

WESTERN VIRGINIA WATER AUTHORITY - PLAN SUBMITTAL CHECKLIST

Project Name: _____ Tax # _____

Date: _____ Design Engineer: _____

All referenced (*red*) documents are available at www.westernvawater.org under Developers/Engineers.

- 1 _____ Submit *Water/Sewer Availability Application* and include Availability Letter number on plans.
- 2 _____ If the proposed plan is part of a larger project that will involve future phases, provide the approximate scope of future phases for evaluation of ultimate fire flow and sewer capacity.
- 3 _____ If the project includes installation of public hydrant(s), request a Hydraulic Modeling Study be performed by the Authority to confirm available fire flows. Allow two weeks for results.
- 4 _____ For development other than single family residential, submit one *Sizing Water Service Lines and Meters* for each meter required.
- 5 _____ Submit a *Sanitary Sewer Data Sheet* with required sewer calculations.
- 6 _____ Non-residential sewer connections submit *Preliminary Pretreatment Wastewater Survey Form*.
- 7 _____ Food preparation/commercial kitchens submit *Fats, Oils and Grease (FOG) Application*.
- 8 _____ Submit calculations for water, sewer, and grease interceptor systems as required by the Western Virginia Regional *Design and Construction Standards*.
- 9 _____ Show and label all adjoining and adjacent property lines, R.O.W. lines, and easements.
- 10 _____ Show and label all adjoining property owners including addresses (if developed) or tax map numbers (if undeveloped).
- 11 _____ Label all streets shown on drawings.
- 12 _____ Show and label all surveying benchmarks and monuments.
- 13 _____ Include all relevant *Water Details, Sewer Details & General Details*.
- 14 _____ Submit plan and profile sheets for all proposed public water and sewer.
- 15 _____ Label diameters in plan and diameters and materials in profile for existing and proposed water and sewer lines.
- 16 _____ Show existing and proposed water meter locations and sizes.
- 17 _____ Provide a table showing the anticipated static pressure at each proposed water meter and specify PRV's where required.
- 18 _____ Show on water profile, the static pressure at the point of connection, high point, low point, and at all hydrants. Show hydrant flow rates at 20 PSI for all existing and proposed hydrants.
- 19 _____ Show and label information regarding water line appurtenances, wet taps, tees, bends, etc. with station numbers in both plan and profile.
- 20 _____ Show existing and proposed sewer service clean out locations.
- 21 _____ 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.
- 22 _____ Label sewer grades in profile and deflection angles at manholes in plan.
- 23 _____ Label all sewer manhole covers as Standard or Bolt-Down in plan and profile.
- 24 _____ Show all miscellaneous requirements for lines, e.g. slope anchors, thrust collars, encasements, etc.
- 25 _____ Show and label all crossings of buried pipes, utilities and structures, including separation distances.
- 26 _____ Show and describe the proposed process for abandonment of existing water and sewer lines.
- 27 _____ For Roanoke County projects, submit three sets of plans to the Authority Engineering Services office located at 601 South Jefferson Street, Suite 300, Roanoke, VA 24011. For all other jurisdictions, submit three sets of plans for Authority review through the jurisdiction. The Authority will only review plans for public water and sewer related issues, and all review comments will be channeled through the appropriate jurisdiction.
- 28 _____ Submit completed checklist.

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