



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 Email: cdd@ci.tumwater.wa.us
 (360) 754-4180
WATER-SEWER-STREET-STORM
(INSIDE CITY)
Submittal Checklist

TUM -	DATE STAMP
RCVD BY	

APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____ EMAIL: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

In order to construct or extend utilities, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application.		<input type="checkbox"/>	<input type="checkbox"/>
2. Provide three copies of all plans and two copies of all specifications. Draw plans to scale of 1" = 10' to 60'. Plan sheet size shall be 24"x36". All notations and drawings must be clear and legible.		<input type="checkbox"/>	<input type="checkbox"/>
B. ENGINEERING PLAN REQUIREMENTS	N/A	Provided	Staff
1. Show:			
a. Vicinity map.		<input type="checkbox"/>	
b. Legend (APWA standard symbols).		<input type="checkbox"/>	
c. North arrow.		<input type="checkbox"/>	
d. Scale bar.		<input type="checkbox"/>	
e. Datum (NVD 29) – Bench mark elevation and location (on all sheets where elevations are referenced).		<input type="checkbox"/>	
f. Title block:			
- Title:		<input type="checkbox"/>	
- Design by:		<input type="checkbox"/>	
- Drawn by:		<input type="checkbox"/>	
- Date:		<input type="checkbox"/>	
- Checked by:		<input type="checkbox"/>	
- Signature approval block (see example at end):		<input type="checkbox"/>	
- Sheet number of total sheets (all sheets, i.e., 1 of 20, 2 of 20, etc).		<input type="checkbox"/>	
g. Section, township and range (every plan/profile sheet) – ¼, ¼ section.		<input type="checkbox"/>	
h. Engineer's stamp (signed and dated).		<input type="checkbox"/>	
i. Project title (cover sheet).		<input type="checkbox"/>	

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B. ENGINEERING PLAN REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
j. Utility system plan (showing all proposed utilities on one drawing).		<input type="checkbox"/>	
k. Revision block.		<input type="checkbox"/>	
l. Site plan and Grading Permit TUM #, all sheets.		<input type="checkbox"/>	
m. Centerline, stations and offsets.		<input type="checkbox"/>	
n. Proposed survey monumentation locations and details.		<input type="checkbox"/>	
o. Sidewalk and width.		<input type="checkbox"/>	
p. Roadway sections with dimensions (existing and proposed).		<input type="checkbox"/>	
q. Existing utilities (above and below ground).		<input type="checkbox"/>	
r. Adjacent property lines, ownership, parcel number and street address.		<input type="checkbox"/>	
2. Identify street names, right-of-way, lots.		<input type="checkbox"/>	
3. Provide match lines.		<input type="checkbox"/>	
4. Show easements, width and type.		<input type="checkbox"/>	
5. Please note on the plans that the PLS responsible for the surveying of the project must obtain a permit from DNR before any monuments are disturbed.		<input type="checkbox"/>	
6. Show right-of-way dimensions (existing and proposed).		<input type="checkbox"/>	
7. Define survey baseline.		<input type="checkbox"/>	
8. Show:			
a. Stations and offsets for structures.		<input type="checkbox"/>	
b. Flow direction arrows.		<input type="checkbox"/>	
9. Show on profile portion:			
a. Profile grades (decimal FT/FT) (percent).		<input type="checkbox"/>	
b. Existing ground.		<input type="checkbox"/>	
c. Scale (horizontal and vertical) (matching grid lines).		<input type="checkbox"/>	
d. Stationing.		<input type="checkbox"/>	
e. Vertical elevation increments.		<input type="checkbox"/>	
f. Existing utilities (if available).	<input type="checkbox"/>	<input type="checkbox"/>	
10. Provide:			
a. Detail sheet(s).		<input type="checkbox"/>	
b. General notes.		<input type="checkbox"/>	
c. Sheet index.		<input type="checkbox"/>	
d. Field verify note on DWG – Expose connection points and verify fittings 48 hours prior to distributing shut-down notices.		<input type="checkbox"/>	
e. Call Before You Dig note: 800-424-555 or 811 (cell).		<input type="checkbox"/>	
C. SANITARY SEWER REQUIREMENTS	N/A	Provided	Staff
1. Show on plan view:			
a. Station at each manhole (300-foot maximum spacing).		<input type="checkbox"/>	
b. Manholes numbered.		<input type="checkbox"/>	

