

PRELIMINARY CIVIL PLAN CHECKLIST

STANDARD ITEMS: WATER, SANITARY SEWER, STORM SEWER, STREET, LIGHTING, AND SIGNALS

NOTE: Items are examples of information that should be provided for preliminary approval to a public hearing.

GENERAL STANDARD ITEMS

- 22 x 34 Plan Sheets (5 copies for preliminary civil approval)
- Scale Bar
- North Arrow
- City Standard Cover Sheet (call Engineering division for CAD file)
 - Project Title (on all sheets)
 - Section, Township and Range (on all sheets)
 - Engineers Stamp (signed and dated on all sheets)
 - Vicinity Map
 - Legend (APWA Standard Symbols)
 - North Arrow
 - Datum - Bench Mark Designation, Elevation, and Location (on all sheets where elevations are referenced)
 - Datum - Horizontal, City of Gig Harbor Ground Scale (show ties to control)
- City Standard Title Block w/Date Block (call Engineering division for CAD file)
 - Title:
 - Design By:
 - Drawn By:
 - Date:
 - Checked By:
 - Sheet Number of Total Sheets:
- Utility System Map (clearly depicting all proposed utilities on one drawing)
- Revision Block
- Each Utility on Separate Sheet (storm and roadway may be combined)

PLAN PORTION STANDARD ITEMS

- Existing or proposed access points (if any) across from proposed project location to determine compliance with the City of Gig Harbor Public Works Standards, Section 2B.140 Driveways
- Centerline and Stationing
- Right-of-Way and Width
- Edge of Pavement and Width
- Sidewalk and Width

- () Planter Strip and Width
- () Roadway Sections
- () Existing Utilities (above and below ground)
- () Adjacent Property Lines, Ownership, Parcel Number, and Street Address
- () Identify Street Names, Right-of-Way, Lots
- () Match Existing Sheet Numbers and Stations
- () Easements, Width and Type
- () Define Survey Baseline

SANITARY SEWER STANDARD ITEMS

Plan View:

- () No smaller than 20 scale unless otherwise approved by the City
- () Manhole
- () Manholes Numbered
- () Any Existing Septic Tanks/Drainfields (with note to abandon if necessary)

WATER STANDARD ITEMS

Plan View:

- () Existing Wells (if any)
- () Existing Utility Conflicts
- () Fixtures (need horizontal and vertical control)
- () Fire Hydrants (Check with Fire Marshal for location)

STORM SEWER STANDARD ITEMS

NOTE: Please refer to City of Gig Harbor 2010 Stormwater Management & Site Development Manual for additional information.

- () No smaller than 20 scale unless otherwise approved by the City
- () Drainage Control Plan (see Volume I, Section 3.3 of the 2010 Stormwater Management & Site Development Manual)
 - () If project has more than one commercial building or has multi-family residences, provide an impervious surface area table in square feet to include each building and parking lot impervious surface area % per building
- () Preliminary Drainage Plan
 - () Vicinity Map
 - () Project Boundaries
 - () Sub-Basin Boundaries
 - () Off-Site Area Tributary to Project
 - () Existing and Proposed Contours at maximum 2-foot intervals
 - () Lot Dimensions and Areas
 - () Major Drainage Features
 - () Flow Path

- () Existing Topography at Least 50 Feet Beyond Site Boundaries
- () Finished Grades
- () Existing Structures within 100 Feet of Project Boundary
- () Utilities
- () Easements, Existing and Proposed
- () Environmentally Sensitive Areas
- () 100-Year Flood Plain Boundary
- () Existing and Proposed Wells within 1,200 feet of Proposed Retention Facility
 - () Wellhead Protection Areas
- () Existing and Proposed Fuel Tanks
- () Existing and Proposed On-Site Sanitary Systems within 100 feet of Detention/Retention Facilities
- () Proposed Structures Including Roads and Parking Surfaces

STREET STANDARD ITEMS

Plan View:

- () No smaller than 20 scale unless otherwise approved by the City
- () Identify All Field Design Situations
- () Edge of Pavement and Right-of-Way widths (EP & R/W)
- () Typical Cross-sections
- () Sidewalk and width
- () Driveway Entrances
 - () AASHTO Sight Distance Triangle at ingress/egress points
- () Landscaping Plan and Accent Lighting

Profile View:

- () Show Grades with (+ or -) Slope
- () Proposed Super-elevations