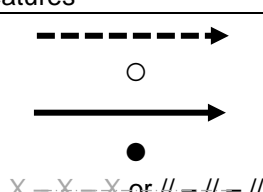



Compliance Checklist – Plan Preparation

Job Information

Application No.		Job. No.	
Job Engineer Name		Date	
Job Engineer Signature		Stage Pre-Plan Review (PPR)	<input type="checkbox"/> #1 Concept <input type="checkbox"/> #2 Design & ROW <input type="checkbox"/> #3 Plan Preparation <input type="checkbox"/> _____

General

Topic	Requirement
Duplicative Information Resolution	<p><i>The Job Engineer's role in design and plan preparation is to verify full conformance and compliance with Central San's specifications unless a specific variance is authorized in writing by Central San. As the Engineer of Record, the Job Engineer is responsible for quality assurance/quality control.</i></p> <p><input type="checkbox"/> In the event of a discrepancy between graphical representation or text on the plans, I acknowledge that the order of precedence is:</p> <ol style="list-style-type: none"> (1) approved variance(s) (2) tabular sewer information, not including material tables (3) profile view (4) right-of-way map (separate submittal) (5) plan view (6) coversheet
Plan Size and Format	<p><input type="checkbox"/> Plot size of PDF plans and Right-of-Way Exhibit is 24" x 36"</p> <p><input type="checkbox"/> Font size: Text is a minimum of 1/10" high using a font and line weight as to be readily legible on half-scale drawings (11"x17")</p> <p><input type="checkbox"/> Sewer features and labels are easily differentiated from other features</p>
Line Types	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p><input type="checkbox"/> existing pipes: thin black dashed line</p> <p><input type="checkbox"/> existing manhole: thin black open circle, min 3/16"</p> <p><input type="checkbox"/> proposed pipes: thick black solid line</p> <p><input type="checkbox"/> proposed manhole: thick black solid circle, min 3/16"</p> <p><input type="checkbox"/> to be abandoned/removed: thin black cross-hatches</p> </div> <div style="flex: 1; text-align: center;">  </div> </div>
Line Weights	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p><input type="checkbox"/> sewer mains: thick black</p> <p><input type="checkbox"/> private laterals: thin black</p> <p><input type="checkbox"/> label leaders: thin, lighter/grayscale</p> <p><input type="checkbox"/> property lines: thin, lighter/grayscale</p> <p><input type="checkbox"/> center lines (not required): thin, lighter/grayscale</p> </div> <div style="flex: 1; text-align: center;">  </div> </div>

Coversheet

Topic	Requirement	Example
Title <small>(Location top-center & large font)</small>	<p><input type="checkbox"/> Sanitary Sewer Improvement Plans <Public or Private></p> <p><input type="checkbox"/> Subdivision # if applicable; <input type="checkbox"/> Name of Local Agency</p> <p><input type="checkbox"/> If County add "Unincorporated Area of _____"</p> <p><input type="checkbox"/> APN(s); <input type="checkbox"/> Central San Job #</p>	<p>Sanitary Sewer Improvement Plans <Private or Public> Subdivision <####> <City/County> of <Name> APNs: <###-###-###, ###-###-###> Central San Job <####></p>
Vicinity Map	<input type="checkbox"/> at a scale locate & label site relative to major streets & local highways (+ on & off ramps)	
Project Description	<input type="checkbox"/> Briefly describe what the proposed sewers will serve, including number of residential or commercial parcels, other structures (such as trash enclosures), and potential future connections that determine the design flows and land rights for the proposed sewers.	
Job Engineer <small>(Engineer of Record)</small>	<p><input type="checkbox"/> Name; <input type="checkbox"/> Company Name</p> <p><input type="checkbox"/> Job Engineer's Professional Engineer's Stamp with CA license # and e-signature; <input type="checkbox"/> Date</p> <p><input type="checkbox"/> Job Engineer's responsible charge statement below</p> <p><input type="checkbox"/> Plans do not include a copyright infringement nor proprietary disclaimer note</p>	

