



CIVIL SITE PLAN REVIEW CHECKLIST

LOG NUMBER: _____

PROJECT: _____

REVIEWER:

1st	_____	Date	_____
2nd	_____	Date	_____
3rd	_____	Date	_____

KEY: / = Acceptable X = Not Applicable
 O = Not Acceptable or Missing ? = Unable to Determine Acceptability Status

PLEASE RETURN THIS ORIGINAL CHECKLIST WITH THE NEXT SUBMITTAL.

Complies	Requirement
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CIVIL SITE PLAN PREPARATION AND SUBMITTAL

- _____ 1. The First Submittal of the Civil Site Plans shall include, at a minimum, the following items (unless previously submitted):
 - a. Geotechnical or Soils Report containing, at a minimum, the Atterburg Limits test results, Sieve Analysis and gradation test results, swell test results, and percolation test results,
 - b. Drainage Report for the Site and off-site influences.

- _____ 2. The Civil Site Plans shall be submitted on 24" x 36" sheets bound or stapled in sets.

- _____ 3. Each sheet of the Civil Site Plans must be signed and sealed by the Engineer preparing the plans.

- _____ 4. The minimum height of all text, numbering, and lettering shall be 0.10" (one tenth of one inch).

- _____ 6. If the Site Plan involves a subdivision of the property, the following must be provided in accordance with subdivision requirements:
 - a. Preliminary plat.
 - b. Final plat.
 - c. Re-plat or amended plat.
 - d. A Standard Owners Policy Preliminary Title Report is required with the plat submittal no older than 6 months. The title report must be updated and submitted with the mylars for final staff approval. It must be no older than 30 days.
 - e. ALTA Survey.



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- _____ 7. If an Easement or Right of Way dedication is required by Separate Instrument, the following exhibits and/or information must be provided with the Easement Document:
 - a. The Subdivision Name,
 - b. The Type of Easement or Right of Way,
 - c. The Reason or purpose of the Easement or Right of Way and why it is required,
 - d. A Vicinity Map showing the major cross streets,
 - e. The Legal Description Sealed by an RLS,
 - f. A Detail Map showing the Easement or Right of Way alignment with dimensions and bearings, True Point of Beginning, Section, Township, and Range,
 - g. Current Title Report. (60 days or less)

COVER SHEET REQUIREMENTS

- _____ 8. The Name of the proposed development must be shown on the cover sheet.
- _____ 9. The Developer's name, address and phone number must be shown on the cover sheet.
- _____ 10. The Engineer's name, address, and phone number must be shown on the cover sheet.
- _____ 11. The following Town standard notes must be shown, on the cover sheet:
 - a. General Notes,
 - b. Grading Notes,
 - c. Water Notes,
 - d. Sewer Notes,
 - e. Paving Notes,
- _____ 12. All elevations shown on the plans must be referenced to an approved Town benchmark. The benchmark description must be shown on the cover sheet.
- _____ 13. If the Site Plan involves more than 1 sheet, an Index Map with the following information is required on the cover sheet:
 - a. Existing perimeter sewer lines and proposed sewer service lines, including pipe sizes, manhole locations, and cleanout locations,
 - b. Existing perimeter water lines and proposed domestic water service lines including pipe sizes and valve locations,
 - c. Street Names,
 - d. Sheet Numbers,
- _____ 14. A Vicinity or Site Location map is required on the cover sheet.
- _____ 15. A Quantity Tabulation is required on the cover sheet.

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_____	16. A "Utility Coordination Block" shall be included on the cover sheet showing the names of the utility companies servicing the area of the Development and the date(s) plans were submitted to them.
_____	17. The Legal Description of property must be shown on cover sheet.
_____	18. A legend identifying the symbols used on the plans must be shown on the cover or detail sheet.
_____	19. If the site contains existing drainage facilities, add the following note to the grading plans: "THE EXISTING RETENTION AND DRAINAGE FACILITIES ON THIS SITE WILL NOT BE REMOVED FROM SERVICE UNTIL THE PERMANENT RETENTION AND DRAINAGE FACILITIES ARE FUNCTIONAL."
_____	20. The overhead utility lines on or adjacent to this site must be undergrounded. Waivers maybe requested in writing for redevelopment and/or in-fill area projects. Add the following note to the cover sheet: "THE IMPROVEMENTS SHOWN ON THIS SET OF PLANS WILL NOT BE FULLY APPROVED BY THE CITY AND THE CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE OVERHEAD UTILITY LINE UNDERGROUNDING AND/OR 69KV POLE RELOCATION REQUIREMENT HAS BEEN SATISFIED."
_____	21. The existing irrigation facilities on or adjacent to this site must be undergrounded. Add the following note to the cover sheet: "THE IMPROVEMENTS SHOWN ON THIS SET OF PLANS WILL NOT BE FULLY APPROVED BY THE CITY AND THE CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE IRRIGATION FACILITY UNDERGROUNDING REQUIREMENT HAS BEEN SATISFIED."
_____	22. Add the following note to the cover sheet: "A RETAINING WALL WILL BE REQUIRED IF AT THE COMPLETION OF GRADING IF THERE EXISTS MORE THAN ONE FOOT OF DIFFERENCE IN ELEVATION BETWEEN THIS SITE AND ADJACENT PROPERTIES."
_____	23. A Detail showing the water or sewer line trench width, bedding, and backfill shall be shown on the cover sheet or detail sheet with appropriate references to the MAG Standard Specification 601.



