

## **DRAFTING CHECK LIST (NEW BUSINESS)**

- \_\_\_1) Location map required on first/cover sheet of plan
- \_\_\_2) Cover sheet (required on extension/relocation plans containing two or more sheets)
- \_\_\_3) Key map required on every sheet of multiple sheet plans
- \_\_\_4) One-call block must be filled (above the material record)
- \_\_\_5) Proper orientation of north arrow
- \_\_\_6) R/W illustrated and dimensioned
- \_\_\_7) C/W illustrated and dimensioned
- \_\_\_8) All Street names must be illustrated. Show stations when provided for approach main and interior every 50 feet.
- \_\_\_9) Curbs, sidewalks and driveways must be illustrated and identified
- \_\_\_10) Lot numbers, property lines, addresses and buildings must be illustrated and identified. First floor or Top of Block elevations must be provided for all buildings (proposed and existing)
- \_\_\_11) Existing fences, trees, bushes and other physical features must be illustrated and identified where approach mains are required. For existing /proposed trees or plantings close to or within public or private r/w, identify species
- \_\_\_12) Utilities located (existing and proposed)
  - \_\_\_a. Poles with identifying numbers
  - \_\_\_b. Pipelines called out (size and material)
  - \_\_\_c. Conduit called out (size and material)
  - \_\_\_d. Storm inlets, manholes and piping. Indicate inlet numbers (for easy reference to profiles) and top of grade ("T.O.G") elevations
  - \_\_\_e. Sanitary lines and manholes illustrated and identified. Indicate manhole numbers (for easy reference to profiles) and Rim elevations
- \_\_\_13) Existing water main illustrated and identified (double line - continuous)
  - \_\_\_a. Main size and material
  - \_\_\_b. Extension number and plan number must be illustrated
  - \_\_\_c. Valves must be illustrated (double line, located to scale)
  - \_\_\_d. Hydrants must be illustrated (double line, located to scale)
  - \_\_\_e. Known depth to be identified
  - \_\_\_f. Distance from edge of curb or edge of macadam ("E.O.M") must be identified
- \_\_\_14) Proposed water main illustrated to scale (**bold, solid line - continuous**)
  - \_\_\_a. Indicate size and material
  - \_\_\_b. All fittings, valves and components referenced and illustrated. Vertical bends are illustrated, called out and a profile is provided
  - \_\_\_c. Hydrants located and identified (within R/W lines).
  - \_\_\_d. Distance from E.O.M. or Face of Curb to Center Line of main must be illustrated
  - \_\_\_e. Indicate blocking
  - \_\_\_f. Installation dimensions (fitting to fitting) must be illustrated
  - \_\_\_g. Need a north and south distance from the proposed tap valve to the nearest line valve and/or the Center Line of the nearest existing intersection for reference
  - \_\_\_h. Duck Under and/or Cross Over illustrated with associated dimensions

- \_\_\_15) Water main to be abandoned illustrated and identified (striped & continuous)
  - \_\_\_a. Main size and material
  - \_\_\_b. Extension number and plan number must be illustrated
  - \_\_\_c. Linear feet of main to be abandoned noted in prescribed location
  - \_\_\_d. Valves must be illustrated (located to scale)
  - \_\_\_e. Hydrants must be illustrated (located to scale)
  - \_\_\_f. Known depth to be identified
  - \_\_\_g. Distance from edge of curb or E.O.M. must be identified
  
- \_\_\_16) Proposed service lines illustrated and identified (continuous)
  - \_\_\_a. Company Service size and material to curb
  - \_\_\_b. Dimensions must be identified
  
- \_\_\_17) Linear feet of macadam breakage (above area intended for professional engineer's seal) must be filled in
  
- \_\_\_18) All PennDot PATA'S and Pub 213 and Restoration details as required for HOP
  
- \_\_\_19) All Notes (as per examples in New Business Package) General and PennDOT
  
- \_\_\_21) Title block information completed (some information to be provided during first review)
  
- \_\_\_22) Plan is initialed and dated
  
- \_\_\_23) Full Set of Land Development Plans
  
- \_\_\_24) Completed Service Application
  
- \_\_\_25) Fire Marshall's Requirements (Fire Marshal Letter)

**CHECK LIST**  
**STATE HIGHWAY PROJECTS**

- \_\_\_ 1. Plans are of sufficient quality for microfilming.
- \_\_\_ 2. Show detailed location and pertinent horizontal & vertical dimensions of the opening.
- \_\_\_ 3. Illustrate proposed utility installation (ex: 6" D.I.P. 3" P.V.C. CONDUIT, etc)
- \_\_\_ 4. Illustrate related highway information on plan.
- \_\_\_ 5. Illustrate specific highway location
  - S.R.        3027
  - SEG        0010
  - OFFSET    2660
- \_\_\_ 6. Illustrate centerline. Identify and dimension.
- \_\_\_ 7. Illustrate edge of macadam or curbs; identify them as E.O.M. or CURB.
- \_\_\_ 8. Illustrate outside edges of shoulder and identify.
- \_\_\_ 9. Illustrate guide rail and type.
- \_\_\_ 10. Illustrate storm sewer drains and piping and identify.
- \_\_\_ 11. Illustrate sanitary sewer manholes and piping.
- \_\_\_ 12. Illustrate Right-of-Way lines. Identify (R/W) and Dimension.
- \_\_\_ 13. Scale of drawing must be 1" = 30'.
- \_\_\_ 14. Dimension from edge of paving to proposed pipe.
- \_\_\_ 15. Illustrate proposed of existing utilities that may be affected.
- \_\_\_ 16. Illustrate structures within the right-of-way that may be affected.
- \_\_\_ 17. Show cross sections where highway cross sections change  
(Ex: fill to cut, cut to fill, widening, etc).
- \_\_\_ 18. State specifications to be illustrated on first sheet of project:
  - a.* Traffic control plan (Act 203 booklet)
  - b.* Location plan (upper right hand corner of sheet)
  - c.* Overlay detail (Rigid or Flexible paving)
  - d.* Shoulder overlay detail, when needed.
- \_\_\_ 19. State stations number must be illustrated whenever possible.
- \_\_\_ 20. Show Mill & Overlay
- \_\_\_ 21. Submit Documentation as to why facility cannot feasibly be placed outside of pavement or shoulder