



Water Review Checklist

Project Name

Applicant

Project Number

Date of Application

Instructions: Please review all of the following checklist items and fill out the Water Review Checklist as it applies to the above referenced project. Click on the arrow next to the drop down and select an applicable answer. A comment will be generated if the selected answer does not follow Citizens standards. If a comment is generated, please refer to the [Citizens Water Standards Manual](#) and the references below to make the appropriate changes to the plan set prior to submittal to a Citizens' plan reviewer.

Review Checklist Item

Comment

Reference

Pipelines in the Area?

[Use pipeline map to determine location of nearby pipelines](#)

Frontage Covered?

At least one entire frontage of development must be covered

Subsequent connector fees owed?

Connections to developer installed sanitary mains within the last 10 years are subject to fees

Variance request required?

Unusual designs or requests that do not meet standards may need variance requests

Unusual construction?

Unusual construction requires additional REACH review

Contract Documents

Public Main?

Citizens Water Standards Manual section 4.03.B.1.f

Upsizing required?

Plan Review Documents

Hydraulic analysis form missing?

Citizens Water Standards Manual section 4.03.A.1.e

NOI missing?

Citizens Water Standards Manual section 4.03.B.1.f.iv

Incorrect values used on NOI?

Situation plan missing?

Citizens Water Standards Manual section 4.03.B.1.b

Situation plan incorrect?

AutoCAD missing?

Citizens Water Standards Manual section 4.03.A.1.f

AutoCAD PIDs incorrect?

AutoCAD not in State Plane Coordinates (East Zone)?

Overall development plan missing?

Citizens Water Standards Manual section 4.03.A.1.a (Typically only for section1)

Preliminary plat missing?

Citizens Water Standards Manual section 4.03.A.1.c

Plan incomplete?

Citizens Water Standards Manual section 4.03.A.1.d

Cover Sheet

Cover sheet missing?

Project name missing?

Site location map missing?

Sheet index missing?

Engineering firm's contact information missing?

Developer's contact information missing?

Citizens' contact information incorrect/missing?

Brad Hostetter should be listed as the Citizens utility contact

Plans unsigned/unstamped?

Water Plan Sheets

North arrow missing?

North arrow pointing wrong direction?

Vertical scale missing?

Vertical scale incorrect?

Horizontal scale missing?

Horizontal scale incorrect?

Right-of-way not dimensioned or labeled?

Streets not dimensioned or labeled?

Water Plan Sheets	Comment	Reference
Legend drawing block incorrect?		
Citizens Water Project Legend missing?		
Citizens Water Project Legend incorrect?		
Project information block missing?		
Project information block incorrect?		
Typical street cross section missing?		
811 Logo missing?		
Sheet matchlines missing?		
Sheet matchlines incorrect?		
Standard notes missing?		
Standard notes incorrect?		
Profile sheets missing?		Citizens Water Standards Manual section 2.03.B (Required for mains 16" and larger, railroad and stream crossings, and when grade changes +/-1")
Air relief valves missing?		Citizens Water Standards Manual section 2.03.K (Required when profile sheets are required)
Other utilities missing?		
Water project connecting to not labeled with job number and size?		
Utilities shown incorrectly?		
Separation not met?		Citizens Water Standards Manual section 2.03.A (18" vertical, 10' horizontal, 3' for telephone, gas, electric cable per Detail A)
Crossing angle not met?		45 degree minimum angle
Contours not shown?		
Property lines not shown?		
Lot numbers missing?		
Neighboring parcel addresses/ numbers missing?		
Existing building footprints missing?		
Project boundary missing?		
Section/Phase division lines missing?		
Common areas not labeled?		
Pipe too small?		
Pipe material incorrect?		
Pipe other than HDPE used on cul-de-sac?		
Cul-de-sac wrapped less than 75%?		
More than 5 lots on 3" main?		Citizens Water Standards Manual section 2.03.B (3" main must be less than 300')
Hydrant more than 150' from back of cul-de-sac?		Citizens Water Standards Manual section 2.03.G
Blowoff missing at end of 3" main?		
Meter pit types (single vs. double) not labeled?		
Water service line provided for each lot?		
Meter pit location incorrect?		
Service lines too big?		
Service lines too small?		
Service line material incorrect?		
Lowerings not labeled?		
Lowering table and detail not provided?		

Water Plan Sheets

Comment

Reference

Ductile not used on lowerings?

Hydrant spacing incorrect?

Citizens Water Standards Manual section 2.03.G

Hydrants not located on lot lines or in common areas?

Citizens Water Standards Manual section 2.03.G

Hydrants not numbered?

Hydrants incorrect type?

Citizens Water Standards Manual section 7.07

Fittings not labeled?

Valve locations incorrect?

Valves missing?

Citizens Water Standards Manual section 2.03.C

Full depth granular backfill not shown?

Pipe too deep?

See Detail A (72" cover or lowering required)

Pipe too shallow?

See Detail A (54" minimum cover)

Main location incorrect?

Citizens Water Standards Manual section 2.03.B
Behind back of curb

Easement not shown?

Easement too small?

Plug missing?

Citizens Water Standards Manual section 2.03.H
(Required at end of proposed project)

Proposed driveway locations missing?

Water Standard Details

Details not current?

A (Water and Sewer Separation)

A.1 (Backfill Requirements)

A.2 (Thrust Blocking)

B (Standard Hydrant 12" or Larger)

C (Standard Hydrant 6" or 8")

D (Cul-De-Sac and Hydrant)

E (Cul-De-Sac and Hydrant at Intersection)

F (Standard Valve Placement)

G (Valve Box and Cover)

H (Channel Crossing)

H.2 (Watermain Lowering)

I (Boring)

J (Blow-offs 8" or Smaller)

K (Blow-offs 12" or Larger)

N (Service Line Swing Joint)

O (Restrains)

O.1 (Vehicle Protection for Hydrants)

Q (Main Between Properties)

T (Single Meter Pit)

T.1 (Single Meter Pit)

T.2 (Double Meter Pit)

U (Water Stop)

Z (Single Meter)

Z.1 (Dual Meter)