Compliance Checklist – Plan Preparation

Topic	Requirement	Example
	<p><i>If applicable, include:</i></p> <p><input type="checkbox"/> Reports: Name / Description: _____ Prepared By: _____ Date: _____</p> <p><input type="checkbox"/> Calculations: Name / Description: _____ Prepared By: _____ Date: _____</p> <p><input type="checkbox"/> Inside Pipe Videos: Name / Description: _____ Prepared By: _____ Date: _____</p> <p><input type="checkbox"/> Job Engineer’s responsible charge statement (below)</p>	
Central San approval space	<p><input type="checkbox"/> Leave 3” high x 4” wide blank area at the lower right-hand corner providing a location for Central San to stamp the final Plans for construction.</p> <p><input type="checkbox"/> Place this statement immediately above Central San’s Approval Space: By signing and stamping these plans, the Engineer of Record (Job Engineer) asserts responsible charge for all work products that are required for the sewer design and plan preparation for construction, including all work product and submittals prepared by a subordinate or a consultant. The requirements of Central San’s specifications shall govern over citations on the Plans unless deviation from the specifications is specifically authorized in writing in the form of a variance.</p>	
Central San General Notes	<p><input type="checkbox"/> All notes below are included (Do not include more notes, unless directed to)</p> <ol style="list-style-type: none"> 1. <u>Materials and Construction</u> Materials and construction of sanitary sewers shall conform to Central San’s Standard Specifications for Design and Construction (latest edition). 2. <u>Compaction Testing</u> Compaction testing of bedding and backfill, conducted under the direction of a civil or geotechnical engineer licensed by the State of California is required on this job. As a condition of Central San’s acceptance of complete work, the engineer in charge of the compaction testing shall submit a Certification Report indicating that compaction results meet or exceed the requirements of the Central San Standard Specifications. Compaction testing and the submittal of the Certification Report shall be completed prior to acceptance televising of the sewer and installation of final paving. 3. <u>Abandonments/ Removals</u> Abandonment or removal of sewer facilities related to this work shall occur before construction of new sewers, except if a bypassing plan was approved. 4. <u>Connections of Buildings</u> This job is for the construction of the main sewer and lateral stubs only. Buildings shall not be connected to the sewer until 1) The main sewer extension is completed and accepted for use by Central San; 2) The building rough plumbing is complete and approved by the proper authority; 3) Applicable connection fees are paid to Central San; and 4) Contractor obtains a connection permit from Central San. 	
Non-Standard Central San Notes	<p><input type="checkbox"/> additional notes NOT allowed by Central San. Remove from Central San plans.</p> <p><input type="checkbox"/> If additional notes are allowed to remain by Central San, add this disclaimer nearby: These notes are not part of Central San’s review and approval, and if conflicts arise Central San’s specifications shall govern.</p>	
Sewer System Map	<p>General</p> <p><u>Depict/Show:</u></p> <p><input type="checkbox"/> legend; <input type="checkbox"/> north arrow; <input type="checkbox"/> min scale 1” = 100’; <input type="checkbox"/> house/lot number and/or APN</p> <p><input type="checkbox"/> sewer main facilities (proposed and existing) for entire job and ultimate sewer design</p> <p><input type="checkbox"/> lateral wyes at mains (proposed and existing); <input type="checkbox"/> property lines (proposed and existing)</p> <p><input type="checkbox"/> if multiple points of connections (POC), then show limits of sewersheds</p> <p><input type="checkbox"/> Central San STA: 0+00 at most-downstream POC, no offsets, travels upstream. (Not required for wyes on SS System Map.)</p> <p><input type="checkbox"/> Sanitary Sewer Manhole (SSHM)#s: start with 1 at most downstream structure</p> <p><u>Label:</u></p> <p><input type="checkbox"/> sewer main pipes with line designation, size, type (Job #) [e.g., Line B 8” PVC (5259)]</p> <p><input type="checkbox"/> SSMH#s, Central San STA & line designation (if applicable), type and identifier or Central San Facility ID (e.g., 0+00/ TM1, 1+52 Line A & 0+00 Line B/ M2, 0+00/ Ex M5 77B4)</p> <p><input type="checkbox"/> roadways with street name [e.g., Main Street (public)] and public or private designation</p>	

