

# Fluvanna County - Construction Plans 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-Engineering Meeting Held ( Date: _____ )	
Completed "Application for Utility Extension" Form (County Form No. ENGR-0001 )	
Completed "Construction Plans Submission Package Checklist" (County Form No. ENGR-0002)	
Review Fees - Amount computed using the FCWSA Fee Computation Form ( County Form No. ENGR-0003 ).	
One complete set of Construction Plans and Specifications containing Minimum Requirements denoted below.	
<b>2nd Submission Requirements -</b>	<b>Included? (Y/N)</b>
Completed "Application for Utility Extension" Form (County Form No. ENGR-0001 )	
Completed "Project Plans & Profiles Submission Package Checklist" (County Form No. ENGR-0002)	
Draft copy of easement plat or plats necessary as a result of the project.	
Inspection Fee Computations prepared on FCWSA Inspection Fee Form (Form No. ENGR-0004 )	
A Bond Estimate prepared on FCWSA Bond Estimate Form ( Form No. ENGR-0005 )	
Detailed, Itemized Comment Response Letter & Other Information required in 1st Review Comment Letter	
One complete set of Construction Plans and Profiles containing the Minimum Requirements denoted below:	
<b>3rd (and subsequent) Submission Requirements -</b>	<b>Included? (Y/N)</b>
Completed "Application for Utility Extension" Form (Form No. ENGR-0001 )	
Completed "Project Plans & Profiles Submission Package Checklist" (Form No. ENGR-0002)	
Review Fees - Amount computed using the Fee Computation Form ( Form No. ENGR-0003 ).	
Detailed, Itemized Comment Response Letter & Other Information required in Previous Review Comment Letter	
One complete set of Construction Plans and Profiles containing the Minimum Requirements denoted below:	

<b>Project Plans and Profiles - Minimum Requirements</b>	<b>Included? (Y/N)</b>
All water and sewer facilities plans, profiles and details grouped together within the overall plan set.	
Overall plan view sheet showing ALL proposed water and sewer lines and proposed connection point(s) to existing facilities.	
Plan and profile sheets of all proposed water and sewer lines, in Standard VDOT Plan & Profile format with plan and profile views on the same sheet, 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 be at the top of each Plan & Profile sheet and shall show water / sewer lines and appurtenances "highlighted" with other items (e.g. roads, curb and gutter, storm sewer lines, grading , etc.) shown but "screened". Stationing shall be complete and consistent in all views.	
All pipe crossings shown in both plan and profile views, with minimum cover and "outside wall to outside wall" separation distance noted on profiles.	
Detail sheet(s), showing all applicable Standard Details and Standard Water & Sewer Construction Notes.	
Complete call-outs of all appurtenances (valves, hydrants, bends, tees, service connection, etc.) on water mains, consistent between plan and profiles.	
Inverts, lengths, slopes, pipe material and manhole information for sanitary sewer lines shall be shown on profiles. All information shall be consistent among plans, profiles and design tables.	
Complete call-outs of all manholes and lateral connections on sewer mains, consistent among plans, profiles and design tables.	
Complete gravity sewer design table consistent with the County's USM, with separate sanitary lateral table.	
Location of all proposed siamese connections to buildings receiving service for fire suppression.	
Depiction of all existing water and sanitary sewer facilities and easements within and immediately adjacent to proposed limits of construction. Including profiles of existing pipelines if cover is to be increased or decreased.	
Consistency from sheet to sheet across "match lines".	
Plans produced in NAD 83 State Plane Coordinate System.	
Seal and signature of Professional Engineer who prepared the plans shall be on each sheet.	
Vicinity Map.	
North Arrow (each plan view).	
Plans prepared on 36" x 24" Sheets.	
Scale (correctly depicted on all plans and profiles as well as other applicable sheets).	
Specifications meeting or exceeding the latest version of Fluvanna utility standards.	