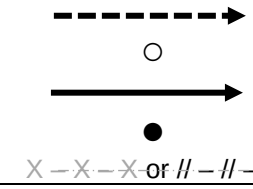
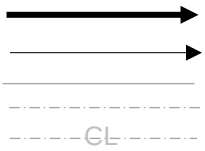
Compliance Checklist – Plan Preparation

Job Information

Application No.		**Job. No.**	
Job Engineer Name		**Date**	
Job Engineer Signature		**Stage Pre-Plan Review (PPR)**	☐ #1 Concept ☐ #2 Design & ROW ☐ #3 Plan Preparation ☐ _____

General

Topic	Requirement	
Duplicative Information Resolution	*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.* ☐ In the event of a discrepancy between graphical representation or text on the plans, I acknowledge that the order of precedence is: (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	☐ Plot size of PDF plans and Right-of-Way Exhibit is 24" x 36" ☐ 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") ☐ Sewer features and labels are easily differentiated from other features	
Line Types	☐ existing pipes: thin black dashed line ☐ existing manhole: thin black open circle, min 3/16" ☐ proposed pipes: **thick black** solid line ☐ proposed manhole: **thick black** solid circle, min 3/16" ☐ to be abandoned/removed: thin black cross-hatches	
Line Weights	☐ sewer mains: **thick black** ☐ private laterals: thin black ☐ label leaders: thin, lighter/grayscale ☐ property lines: thin, lighter/grayscale ☐ center lines (not required): thin, lighter/grayscale	

Coversheet

Topic	Requirement	Example
Title (Location top-center & large font)	☐ Sanitary Sewer Improvement Plans <Public or Private> ☐ Subdivision # if applicable; ☐ Name of Local Agency ☐ If County add "Unincorporated Area of_____" ☐ APN(s); ☐ Central San Job #	Sanitary Sewer Improvement Plans <Private or Public> Subdivision <####> <City/County> of <Name> APNs: <###-###-###, ###-###-###> Central San Job <####>
Vicinity Map	☐ at a scale locate & label site relative to major streets & local highways (+ on & off ramps)	
Project Description	☐ 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 (Engineer of Record)	☐ Name; ☐ Company Name ☐ Job Engineer's Professional Engineer's Stamp with CA license # and e-signature; ☐ Date ☐ Job Engineer's responsible charge statement below ☐ Plans do not include a copyright infringement nor proprietary disclaimer note	

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Topic	Requirement	Example
	If applicable, include: ☐ Reports: Name / Description: _____Prepared By: _____Date: _____ ☐ Calculations: Name / Description: ___ Prepared By: _____Date: _____ ☐ Inside Pipe Videos: Name / Description: ___ Prepared By: _____Date: _____ ☐ Job Engineer's responsible charge statement (below)	
Central San approval space	☐ 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. ☐ 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.	
Central San General Notes	☐ All notes below are included (Do not include more notes, unless directed to) 1. Materials and Construction Materials and construction of sanitary sewers shall conform to Central San's Standard Specifications for Design and Construction (latest edition). 2. Compaction Testing 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. Abandonments/ Removals 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. Connections of Buildings 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	☐ additional notes NOT allowed by Central San. Remove from Central San plans. ☐ 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.	
Sewer System Map	**General**	
	Depict/Show: ☐ legend; ☐ north arrow; ☐ min scale 1" = 100'; ☐ house/lot number and/or APN ☐ sewer main facilities (proposed and existing) for entire job and ultimate sewer design ☐ lateral wyes at mains (proposed and existing); ☐ property lines (proposed and existing) ☐ if multiple points of connections (POC), then show limits of sewersheds ☐ Central San STA: 0+00 at most-downstream POC, no offsets, travels upstream. (Not required for wyes on SS System Map.) ☐ Sanitary Sewer Manhole (SSHM)#s: start with 1 at most downstream structure Label: ☐ sewer main pipes with line designation, size, type (Job #) [e.g., Line B 8" PVC (5259)] ☐ 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) ☐ roadways with street name [e.g., Main Street (public)] and public or private designation	

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Point-of-Connection (POC) and Central San SS Stations

If POC is an existing SSMH:

☐ label Sta 0+00 and Central San Facility ID (Ex M5 77B4). Do not include MH height.