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- _____ 24. All portions of the development within the FEMA 100-year flood zones must be identified. If any such areas exist, the Plans and Drainage Report shall be submitted to the Town Engineer for approval.
When a Review by the Town Engineer is required, the following Approval Block shall be added to the cover sheet.

DRAINAGE PLAN APPROVED:	
_____ TOWN ENGINEER TOWN OF FLORENCE, ARIZONA	_____ DATE

- _____ 25. If the project involves an extension of the existing Public Water or Sewer systems in order to provide service connections, a Review by the Arizona Department of Environmental Quality (ADEQ) is required prior to Approval by the Town Engineer. The following Approval Block shall be added to the cover sheet.

APPROVED:	
_____ ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY	_____ DATE

- _____ 26. A review by the private water company serving the area of the development is required prior to the Approval by the Town Engineer. The following Approval Block shall be included on the cover sheet, above the Town Engineer's Approval Block:

APPROVED:	
_____ REPRESENTATIVE (PRIVATE WATER COMPANY)	_____ DATE



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- _____ 27. A review by the private sewer company serving the area of the subdivision is required prior to the Approval by the Town Engineer. The following Approval Block shall be included on the cover sheet, above the Town Engineer's Approval Block:

APPROVED:	
REPRESENTATIVE (PRIVATE SEWER COMPANY)	DATE

- _____ 28. The following Approval Block for the Town Engineer shall be included in the lower right of the cover sheet:

APPROVED:	
TOWN ENGINEER TOWN OF FLORENCE, ARIZONA	DATE

- _____ 29. The following "As Built Certification shall be included on the cover sheet:

<u>AS BUILT CERTIFICATION</u>	
I HEREBY CERTIFY THAT THE "AS BUILT" MEASUREMENTS AS SHOWN OR NOTED HEREON WERE MADE BY ME OR UNDER MY SUPERVISION AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
REGISTERED LAND SURVEYOR	DATE
(SEAL)	

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GENERAL INFORMATION REQUIRED ON THE PLAN SHEETS

- _____ 30. A North arrow and scale must be shown on each sheet of the Site Plan.
- _____ 31. Perimeter traverse data is required for the Site or Project Boundaries. This is the information normally required to define the land parcel legal description and must agree with the Legal Description shown in the Title Report.
- _____ 32. Existing storm drainage facilities such as retention basins, catch basins, scuppers, and storm drain pipes must be shown on plans.
- _____ 33. Existing buildings and other significant structures must be shown on the Plans. If any of the items are to be removed, they must be noted as such.
- _____ 34. All existing sewer lines being tied into must be shown on the Plans with dimensional ties to the street centerline.
- _____ 35. For a proposed on-site Sewer Line must meet the following requirements:
a. All sewer lines 8" and larger must meet all offsite requirements.
b. All existing and proposed manholes shall be adjusted per MAG Standard Detail 422 and MAG Spec 345.
c. The Sewer Plan Review Checklist applies.
- _____ 36. If the Site Development is for an Industrial Project, a waste sampling manhole is required on the sewer service adjacent to the street R.O.W.
- _____ 37. All existing water lines being tied into must be shown on the Plans with dimensional ties to the street centerline.
- _____ 38. All existing fire hydrants adjacent to the property boundaries must be shown.
- _____ 39. The location of existing water meters and water, reclaimed water, sewer, and fire line services to the site must be shown with dimensional ties. The sizes of the meters and services must also be shown.
- _____ 40. For a proposed on-site Domestic Water Lines:
a. All water lines 4" and larger must meet all offsite requirements.
b. The Water Plan Checklist applies.
- _____ 41. For all proposed Fire Lines:
a. Add Note: "All fire line thrust blocks shall comply with N.F.P.A. 24 (Standard for installation of Private fire service mains and their appurtenances)