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C. SANITARY SEWER REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
c. Manhole type designation and size.		<input type="checkbox"/>	
d. Flow direction (with arrow on pipe).		<input type="checkbox"/>	
e. Distance from water mains.		<input type="checkbox"/>	
f. Service to each lot (station laterals).		<input type="checkbox"/>	
2. Show on profile view:			
a. Manholes numbered.		<input type="checkbox"/>	
b. Invert elevation showing direction, in and out.		<input type="checkbox"/>	
c. Rim elevation.		<input type="checkbox"/>	
d. Grades shown (decimal from FT/FT) (minimum slopes).		<input type="checkbox"/>	
e. Type of pipe.		<input type="checkbox"/>	
f. Size of pipe.		<input type="checkbox"/>	
g. Length of pipe (in LF).		<input type="checkbox"/>	
h. Existing utilities.		<input type="checkbox"/>	
3. Provide:			
a. Detail sheet(s).		<input type="checkbox"/>	
b. General notes.		<input type="checkbox"/>	
D. WATER MAIN REQUIREMENTS	N/A	Provided	Staff
1. Provide system map (1" = 300') showing existing and proposed with line size, valves, and hydrants.		<input type="checkbox"/>	
2. Show on plan view:			
a. Existing utility conflicts.		<input type="checkbox"/>	
b. Fixtures (need horizontal and vertical control).		<input type="checkbox"/>	
c. Fire hydrants (per Building Official).		<input type="checkbox"/>	
d. Blow-off (at end of line).		<input type="checkbox"/>	
e. Tees, crosses, elbows, adapters and valves need coupling type, meter locations, stationing, offsets.		<input type="checkbox"/>	
f. Valves (2 each tee, 3 each cross).		<input type="checkbox"/>	
g. Fire Department connection.		<input type="checkbox"/>	
h. Thrust blocking required at all PIV, DCVA fittings.		<input type="checkbox"/>	
i. Distance from sewer main.		<input type="checkbox"/>	
j. Service to each lot (include open tracts), irrigation meters.		<input type="checkbox"/>	
3. Show on profile view:			
a. Existing utility crossings.		<input type="checkbox"/>	
b. Show fixtures (tees, crosses, valves, couplings, hydrants) (stationing and offsets).		<input type="checkbox"/>	
c. Size and material type of water main.		<input type="checkbox"/>	
d. Length of water main (in LF).		<input type="checkbox"/>	

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D. WATER MAIN REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
e. Cover over pipe (42-inch standard).		<input type="checkbox"/>	
f. Street design to insure sufficient cover of future street.		<input type="checkbox"/>	
4. Provide:			
a. Detail sheet(s).		<input type="checkbox"/>	
b. Water general notes.		<input type="checkbox"/>	
E. STORM SEWER REQUIREMENTS	N/A	Provided	Staff
1. Provide the following for Drainage and Erosion Control Plan Report:			
a. Cover sheet.		<input type="checkbox"/>	
b. Table of contents.		<input type="checkbox"/>	
c. Section 1 – Proposed project description.		<input type="checkbox"/>	
d. Section 2 – Existing conditions.		<input type="checkbox"/>	
e. Section 3 – Infiltration rates / soils report.		<input type="checkbox"/>	
f. Section 4 – Wells.		<input type="checkbox"/>	
g. Section 5 – Fuel tanks.		<input type="checkbox"/>	
h. Section 6 – Sub-basin description.		<input type="checkbox"/>	
i. Section 7 – Analysis of the 100-year flood.		<input type="checkbox"/>	
j. Section 8 – Aesthetic considerations for facilities.		<input type="checkbox"/>	
k. Section 9 – Downstream analysis.		<input type="checkbox"/>	
l. Section 10 – Covenants, dedications, easements.		<input type="checkbox"/>	
m. Project engineer’s certificate.		<input type="checkbox"/>	
n. Facility summary form.		<input type="checkbox"/>	
2. Provide the following for the Erosion Control Plan Report:			
a. Section 1 – Construction sequence and procedure.		<input type="checkbox"/>	
b. Section 2 – Trapping sediment.		<input type="checkbox"/>	
c. Section 3 – Permanent erosion control and site restoration.		<input type="checkbox"/>	
d. Section 4 – Geotechnical analysis and report.		<input type="checkbox"/>	
e. Section 5 – Inspection sequence.		<input type="checkbox"/>	
3. Show on drawings and specifications:			
a. Sub-basin boundaries.		<input type="checkbox"/>	
b. Off-site area tributary to project.		<input type="checkbox"/>	
c. Contours.		<input type="checkbox"/>	
d. Flow path.		<input type="checkbox"/>	
4. Show on site map:			
a. Existing topography at least 50 feet beyond site boundaries.		<input type="checkbox"/>	
b. Finished grades.		<input type="checkbox"/>	
c. Existing structures within 100 feet of project boundary.		<input type="checkbox"/>	

