

WESTERN VIRGINIA WATER AUTHORITY - PLAN SUBMITTAL CHECKLIST

Project Name: _____

Tax # _____

Date: _____

Design Engineer: _____

1. ____ Obtain an Availability Letter & include the letter number on plans. An Availability Letter Application can be found at www.westernvawater.org under Developers/Engineers.
2. ____ Submit a "sizing water service lines and meters" form with the availability letter application. This form can be found at the above website under Developers/Engineers.
3. ____ Submit a completed sanitary sewer data sheet with required sewer calculations.
4. ____ All non-residential sanitary sewer connections shall submit a Preliminary Pretreatment Wastewater Survey. This application can be located at the Authority's website.
5. ____ Food preparation/commercial kitchens shall submit a complete FOG application which can be located at the Authority's website under developers/engineers, FOG application.
6. ____ Submit three sets of plans to the Authority Engineering Services office located at 601 South Jefferson Street, Suite 300, Roanoke, VA 24011. c/o Roger Blankenship for all Roanoke County projects, and c/o David Barnhart for all City of Roanoke projects. The Authority will only review plans for public water and sewer related issues, all comments will be channeled to the appropriate jurisdiction. **All plan reviews will be scheduled and coordinated by Roanoke County, or the City of Roanoke.**
7. ____ Submit calculations for water, sewer, and grease interceptor systems as required by the Authority's Design and Construction Standards, available through the Authority's website.
8. ____ Submit plan and profile sheets for all proposed public water and sewer.
9. ____ Provide a table of sewer lateral elevations at the service clean-outs located at the public/private interface, and minimum sewer elevations at each proposed building.
10. ____ Provide a table showing the anticipated static pressure at each proposed water meter. Specify PRV's where required.
11. ____ Include all relevant WVWA standard details. Details are located on the Authority's website.
12. ____ Show and label all adjoining and adjacent property lines, R.O.W. lines, and easements.
13. ____ Show and label all adjoining property owners including addresses (if developed) or tax map numbers (if undeveloped).
14. ____ Label all streets shown on drawings.
15. ____ Show and label all surveying benchmarks and monuments.
16. ____ Show existing and proposed water meter locations and sizes.
17. ____ Show existing and proposed sewer service clean out locations.
18. ____ Show and label information regarding water line appurtenances, wet taps, tees, bends, etc.. with stationing, plan and profile.
19. ____ Label diameter and material of existing and proposed water and sewer lines, plan and profile.
20. ____ Label all sewer manhole covers as standard or bolt-down, plan and profile.
21. ____ If a sewer sampling structure is required, ensure that flow passes through the structure in a straight line (vertical and horizontal).
22. ____ Label deflection angles on sewer lines at manholes.
23. ____ Show all miscellaneous requirements for utility lines, e.g. slope anchors, thrust collars, encasements, etc...
24. ____ Show and label all utility crossings and dimension separation distance.
25. ____ Show and describe the proposed process for abandonment of existing water and sewer lines.
26. ____ Show on water profile, the static pressure at the point of connection, high point, low point, and at all hydrants.
27. ____ Show on plan and profile the static pressure (psi) and fire flow (gpm) with 20 psi residual at proposed fire hydrants.
28. ____ Submit completed checklist.

NO DEVELOPMENT PLANS WILL BE APPROVED BY THE AUTHORITY UNTIL ALL ITEMS ON THIS CHECKLIST HAVE BEEN COMPLETED OR WAIVED BY THE AUTHORITY.