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_____	42. All water lines, including fire lines and water services, are not allowed to pass under retention basins. This does not apply to paved parking areas used for retention.
_____	43. Backflow prevention devices are required on the domestic or potable water services and shall be located on private property immediately following the water meter box.
_____	44. All existing wells and their Department of Water Resources registration number must be shown on the plans. If not registered, so note on the plans. Wells must be registered with the D. W .R. prior to any disposition and documentation provided to the Town
_____	45. The following information is required for existing streets and alleys adjacent to the development: a. Street name, or "alley" label. b. Right-of-way width. c. Driveway locations on both sides of the street with dimensional ties to the centerline. d. Street light locations on both sides of the street with dimensional ties to the centerline. e. Location of curb, gutter, and sidewalk by dimensional ties from the street centerline. f. Width of sidewalk must be noted. g. Extent and type of pavement with dimensional ties to the edge-of-pavement. h. Unimproved alleys must be noted as such.
_____	46. The following information is required for existing utility lines in the streets/alleys surrounding the development: a. Location and size of water lines. b. Location and size of sewer lines. c. Location and size of reclaimed water lines. d. Location of power poles. e. Dimensional ties to utility lines being tied into.
_____	47. Existing spot elevations must be shown at all property comers and at a reasonable spacing, typically 50-ft. intervals, throughout the site. Spot elevations are required immediately off-site adjacent to the project boundary sufficient to permit analysis of grade differentials and drainage. On large sites or sites with significant natural slopes, contours may be required.
_____	48. Existing spot elevations must be shown for all existing curb and gutter adjacent to the development. Existing curb and gutter spot elevations shall also be shown beyond the site limits sufficient to permit analysis of off-site drainage impacts on the project. Elevations must be shown adjacent to each property comer, at all grade breaks, and at all scuppers/catch basins.

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_____	49. Existing ground spot elevations and top of existing and proposed perimeter wall elevations shall be shown along and adjacent to all property lines.
_____	50. All Finished Floor Elevations must be a minimum of 12" above the high point of the building site or 12 inches above the water surface elevation of the Q_{100} flow in the adjacent street(s) or drainage way. (Pinal County Drainage Ordinance, Section 602.6.)
_____	51. Construction details, cross-sections and/or profiles must be shown for all proposed drainage facilities such as: a. Retention basins. (Proposed 1' contours are required), b. Drainage swales. (Proposed spot elevations every 50 feet and at grade breaks are required), c. Storm drains. (Profiles are required), d. Scupper. (Cross section w/elevations at all Grade Breaks), e. Catch Basins.
_____	52. Provide structural calculations for all drainage pipe subject to wheel loads.
_____	53. Retention Basin Requirements: a. Maximum design storm depth shall not exceed 3 feet. b. Maximum 4: 1 side slope allowed. c. Contours shall be shown on side slopes.
_____	54. All percolation test results will be provided prior to any grading on the site as a part of the grading and drainage plan review process. Under no circumstances will testing be deferred to after completion of site grading.
_____	55. All proposed drywells must be registered with the Arizona Department of Environmental Quality (ADEQ) and a copy of the application must be provided to City for the project files.
_____	56. All Drywells, at a minimum, shall be the double chamber type consisting of an interceptor chamber and a settling chamber.
_____	57. All Drywells receiving discharge from possible oil or chemical contaminated areas must include a separator chamber in addition to the interceptor chamber and settling chamber.
_____	58. Cross-section must be shown across all property lines. All existing and proposed perimeter walls shall be shown on the plans and cross sections, with top of wall elevations and finished grade elevations on both sides of the wall at all critical points.



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_____	59. All required improvements to existing and proposed public streets, alleys, water lines, reclaimed water lines, and sewer lines, must be a separate improvement plan set with a separate cover sheet. All private improvements are to be included in the grading and drainage set.
_____	60. The location of all proposed driveways to the site must be shown with dimensional ties to the street centerline. The driveway width must also be noted. All driveway locations and construction details must comply with the City Standards.
_____	61. Bedding for water and sewer services must conform to MAG Standard Specification No. 601 for all types of pipe at all depths.
_____	62. If the Site Plan requires an extension of the sewer line onto the site, the sewer line shall be shown in plan and profile, the slope must be shown and it must meet the minimum requirement for sewer plans.
_____	63. The maximum distances between manholes and cleanouts on site must comply with the following: <ul style="list-style-type: none">a. Lateral sewer (less than 18" diameter) manhole to manhole = 500'.b. Lateral sewer (less than 18" diameter) manhole to cleanout = 150'.c. 18" to 30" size – manhole to manhole = 600'.
_____	64. If extra protection (ductile iron pipe or concrete encasement) is required, MAG Standard Detail 404 shall apply.
_____	65. A Drainage Report is required. The requirements shown on the Drainage Report Review Checklist applies to Drainage Reports for Civil Site Plans.