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E. STORM SEWER REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
d. Utilities.		<input type="checkbox"/>	
e. Easements, both existing and proposed.		<input type="checkbox"/>	
f. Environmentally sensitive areas.		<input type="checkbox"/>	
g. 100-year floodplain boundary.		<input type="checkbox"/>	
h. Existing and proposed wells within 200 feet of proposed storm facility.		<input type="checkbox"/>	
i. Existing and proposed fuel tanks.		<input type="checkbox"/>	
j. Existing and proposed on-site septic systems within 100 feet of storm facilities.		<input type="checkbox"/>	
k. Proposed structures including roads and parking surfaces.		<input type="checkbox"/>	
l. Proposed drainage facilities and sufficient cross-section details and dimensions to build.		<input type="checkbox"/>	
5. Show on conveyance system plan view:			
a. Station and number at each manhole/catch basin.		<input type="checkbox"/>	
b. Manhole/catch basin type and size.		<input type="checkbox"/>	
c. Manhole/catch basin rim elevation.		<input type="checkbox"/>	
d. Flow direction with arrow on pipe/channel.		<input type="checkbox"/>	
e. Type and size of pipe.		<input type="checkbox"/>	
f. Length of pipe in lineal feet.		<input type="checkbox"/>	
6. Show on conveyance system profile view:			
a. Station, offset and number at each manhole/catch basin.		<input type="checkbox"/>	
b. Rim elevation		<input type="checkbox"/>	
c. Invert in and out.		<input type="checkbox"/>	
d. Length of pipe in lineal feet.		<input type="checkbox"/>	
e. Grades (FT/FT) (percent).		<input type="checkbox"/>	
f. Design velocity.		<input type="checkbox"/>	
7. Show on work map:			
a. Unit areas (including off-site contributing areas).		<input type="checkbox"/>	
b. Percentage impervious.		<input type="checkbox"/>	
c. Average slope.		<input type="checkbox"/>	
d. Conveyance date, identifier (for reference to model output), length, slope, inverts.		<input type="checkbox"/>	
e. Overland flow paths and distances.		<input type="checkbox"/>	
f. Soil types.		<input type="checkbox"/>	
8. Show on erosion control drawing:			
a. Soil types.		<input type="checkbox"/>	
b. Location of soil pits and infiltration tests.		<input type="checkbox"/>	
c. Construction entrance detail.		<input type="checkbox"/>	

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E. STORM SEWER REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
d. Silt fences and traps.		<input type="checkbox"/>	
e. Mulching and vegetation plan.		<input type="checkbox"/>	
f. Clearing and grubbing limits.		<input type="checkbox"/>	
g. Existing and finished grade.		<input type="checkbox"/>	
h. Details and locations of all BMPs recommended.		<input type="checkbox"/>	
i. Location and details of temporary sediment ponds.		<input type="checkbox"/>	
F. STREET REQUIREMENTS	N/A	Provided	Staff
1. Show on plan view:			
a. Flow direction arrows at curb returns showing grade.		<input type="checkbox"/>	
b. Spot elevations on curb returns.		<input type="checkbox"/>	
c. Station PC, PT, PI and intersections.		<input type="checkbox"/>	
d. Curve information delta, radius, length and tangent.		<input type="checkbox"/>	
e. BCR and ECR (Begin Curb Radius, End Curb Radius) – station/offsite.		<input type="checkbox"/>	
f. Identify all field design situations.		<input type="checkbox"/>	
g. Typical sections.		<input type="checkbox"/>	
h. Pavement marking details with station and offset.		<input type="checkbox"/>	
i. Sidewalks:			
- Driveway entrances/station/width, material (AC,PCC)/driveway type.		<input type="checkbox"/>	
- Handicap ramps – detail and type.		<input type="checkbox"/>	
2. Show on profile view:			
a. Vertical information VPI, BVC, EVC, AP, low point, high point.		<input type="checkbox"/>	
b. Show grades in decimal form or percent with (+ or -) slope.		<input type="checkbox"/>	
c. Super elevated roadways:			
- Detail – show transitions.		<input type="checkbox"/>	
- Special detail showing gutter flowing adequately.		<input type="checkbox"/>	
3. Provide:			
a. Detail sheet.		<input type="checkbox"/>	
b. Street general notes.		<input type="checkbox"/>	
c. AASHTO Street Design Worksheet, with soils report, if applicable:	<input type="checkbox"/>	<input type="checkbox"/>	
d. Signing – temporary and permanent.		<input type="checkbox"/>	
e. Channelization.		<input type="checkbox"/>	
f. Location of cluster mailboxes.		<input type="checkbox"/>	
g. Location of school bus (and/or IT) bus shelter/pad.		<input type="checkbox"/>	
G. STREET LIGHTS	N/A	Provided	Staff
1. Provide:			
a. Station and offset to fixtures.		<input type="checkbox"/>	

