

# FCWSA - Preliminary Plan/Plat Submission Package Checklist

**NOTE: No submission package shall be considered complete unless it includes ALL the following information:**

Project Name -	
Phase/Section -	
<b>1st Submission Requirements -</b>	<b>Included? (Y/N)</b>
Pre-Design Meeting Held ( Date: _____ )	
Completed FCWSA "Application for Utility Extension" form (FCWSA Form No. ENGR-0001 )	
ESI Acceptance Letter / Form	
Review Fees - Amount computed using the FCWSA Fee Computation Form (FCWSA Form No. ENGR-0003).	
One complete set of Preliminary Plans and Profiles containing the information denoted below:	
<b>2nd (and subsequent) Submission Requirements -</b>	<b>Included? (Y/N)</b>
Completed FCWSA "Application for Utility Extension" form (FCWSA Form No. ENGR-0001 )	
ESI Acceptance Letter / Form	
Review Fees - Amount computed using the FCWSA Fee Computation Form (FCWSA Form No. ENGR-0003).	
Detailed, Itemized Comment Response Letter & Other Information required in Previous Review Comment Letter	
One complete set of Preliminary Plans and Profiles containing the information denoted below:	

<b>Preliminary Plan/Plat - Minimum Requirements</b>	<b>Included? (Y/N)</b>
All preliminary water and sewer facilities plans, profiles and details grouped together within the overall plan set. USM 1.11.A	
Overall plan view sheet showing ALL proposed water and sewer lines and proposed connection points to existing facilities, all proposed off-site utility extensions and all required Master Plan facilities proposed as part of the project. USM 1.11.B	
Preliminary plan sheets of all proposed water lines presented separately from other plans and/or profiles associated with the project. Scale shall be 1"=50'. The plan view shall show and label water lines and appurtenances "highlighted" with other items (e.g. roads, curb and gutter, sanitary & storm sewer lines, grading , etc.) shown but "screened". USM 1.11.C	
Preliminary water line plans shall include labeling of proposed line sizes and materials as well as call-outs of major appurtenances (valves, hydrants, bends, tees, etc.) on proposed water lines. USM 1.11.D	
Preliminary Plan & Profile sheets (with P&P together on the same sheet in standard "VDOT format"), of all proposed sewer lines, presented separately from other plans and/or profiles associated with the project. Scale shall be Horizontal: 1"=50' and Vertical: 1"=5'. The plan view shall show and label sewer lines and appurtenances "highlighted" with other items (e.g. roads, curb and gutter, water lines, storm sewer lines, grading , etc.) shown but "screened". The profile may be conceptual in nature but must depict the existing grade and preliminary finished grade above the pipe. Stationing shall be complete and consistent in all views. USM 1.11.E	
Depiction of all existing water and sanitary sewer facilities and easements within and immediately adjacent to proposed limits of construction. USM 1.11.F	
Consistency from sheet to sheet across "match lines". USM 1.11.G	
Preliminary Plan produced in NAD 83 State Plane Coordinate System. USM 1.11.H	
Seal and signature of Professional Engineer who prepared the plans shall be on each sheet. USM 1.11.I	
Vicinity Map. USM 1.11.J	
North Arrow (each plan view). USM 1.11.K	
Plans prepared on 36" x 24" Sheets. USM 1.11.L	
Scale (correctly depicted on all plans and profiles as well as other applicable sheets). USM 1.11.M	
Standard FCWSA Plan/Plat Approval Block shall be displayed on the cover sheet of the Preliminary Plan/Plat set. USM 1.11.N	