



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us
WATER/SEWER EXTENSION
(OUTSIDE 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 extend water and/or sewer (outside the city), 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
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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.

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.

B. ENGINEERING PLAN REQUIREMENTS	N/A	Provided	Staff
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1. Show:
 - a. Vicinity map.

 - b. Legend (APWA standard symbols).

 - c. North arrow.

 - d. Scale bar.

 - e. Datum (NVD 29) – Bench mark elevation and location (on all sheets where elevations are referenced).

 - f. Title block:
 - Title:

 - Design by:

 - Drawn by:

 - Date:

 - Checked by:

 - Signature approval block (see example at end):

 - Sheet number of total sheets (all sheets, i.e., 1 of 20, 2 of 20, etc).

 - g. Section, township and range (every plan/profile sheet) – ¼, ¼ section.

 - h. Engineer's stamp (signed and dated).

 - i. Project title (cover sheet).

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B. ENGINEERING PLAN REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
j. Utility system plan (showing all proposed utilities on one drawing).			
k. Revision block.			
l. Site Plan and Grading Permit TUM #, all sheets.			
m. Centerline, stations and offsets.			
n. Proposed survey monumentation locations and details.			
o. Sidewalk and width.			
p. Roadway sections with dimensions (existing and proposed).			
q. Existing utilities (above and below ground).			
r. Adjacent property lines, ownership, parcel number and street address.			
2. Identify street names, right-of-way, lots.			
3. Provide match lines.			
4. Show easements, width and type.			
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.			
6. Show right-of-way dimensions (existing and proposed).			
7. Define survey baseline.			
8. Show:			
a. Stations and offsets for structures.			
b. Flow direction arrows.			
9. Show on profile portion:			
a. Profile grades (decimal FT/FT) (%).			
b. Existing ground.			
c. Scale (horizontal and vertical) (matching grid lines).			
d. Stationing.			
e. Vertical elevation increments.			
f. Existing utilities (if available).			
10. Provide:			
a. Detail sheet(s).			
b. General notes.			
c. Sheet index.			
d. Field verify note on DWG – Expose connection points and verify fittings 48 hours prior to distributing shut-down notices.			
e. Call Before You Dig note: 800-424-5555 or 811 (cell).			
C. SANITARY SEWER REQUIREMENTS	N/A	Provided	Staff
1. Show on plan view:			
a. Station at each manhole (300-foot maximum spacing).			
b. Manholes numbered.			

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

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D. WATER MAIN REQUIREMENTS (CONTINUED)	N/A	Provided	Staff
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- e. Cover over pipe (42-inch standard).
- f. Street design to ensure sufficient cover of future street.

4. Provide:
- a. Detail sheet(s).
 - b. Water general notes.

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR UTILITIES:

Water main, # of linear feet: _____	City Use Only: _____
Sewer main, gravity, # of linear feet: _____	City Use Only: _____
Sewer main, pressure, # of linear feet: _____	City Use Only: _____
Sewer pump station, public, # of stations: _____	City Use Only: _____

E. ADDITIONAL ITEMS	N/A	Provided	Staff
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- 1. Submit Latecomer's Agreement with permit application and checklist.
- 2. Submit existing Easement (public or private) documents.

F. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
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- 1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under A through E above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.

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