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G. STREET LIGHTS (CONTINUED)	N/A	Provided	Staff
b. Pole type, including manufacturer and model number.		<input type="checkbox"/>	
c. Mounting height, arm length, anchor bolt size and pattern.		<input type="checkbox"/>	
d. Power source:			
- Wire size, type, conduit.		<input type="checkbox"/>	
- Line loss calculations.		<input type="checkbox"/>	
e. Luminaire type, lamp wattage.		<input type="checkbox"/>	
f. Location of service disconnects (five-percent max voltage drop from source to farthest luminaire).		<input type="checkbox"/>	
g. J-Box location (include station and offset).		<input type="checkbox"/>	
h. Detail sheet.		<input type="checkbox"/>	
i. Lighting general notes.		<input type="checkbox"/>	

H. STREET SIGNALS	N/A	Provided	Staff
1. Provide:			
a. Station and offset to signal base, cabinets, ped lead loops, etc.		<input type="checkbox"/>	
b. Wiring schedule:			
- Signal heads and mounting assembly.		<input type="checkbox"/>	
- Detection loops.		<input type="checkbox"/>	
- Opticom.		<input type="checkbox"/>	
- Control cabinet, size and layout.		<input type="checkbox"/>	
- Power source.		<input type="checkbox"/>	
- Conduit.		<input type="checkbox"/>	
- Wire size and type.		<input type="checkbox"/>	
c. Construction notes.		<input type="checkbox"/>	
d. J-Box schedule.		<input type="checkbox"/>	
e. Pedestrian signal type with push button.		<input type="checkbox"/>	
f. Controller type, configuration, and wiring schematic.		<input type="checkbox"/>	
g. Detail sheets.		<input type="checkbox"/>	
h. Lighting general notes.		<input type="checkbox"/>	

I. COMMUNITY DEVELOPMENT ENGINEERING PLAN CHECK FEES - ON-SITE AND OFF-SITE

Streets, curbs, sidewalks, # of linear feet: _____	City Use Only: _____
Street lighting, # of linear feet: _____	City Use Only: _____
Street signal, # of intersections: _____	City Use Only: _____
Water main, # of linear feet: _____	City Use Only: _____
Sewer main, gravity, # of linear feet: _____	City Use Only: _____

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**I. COMMUNITY DEVELOPMENT ENGINEERING PLAN CHECK
FEES - ON-SITE AND OFF-SITE (CONTINUED)**

Sewer main, pressure, # of linear feet: _____ City Use Only: _____
 Sewer pump station, public, # of stations: _____ City Use Only: _____
 Storm pipe, # of linear feet: _____ City Use Only: _____
 # of Storm water systems: ___, # of acres: ___ and # of Storm Water Reports: ___ City Use Only: _____

J. ADDITIONAL ITEMS	N/A	Provided	Staff
1. Submit Right-of-Way permit application and checklist.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Submit Latecomer's Agreement permit and application and checklist.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Submit existing Easement (public or private) documents.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Provide cost of improvements in right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Complete bond process.	<input type="checkbox"/>	<input type="checkbox"/>	
K. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through J above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

EXAMPLE OF SIGNATURE APPROVAL BLOCK

FOR THE CITY OF TUMWATER	
By: _____	Date: _____
CITY ENGINEER	
EXPIRES ONE YEAR FROM ACCEPTANCE DATE	

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date