

PRINCE GEORGE'S COUNTY GOVERNMENT Department of Permitting, Inspections and Enforcement (301) 883-5710

SPECIAL UTILITY PERMIT DESIGN REVIEW CHECKLIST



This checklist serves as a guide for the consultant in the preparation and for the County the review of Special Utility Plans. Any questions regarding items contained herein should be referred to the Prince George's County DPW&T for clarification. Applicable page number or section in the Utility Policy or County Code for specific design criteria are included for reference.

NOTE: PLANS SUBMITTED WITHOUT A COMPLETED CHECKLIST MAY BE RETURNED WITHOUT REVIEW

Site/Project Name:	Date:
Consultant:	Applicant:
Phone Number:	Phone Number:
Email Address:	Email Address:
Permit No:	

Consultant: Please complete the checklist below by indicating the following:

C or \checkmark = Complete or checked; X = Not Applicable; O = Outstanding, need to address

Please place the appropriate symbol in the CONSULT column. \checkmark = Complete or checked; X = Not Applicable; O = Outstanding/need to address

Item	Design Checklist Item	Reference	CONSULT	DPIE
#				
Α	COVER SHEET			
A-1	Title Block: Name of Project, Street Address, Sheet Title, DPWT			
	District, Election District, County, and State.			
A-2	Vicinity Map in upper right hand corner of sheet.			
A-3	Blank space on right hand side of each sheet for DPIE approval			
	stamps, to be applied by DPIE.			
A-4	Permittee/Applicant noted.			
A-5	Sheet Index provided.			
A-6	Permit Table completed.			
В	PLAN VIEW GENERAL			
B-1	Sheet size – No greater than $36'' \times 24''$.			
B-2	Title Block: Name of Project, Street Address, Sheet Title, DPWT District,			
	Election District, County, and State.			
B-3	North arrow and datum.			
B-4	Plans shall be at a scale of $1'' = 50'$ or $1'' = 30'$ and provide a graphic scale			
	bar.			

SPECIAL UTILITY DESIGN REVIEW CHECKLIST Page 1 of 4 Last Edited January 17, 2017

Item #	Design Checklist Item	Reference	CONSULT	DPIE
B-5	Applicant's and Permitee's company name, contact name, contact position, address, phone, fax, and e-mail			
B-6	DPIE Approval stamps – leave a 5" margin border on right side, all sheets (DPIE to apply stamps).			
B-7	Utility certification – Sealed and dated by a professional engineer. Utility			
	certification must be provided along with a schedule showing dates on			
	which coordination was done to verify existing utilities (first plan sheet).			
	UTILITY CERTIFICATION I HEREBY CERTIFY THAT THE EXISTING			
	AND/OR PROPOSED UNDERGROUND UTILITY INFORMATION SHOWN			
	HEREON HAS BEEN CORRECTLY DUPLICATED FROM UTILITY COMPANY			
	RECORDS, FURTHER, THAT THIS PROJECT HAS BEEN CAREFULLY			
	COORDINATED WITH EACH INVOLVED UTILITY COMPANY, AND ALL AVAILABLE UNDERGROUND UTILITY INFORMATION RELATIVE TO THIS			
	PLAN HAS BEEN SOLICITED FROM THEM.			
	ENGINEER'S NAME, P.E.			
B-8	Show existing, proposed and future road names in vicinity of plan.			
B-9	Limits of Department Permit – Clearly show limits of permit by cross			
B-10	hatching all areas outside of the County Maintained Right-of-Ways. All drafting symbols per Department of Environmental Resources			
D-10	Standards 1.0 and 1.1			
B-11	Minimum text size: 0.08 or 0.10 inch tall is recommended			
B-12	Property lines, Right-of-Way lines, Lot numbers and street addresses.			
B-13	Ultimate roadway width – Label the proposed AND ultimate roadway			
D 14	AND right of way width for all existing and proposed public roads.			
B-14	UTILITIES Show all existing and proposed water and sewer lines, house			
	connections and appurtenances including cathodic protection,			
	including contract numbers			
	Show all existing storm drain and stormwater management			
	lines, manholes, inlets, pipes, culverts, structures, channels,			
	and outfalls with foundations as may be appropriate,			
	including contract numbers. Show gas lines and appurtenances			
	Show electric poles, pole numbers, guy wires and poles, and			
	underground conduits.			
	Show telephone and cable poles, pole numbers, guy wires			
	amd poles, and underground conduits.			
	Show traffic control systems including but not limited to loop			
	detectors, junction boxes, signal poles, vehicle detection cameras, and controllers, including contract numbers.			
	Show any other facilities (cables, streamlines, channels,			
	bridges, fiber optic appurtenances, etc.			
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C UTILITY PLANS C1 Street names and ROW width noted. C2 Show and label right-of-way lines distinguishing between county reads and non-county reads. C3 Show/label all existing utility lines. C4 Match lines need to be coordinated with current number of sheets. C5 Mains shall be parallel to centerline/baseline of right-of-way with offset distance labeled wherever possible. C6 All piess and structures shall be a minimum of 5 feet horizontal from all other utilities and 1 foot vertical. For DPW&T appurtenances clearances shall be a ninimum of 2 feet horizontal from curb and gutter. C7 All pies and structures shall be a ninimum of 2 feet horizontal from curb and gutter. C8 Verify that no proposed appurtenance lies over or obstructs access to other utilities. C9 Appurtunances, i.e. handholes, valves, test stations, etc. shall be located a minimum of 2 feet behind the curb and gutter in a grassed area whenever possible. C10 Do not install any appurtenances within 25 feet horizontal of a bridge or oversized culvert. C13 Show/label all proposed appurtenances (including cathodic protection). C14 Crossings of roadways shall be perpendicular wherever possible abandomed mains and appurtenances shall be encover from the right-of-way. If not possible, it must be noted that abandoned mains and structures shall be filled outridy with flowable fill.	Item #	Design Checklist Item	Reference	CONSULT	DPIE
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Item #	Design Checklist Item	Reference	CONSULT	DPIE
C-27	Show/label traffic signal devices and appurtenances and note restoration needed.			
C-28	Provide chart on plans indicating restoration quantities by type in square feet.			
C-29	Show existing trees and disposition as appropriate.			
C-30	Provide details of appurtenances ensuring that all are flush mounted only.			
C-31	Add note as appropriate or provide detailed plans- Cathodic protection is not proposed herewith and is not permitted without additional review/approval.			
C-32	For any wires placed add the following note - Wires are to be bundled wherever possible and marked for location purposes.			
C-33	Provide pipe profile for any main installation and in order to more clearly define clearances as may be required.			
C-34	Profile to show existing, proposed, and ultimate pavement elevations.			
C-35	Profile to show all existing and proposed utilities with clearances measured from outside of pipes, structures, and foundations.			
C-36	Provide maintenance of traffic details or plans as per Traffic Control Checklist.			
C-37	Provide construction schedule.			
C-38	Mulitple Location Permits must be divided per DPIE Inspection Districts and cannot exceed 40 plan view sheets.			