If POC is a new SSMH:

☐ label Sta 0+00 at POC to begin stationing on centerline of pipe

☐ label as SSMH 1 (starting with 1 at most downstream structure and use Line Designation order to label SSMHs.

☐ measured distance from nearest ex SSMH/RI (Ex M5 77B4). Do not include MH height.

SS Line Designations

☐ Start with "A" at POC. "A" to continue moving upstream with the thru condition until the Terminus SSMH or until a branch that completely severs "A". "B" is the first branch off "A". Use consecutive letters moving upstream of pipe

☐ If more than one sewer shed, then reset "A" at each POC; or ☐ N/A

☐ For large Job or complicated configurations, then discuss with Central San during compliance acceptance stage; or ☐ N/A

Lots & Laterals

Depict and provide lot information as required below:

Complied?	N/A	Description	Depict	Label/Note
		Lots		
☐	☐	adjoiner lots	ex property lines	APN
☐	☐	existing lots	ex property lines	APN
☐	☐	modified or new lots	proposed lot lines	APN, new lot # or parcel designation
		Laterals		
☐	☐	ex laterals to remain	ex/modified/new property lines & ex lateral	note: *Existing laterals to remain.*
☐	☐	reconnect existing laterals	ex/modified/new property lines & ex lateral	note: *Reconnect existing laterals.*
☐	☐	abandon existing laterals at sewer main that will not be re-used	ex/modified/new property lines & ex lateral	note: *Abandon existing lateral at existing sewer main.*
☐	☐	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.
☐	☐	clean-out	Do not depict clean-outs	N/A
		Special Considerations		
☐	☐	pumped lots	ex/modified/new property lines	existing/ proposed/future pumped lots
☐	☐	potential reimbursable lots	ex/modified/new property lines	potential reimbursable lots
☐	☐	septic conversion	ex/modified/new property lines	septic conversion lots

Pipe

☐ label existing sewer main with pipe type, size, Central San Job #	Example
☐ label proposed sewer main w/pipe type, size, SS Line Designation	Ex 8" VCP (5259) 8" SDR-26 (SS Line A)

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Benchmark Statement

Design Requirements: 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:

☐ 1st Paragraph shall state the following information:

- 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

2nd Paragraph shall be one of the following, whichever is more appropriate:

☐ 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.

☐ 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.

Sheet Index

☐ Sheet Index that complies with format below

Central San Sheet Index	
Sheet No.*	**Description**
C1.01	Central San Coversheet
C1.07	Gold Street - SS Line A (0+00 to 5+00)
C1.02	Green Street - SS Line B (0+00 to 2+46)

☐ Order the plan and profile sheets from most downstream Point of Connection (POC) to upstream

☐ Include sewer system description by SS Line Designation

☐ *A secondary numbering system that is specific to Central San is not required

☐ Detail sheets showing Central San's Standard Drawings are not required

Sanitary Sewer Schedules

☐ Sanitary Sewer Pipe Schedule that complies with format below

Sanitary Sewer Pipe Schedule (Information on profile to govern)				
Owner & Purpose	**Pipe Size**	**Pipe Material, Min Class**	**Quantity**	**Locations / Sheet #s** (If applicable)
Public Main	8-inch	PVC SDR 26	200 LF	Typical, except SS Line A (5+00 to 5+50)
Public Main	8-inch	DI, Class 52	200 LF	SS Line A (5+00 to 5+50) / Sheet C1.04
Private Lateral	4-inch	PVC SDR 26	4 EA	Lots 1 – 75, except Lots 53 / Sheet C1.06
Private Lateral	4-inch	DI, Class 52	4 EA	Lots 51-55 / Sheet C1.04

