvement & grading)		
Previous plan check comments		
Easement Plat & Legal w/engineer's wet stamp & signature		
Engineer's Bonding Estimate with engineer's wet stamp and signature		
Fire Flow Requirements (determined by Fire Marshal)		
Water Meter Demand Forms		
Contractor Qualification form (attach to Maximo)		
Landscape & Irrigation Plans (reference)		
On-site Plumbing Plans (reference)		
Pothole Rpt all District Crossings (Agency, Depth, Material, Sz, Loc)		
Final Plan Check	Done	Comments
Review comments with Sr. Engineer and Insp Supv		
Check Account Balance		
Prepare Fee & Bond Letter for Developer		
Prepare Construction Agreement for Developer		
Prepare easement and/or encroachment documents		
Board Approval Requirements	Done	Comments
Water & Sewer Capacity Fees paid per Ordinance		
Engineering & Inspection Fees paid		
Account balance paid		
Proportionate Payback Amount paid (if applicable)		
Annexation complete (if applicable)		
Easement Document signed & notarized		
Encroachment Documents signed & notarized (if applicable)		
Construction Agreement (2 copies) signed & notarized		
Copy of Corporation Papers or Authorization to Sign		
Application for Request for Payback Agreement (if applicable)		
Faithful Performance and Labor & Material bonds		
Plans plotted on Mylar and signed by Fire Marshal		
Board Memo		

After Board Approval	Done	Comments
Provide signed Const. Agmts to Gen Mgr for signature		
District Engineer to sign mylars after Board meeting		
Return signed mylars to engineer		
Scan/copy executed Construction Agreement		
Provide one original to developer scan/email/save project file		
Provide one original to Executive Secretary for file		
Engineer to provide 4 copies of plans w/signatures & flash drive		
Red file Checklist complete		
To Engineering Assistant to Create Inspection File (Red file)		
Red file to Inspection Supervisor with 2 copies of signed plans		
In Construction	Done	Comments
Attend pre-con meeting		
Refer all questions/comments to Inspector during construction phase		
Construction Changes - if assistance requested by Inspector		
Coordinate with Inspector & Sr. Engineer		
Field change - update on as-built plans		
Construction change - red-line plans with signatures (City & VWD)		
Project Finalization	Done	Comments
Warranty Bond		
As-built plans - red-lines to Inspector for review		
As-built mylars with signatures and ACAD files to GIS		
Red file from Inspection Supervisor		
Copy of Recorded Subdivision Map if applicable		
Check Account Balance		
Board Memo		
Record NOC within 10 days of Final Acceptance		
Release Improvement Bonds (40 days after Final Acceptance)		
Set up reminder for one year warranty release in Maximo		
Meter Apps	Done	Comments
Meter installed by contractor		
Inspector attaches Meter Sheet to Maximo Project		
Plan checker adds meter info to Meter Tab in Maximo		
Capacity Fees Paid by Developer		
Engineering Asst to assign App number in Maximo Application tab		
Plan checker adds App number to meter info and creates App		
Attach App to WSApps folder - Maximo to notify c/s, Meters & GIS		
Warranty Release	Done	Comments
Rqst Sewer Inspection Collections - Maximo (30 days prior to 1yr)		
Check with Inspection if any issues need to be addressed		
Release Warranty Bond to Developer		

DOCUMENT REVIEW

All Sheets	Done	Comments
Sheet size: 24" x 36"		
Appropriate Title Block (City or County)		
Fire Department Signature Block		
Agency # (GP- , IP,)		
VWD W.O. #		
VWD Signature Block		
VWD As-Built Block		
Name of Project		
Subdivision Tract Number		
Date		
North Arrow		
Scale		
Benchmark		
Registered Engineer Stamp		
Pressure Zone Info		

Title Sheet	Done	Comments
Location Map, 1"=2000'		
Key/Index Map, 1"=200' with sheet references with lot numbers		
Index of sheets		
Site Address		
Legal Description		
APN (Assessor's Parcel Number(s))		
Project Acreage		
Number of units & type (com/res)		
Basis of Bearings		
Benchmark in both NAD83 and NGVD29		
Source of Topography		
Owner/Developer name, address, phone number		
Engineer name, address, phone number		
VWD Declaration of Engineer of Work		
Payback Request Block		
VWD General Notes		
Work to be Done (Description, Qty, Std. Dwg. No., Symbol)		
Abbreviations		
Legend & Line Conventions		
Proposed = solid lines, Existing = broken lines, etc.		
Centerlines, Property lines, etc.		

Improvement Plans

Plan View	Done	Comments
North Arrow		
Scale		
Street Centerline with 100-ft station tic marks		
Match lines with stationing & sheet number reference		
Existing edge of pavement		
Proposed curb, gutter, pavement		
Driveways shown - centerline station & width		
Station all water & sewer facilities		

Profile View	Done	Comments
Scale (horizontal & vertical)		
Existing & proposed ground elevations [NGVD 29]		
Existing elevations in parenthesis ()		
Reference elevations at sides		
Datum plane changes (identical points)		
Water Pressure Zone		

Water Facilities	Done	Comments
Water easement - min. 20 feet wide, doc #		
Existing water facilities shown & labeled		
Other existing & proposed utilities (storm drains, gas lines, etc.)		
Proposed water main location, size & material (DIP standard)		
C900 PVC water main standard		
Top of pipe shown in profile (label size and material)		
No medians to be located over water mains		
No trees or shrubs to be planted over water mains		
Water Main Data Table (length, bearing, radius, material)		
Minimum cover - 42" up to 10" main, 48" for 12" main & larger)		
Cathodic Protection Notes & Details		
Connection to existing ACP notes & details		
Horizontal clearances		
Vertical clearances at crossings		
Water Pressure Zone		
High Pressure (over 175 psi) notes & details		
Low Pressure (20-39 psi) notes & details		
Water Service - service size, meter size & station w/std dwg # PSI		
Backflow devices on irrigation or commercial meters		
Air Release Assemblies at high points - size & station w/std dwg #		
Blow-off Assemblies at low points - size & station w/std dwg #		
Water Test Stations as determined by O&M - size & station w/std dwg #		
Fire Flow Requirements as determined by the Local Fire Agency		
Fire Hydrants - size, station w/std dwg # w/NAFPA color code per Flow Test		
Fire Hydrants - show in profile w/elev at tee		
Fire Service w/DCDA or RPDA - size & station w/std dwg #		
Tee & Valve Locations - size & station, PO or FL w/std dwg #		
In-line Valves as needed (see Design Criteria)		
Water Service Table		
(station, lot #, meter size, backflow, domestic or irrigation)		
Meter numbers for meters to be removed or relocated		
Hi-line piping if needed		
Cut-off walls (steep slopes)		
Data Table for Water services on Improvement Plans with 3 or more services		