Compliance Checklist – Plan Preparation

Point-of-Connection (POC)				
If POC is an existing SSMH:				
<input type="checkbox"/> label Sta 0+00 and Central San Facility ID (Ex M5 77B4).				
If POC is a new SSMH:				
<input type="checkbox"/> label Sta 0+00 at POC to begin stationing on centerline of pipe				
<input type="checkbox"/> label as SSMH 1 (starting with 1 at most downstream structure)				
<input type="checkbox"/> label measured distance from nearest existing SSMH (Ex M5 77B4)				
Lots & Laterals				
Depict and provide lot information as required below:				
Complied?	N/A	Description	Depict	Label/Note
Lots				
<input type="checkbox"/>	<input type="checkbox"/>	adjoiner lots	ex property lines	APN
<input type="checkbox"/>	<input type="checkbox"/>	existing lots	ex property lines	APN
<input type="checkbox"/>	<input type="checkbox"/>	modified or new lots	proposed lot lines	APN, new lot # or parcel designation
Laterals				
<input type="checkbox"/>	<input type="checkbox"/>	ex laterals to remain	ex/modified/new property lines & ex lateral	note: <i>Existing laterals to remain.</i>
<input type="checkbox"/>	<input type="checkbox"/>	reconnect existing laterals	ex/modified/new property lines & ex lateral	note: <i>Reconnect existing laterals.</i>
<input type="checkbox"/>	<input type="checkbox"/>	abandon existing laterals at sewer main that will not be re-used	ex/modified/new property lines & ex lateral	note: <i>Abandon existing lateral at existing sewer main.</i>
<input type="checkbox"/>	<input type="checkbox"/>	new lateral	ex/modified/new property lines & new lateral (wye on main to 5' beyond easement/ property line – DWG 22-02)	If new lateral is clearly depicted, then no note required.
<input type="checkbox"/>	<input type="checkbox"/>	clean-out	Do not depict clean-outs	N/A
Special Considerations				
<input type="checkbox"/>	<input type="checkbox"/>	pumped lots	ex/modified/new property lines	existing/ proposed/future pumped lots
<input type="checkbox"/>	<input type="checkbox"/>	potential reimbursable lots	ex/modified/new property lines	potential reimbursable lots
<input type="checkbox"/>	<input type="checkbox"/>	septic conversion	ex/modified/new property lines	septic conversion lots
Pipe				
<input type="checkbox"/> label existing sewer main with pipe type, size, Central San Job #				Example Ex 8" VCP (5259) 8" SDR-26 (SS Line A)
<input type="checkbox"/> label proposed sewer main w/pipe type, size, SS Line Designation				
SS Line Designations				
<input type="checkbox"/> Start with "A" at POC and use consecutive letters moving upstream of pipe				
<input type="checkbox"/> If more than one sewer shed, then reset "A" at each POC; or <input type="checkbox"/> N/A				
<input type="checkbox"/> For large Job or complicated configurations, then discuss with Central San during compliance acceptance stage; or <input type="checkbox"/> N/A				