☐ Sanitary Sewer Structure Schedule that complies with format below

Sanitary Sewer Structure Schedule (Information on profile to govern)				
Owner	**Structure Type**	**DWG #**	**Quantity (EA)**	**Locations / Sheet #s** (If applicable)
Public	Standard Main Manhole	19-01	4	Typical, Except SSMH #4 & SSMH#12
Public	Standard Trunk Manhole	19-02	2	SSMH #4 / Sheet C1.05
Public	Shallow Manhole – Type 1	19-04	1	SSMH #12 / Sheet C1.02
Public	Multi-User, Low-Pressure Sewer System Manhole	24-02	1	SSMH#2/Sheet C11.03 (valves for Lots 1-4)
Public	Multi-User, Low-Pressure Sewer System Flushing Inlet	24-03	1	Upstream of SSMH #2/Sheet C11.03
Public	Multi-User, Low-Pressure Sewer System Connection @ Gravity	24-03	1	SSMH #1/Sheet C11.03

Note: do not include cleanouts

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☐ Existing Sanitary Sewer Modifications Schedule complies w/format below; or ☐ N/A

Existing Sanitary Sewer Modification Schedule
(Information on plan view or sewer system map to govern)
All Modifications per Central San Inspector's Direction[1]

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

(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.

☐ Sanitary Sewer Removal/Abandonment Schedule complies w/format below; or ☐ N/A

Sanitary Sewer Removal / Abandon Schedule
(Information on plan view or sewer system map to govern)
All Removal / Abandonments per Central San Inspector's Direction[1]

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

(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.

Variance Table

☐ Variance Table that complies with format below; or ☐ N/A; ☐ variance ID # on plan/profile

Central San Variance Table

Variance ID#	Description	Standard Spec/Dwg #	Location / Sheet #	Central San's Mitigation Measures / Approval Condition
V1	lateral slopes < 2%	4.03.A.1	Lots 51-55 Sheet C1.04	Provide min 0.011 slope, use DI, Class 52 material
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

☐ Table that complies with format below; or ☐ If no temporary land rights required, add this note: *"See separate Right-of-Way Exhibit for land rights on private property information."*

☐ 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 / temporary permits."*

Temporary Land Rights Table
Applicant and not Central San's Responsibility to Obtain/Perform

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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Potential Reimbursable Parcels	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) Does Applicant want to participate? ☐ No; ☐ Yes, then label "Potential Reimbursement" parcels on the Sewer System Map.
Septic Conversions (CCEH)	☐ 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. ☐ Label "septic conversions" parcels on the Sewer System Map.

Profile

Topic	Requirement
General	☐ Orientation: read from downstream-to-upstream and left-to-right whenever possible
Depict/Show	☐ sewer main facilities (proposed and existing) ☐ utilities crossings (proposed and existing) ☐ finished grade; ☐ rough grade (if different at time of construction than finished grade)
Label	☐ min vertical scale 1" = 4' ☐ size, type-class, length, line designation, slope "8" PVC SDR 26, 150LF, SS Line A, S=0.0077" ☐ 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. ☐ sewer main structures ☐ station, type, identifier (e.g., 0+00 Std SSMH 1) ☐ rim elevation ☐ invert elevation through, in, out or delta. ☐ If applicable at POC, "field verified". ☐ pipe deflection angle (PDA) between in/out pipes where intersection is not 90° ☐ Do not provide Lat IEs. Instead "Crown of Lateral to Match Highest Main Crown" ☐ horizontal curve: Horizontal Curve Table identifier (e.g., C3); or ☐ N/A <*note*: do not include horizontal curve data information (i.e., R, D, L)> ☐ vertical curve: ☐ station and IE for BVI (downstream), PVI (midway), EVI (upstream) ☐ slopes from EVI – PVI, PVI – EVI ☐ length ☐ utility crossings: Utility Crossing Table identifier (e.g., X1) ☐ Pothole locations: Pothole Table identifier (e.g., PH1)

Plan View

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

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