

Intake only for preliminary assessment of completeness. Most items are evaluated at a more detailed level during technical review.

Unified Government - Intake Review Checklist

Name of Development: _____

Review No.: _____

Review Date: _____

Reviewer: _____

Initials

Concur: _____

Initials

General Requirements for Review		Intake Technician		Project Engineer		
1	Validate that separate sanitary and combined street and storm plans were submitted. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
<i>Each of the requirements 2-8 apply separately to both the Street/Storm and Sanitary Sewer Plan Sets</i>						
2	If plans are a resubmital, validate that a cover letter identifying how the comments from the previous review were addressed. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
3	Validate that 3 sets of plans printed from a CADD program and a .pdf set of the plans were submitted. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
4	Validate that on a single sheet there is an overall layout that shows the street, storm, and sanitary sewer layouts; and that it also shows the node numbers and street names. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
5	Validate plans are legible: limits of construction, property lines and easements are clear; a north arrow and scale are shown on the plan sheets; line weight, style and screening, and font sizes and density enhance legibility. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____

6	Validate that the cover sheet contains a vicinity map, a table of contents, and contact information of the design engineer and the developer. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
7	Validate that erosion control plans are included. (Note: An erosion control plan is required even if the disturbed area is less than one acre.) <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
8	Validate that a copy of the plat is included as part of the construction drawing set and that the plat is listed in the table of contents. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
Requirements for Street Review						
9	Validate that an overall street layout is included, that street plan/profiles are included and shown on the same sheet, and that intersection details are included. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
10	Validate that street names are used and that the names are consistent between the general layout plan and the plan/profile sheets. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
11	Validate that the street grading information (distance, slope, V.C. length, and K value) is present on the profiles. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
Requirements for Storm Review						
12	Validate that there is a continuous system from an existing receiving stream, storm sewer, or improved channel to the most upstream inlets. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
13	Validate that the subbasin map is included and is at an appropriate, standard, engineering scale; and validate that the subbasin acreages are provided. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____

14	Validate that detention is provided or that detention is not required. If detention is required, verify that the stage-storage and stage-release values are in the construction drawings or in a separate cover letter. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
15	Validate that storm sewer profiles are included. (They may be on separate sheets than the plan views.) <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
16	Validate that the pipe information (length, slope, diameter, material, and pipe elevations at manholes) is present on the profiles. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
Requirements for Sanitary Review						
17	Validate that a Preliminary Design Plan/Design Memorandum has been submitted if any of the following apply: - aerial crossing is present. - system is not entirely gravity. - pump station, force main, or LPS is present. <i>Comment:</i>		Pending _____	OK _____	Reject _____	NA _____
18	Validate that the point of connection to the existing system is shown. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
19	Validate that flow calculations to an existing interceptor, force main, or pump station have been submitted or that there is justification why flow calculations are not required. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____
20	Validate that sanitary sewer plan and profiles are included and that they are shown on the same sheet. <i>Comment:</i>	OK _____	Pending _____	OK _____	Reject _____	NA _____

21 On the plan and profile drawings, validate that the horizontal scale is a maximum of 1' = 50', and the vertical scale is a maximum of 1" = 10'. <i>Comment:</i>	OK _____ Pending _____	OK _____ Reject _____ NA _____
22 Validate that pipe information (length, slope, diameter, material, and pipe elevations at manholes) is present on the profiles. <i>Comment:</i>	OK _____ Pending _____	OK _____ Reject _____ NA _____
If plans are not sufficiently clear and complete the review is terminated at this point with concurrence of the project engineer.		OK _____ Terminate Review _____