Compliance Checklist – Plan Preparation

Benchmark Statement	<p><i>Design Requirements:</i> NAVD88 is the official Central San datum. Where NGVD is used for design, transform benchmark elevations to NAVD88 using web-based program such as Vertcon. Add benchmark statement as follows:</p> <p><input type="checkbox"/> <u>1st Paragraph shall state the following information:</u></p> <ul style="list-style-type: none"> • Name of public agency which established the benchmark • The elevation data for the benchmark • The benchmark elevation • A brief description of the benchmark and its location <p><u>2nd Paragraph shall be one of the following, whichever is more appropriate:</u></p> <p><input type="checkbox"/> ALL ELEVATIONS SHOWN HEREON ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88). TO CONVERT NAVD88 ELEVATIONS TO NATIONAL GEODETIC DATUM OF 1929 (NGVD29) ELEVATIONS SUBTRACT 2.XX FEET.</p> <p><input type="checkbox"/> ALL ELEVATIONS SHOWN HEREON ARE BASED UPON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD29). TO CONVERT NGVD29 ELEVATIONS TO NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) ELEVATIONS ADD 2.XX FEET.</p>																																																																						
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Compliance Checklist – Plan Preparation

	<input type="checkbox"/> Existing Sanitary Sewer Modifications Schedule complies w/format below; or <input type="checkbox"/> N/A <div style="text-align: center; background-color: #f2f2f2; padding: 5px;"> Existing Sanitary Sewer Modification Schedule (Information on plan view or sewer system map to govern) All Modifications per Central San Inspector's Direction¹ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Owner & Purpose</th> <th style="width: 15%;">Pipe Size /Structure</th> <th style="width: 35%;">Required Modification</th> <th style="width: 15%;">Quantity</th> <th style="width: 20%;">Locations / Sheet #s (If applicable)</th> </tr> </thead> <tbody> <tr> <td>public main</td> <td>existing SSMH</td> <td>core-drill existing manhole base</td> <td>1 EA</td> <td>0+00 at point of connection / Sheet C1.05</td> </tr> <tr> <td>public main</td> <td>existing 8" VCP stub</td> <td>remove & replace existing stub if Central San Inspector does not approve condition.</td> <td>1 EA</td> <td>0+00 at point of connection / Sheet C1.05</td> </tr> <tr> <td>private sewer lateral</td> <td>existing 4" PVC sewer services</td> <td>reconnection of existing sewer laterals shall be performed under the direction of Central San Inspector</td> <td>4 EA</td> <td>SS Line C / C1.05</td> </tr> </tbody> </table> <p>(1) Job Engineer shall have responsible charge to verify, not Central San, which existing sewer mains and laterals in service can be modified without adverse impacts to existing sewer system.</p> <input type="checkbox"/> Sanitary Sewer Removal/Abandonment Schedule complies w/format below; or <input type="checkbox"/> N/A <div style="text-align: center; background-color: #f2f2f2; padding: 5px;"> Sanitary Sewer Removal / Abandon Schedule (Information on plan view or sewer system map to govern) All Removal / Abandonments per Central San Inspector's Direction¹ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Owner & Purpose</th> <th style="width: 15%;">Pipe Size /Structure</th> <th style="width: 20%;">Pipe Material, Min Class / Dwg #</th> <th style="width: 15%;">Quantity</th> <th style="width: 35%;">Locations / Sheet #s (If applicable)</th> </tr> </thead> <tbody> <tr> <td>public main</td> <td>existing 8"</td> <td>VCP</td> <td>100 LF</td> <td>APN 200-132-001 / Sheet C1.05</td> </tr> <tr> <td>public</td> <td>existing RI</td> <td>N/A</td> <td>1 EA</td> <td>at point of connection / C1.05</td> </tr> <tr> <td>private lateral</td> <td>existing 4"</td> <td>PVC</td> <td>1 EA</td> <td>Sewer System Map – not part of new sewer main</td> </tr> </tbody> </table> <p>(1) Job Engineer shall have responsible charge to verify, not Central San, which existing sewer mains & laterals in service can be removed/abandoned without adverse impacts to existing sewer system.</p>	Owner & Purpose	Pipe Size /Structure	Required Modification	Quantity	Locations / Sheet #s (If applicable)	public main	existing SSMH	core-drill existing manhole base	1 EA	0+00 at point of connection / Sheet C1.05	public main	existing 8" VCP stub	remove & replace existing stub if Central San Inspector does not approve condition.	1 EA	0+00 at point of connection / Sheet C1.05	private sewer lateral	existing 4" PVC sewer services	reconnection of existing sewer laterals shall be performed under the direction of Central San Inspector	4 EA	SS Line C / C1.05	Owner & Purpose	Pipe Size /Structure	Pipe Material, Min Class / Dwg #	Quantity	Locations / Sheet #s (If applicable)	public main	existing 8"	VCP	100 LF	APN 200-132-001 / Sheet C1.05	public	existing RI	N/A	1 EA	at point of connection / C1.05	private lateral	existing 4"	PVC	1 EA	Sewer System Map – not part of new sewer main
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V2	< 1' vertical clearance	8-6.B.2.c	Existing 12" SD at STA 3+00 SS Line A (C1.05)	Protect sewer pipe per direction of Central San Inspector																																					
Temporary Land Rights Table	<input type="checkbox"/> Table that complies with format below; or <input type="checkbox"/> N/A <input type="checkbox"/> If sewers will be installed within sanitary sewer easements or lands offered for public dedication, add this note immediately above table: "See separate Right-of-Way Exhibit for land rights information beyond encroachment permits." <div style="text-align: center; background-color: #f2f2f2; padding: 5px;"> Temporary Land Rights Table </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">ROW Parcel #</th> <th style="width: 30%;">Local Agency/Owner</th> <th style="width: 55%;">Description</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>City of Pleasant Hill</td> <td>Encroachment Permit</td> </tr> <tr> <td>N</td> <td>Property Address</td> <td>Written Notice to Property Owners and Residents if construction may impact them</td> </tr> <tr> <td>TCE</td> <td>Property Owner Name</td> <td>Temporary Construction Easement (TCE)</td> </tr> <tr> <td>ROE</td> <td>Property Owner Name</td> <td>Right of Entry (ROE)</td> </tr> </tbody> </table>	ROW Parcel #	Local Agency/Owner	Description	E	City of Pleasant Hill	Encroachment Permit	N	Property Address	Written Notice to Property Owners and Residents if construction may impact them	TCE	Property Owner Name	Temporary Construction Easement (TCE)	ROE	Property Owner Name	Right of Entry (ROE)																									
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Compliance Checklist – Plan Preparation

Potential Reimbursable Parcels	<p>If the extension of the sewer main may also serve properties that did not contribute to the cost of the new facilities by the property owner (Installer), then the Installer may participate in a reimbursement program to recoup a portion of the cost when non-contributors connect to the system. (Reference: Applicant’s Guide to Reimbursement Program; District Code §6.20, Reimbursement Fees)</p> <p>Does Applicant want to participate? <input type="checkbox"/> No; <input type="checkbox"/> Yes, then label “Potential Reimbursement” parcels on the Sewer System Map.</p>
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Septic Conversions (CCEH)	<p><input type="checkbox"/> Acknowledge: The Contra Costa Environmental Health Division (CCEH), not Central San, is the public agency responsible for regulating septic systems throughout Contra Costa County. CCEH is the public agency that can require a property to abandon a septic system and connect to the public sewer system. Contact CCEH directly regarding maintenance, expansion, enhancement, replacement, or abandonment of septic systems.</p> <p><input type="checkbox"/> Label “septic conversions” parcels on the Sewer System Map.</p>
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Profile

Topic	Requirement
General	<input type="checkbox"/> Orientation: read from downstream-to-upstream and left-to-right whenever possible
Depict/Show	<input type="checkbox"/> sewer main facilities (proposed and existing) <input type="checkbox"/> utilities crossings (proposed and existing) <input type="checkbox"/> finished grade; <input type="checkbox"/> rough grade (if different at time of construction than finished grade)
Label	<input type="checkbox"/> min vertical scale 1” = 4’ <input type="checkbox"/> size, type-class, length, line designation, slope “8” PVC SDR 26, 150LF, SS Line A, S=0.0077” <input type="checkbox"/> pipe segment length is measured horizontally from SSMH to SSMH (e.g., delta of SSMH stations shall equal this length). If conflicts existing, delta of stations prevails over pipe length. <input type="checkbox"/> sewer main structures <ul style="list-style-type: none"> <input type="checkbox"/> station, type, identifier (e.g., 0+00 Std SSMH 1) <input type="checkbox"/> rim elevation <input type="checkbox"/> invert elevation through, in, out or delta. <input type="checkbox"/> If applicable at POC, “field verified”. <input type="checkbox"/> pipe deflection angle (PDA) between in/out pipes where intersection is not 90° <input type="checkbox"/> Do not provide Lat IEs. Instead “Crown of Lateral to Match Highest Main Crown” <input type="checkbox"/> horizontal curve: Horizontal Curve Table identifier (e.g., C3); or <input type="checkbox"/> N/A <i><note: do not include horizontal curve data information (i.e., R, D, L)></i> <input type="checkbox"/> vertical curve: <ul style="list-style-type: none"> <input type="checkbox"/> station and IE for BVI (downstream), PVI (midway), EVI (upstream) <input type="checkbox"/> slopes from EVI – PVI, PVI – EVI <input type="checkbox"/> length <input type="checkbox"/> utility crossings: Utility Crossing Table identifier (e.g., X1) <input type="checkbox"/> Pothole locations: Pothole Table identifier (e.g., PH1)

Plan View

Topic	Requirement
General	<input type="checkbox"/> legend; <input type="checkbox"/> north arrow
Depict/Show	<input type="checkbox"/> sewer main facilities (proposed and existing) <input type="checkbox"/> lateral wyes at main (proposed lower lateral only – see DWG 22-02). Use Central San STA. <input type="checkbox"/> utilities (proposed and existing) <input type="checkbox"/> improvements (proposed and existing) <input type="checkbox"/> property lines (proposed and existing) <input type="checkbox"/> easement lines (proposed and existing) <input type="checkbox"/> Top-of-bank (if applicable)

Compliance Checklist – Plan Preparation

Label	<input type="checkbox"/> 1" = 40' min scale <input type="checkbox"/> point-of-connection as Sta 0+00 and either distance from nearest existing manhole or Central San Facility ID (e.g., Ex M5-77B5) <input type="checkbox"/> sewer main pipes with line designation, size, type (Job #) [e.g., Line B 8" PVC (5259)] <input type="checkbox"/> sewer stationing for lateral wyes at main using Central San STA. <input type="checkbox"/> manholes with type and identifier, stationing, line designation (e.g., M2 1+52 Line B) <input type="checkbox"/> horizontal clearances from parallel utilities, street improvements, structures on Typical Cross Section; and on Plan View for any deviations <input type="checkbox"/> utility information: existing/new/future size, type, and owner name (e.g., ex 6" W CCWD) <input type="checkbox"/> roadways with street name or type (e.g., Main Street, private driveway) <input type="checkbox"/> surface types above sewer, including designation of pervious or impervious (e.g., impervious AC, pervious pavers , etc.) <input type="checkbox"/> septic conversion lots (if applicable) <input type="checkbox"/> future pumped lots (if applicable) <input type="checkbox"/> Top-of-Bank (if applicable) <input type="checkbox"/> Recommendations from Arborist Report, Geotechnical Report, or Structural Reports if there are impacts sewer design or construction
X-Sections (with underground utilities)	<input type="checkbox"/> provided Typical Cross-Sections <input type="checkbox"/> provided specific Cross-Sections, for non-typical locations