City of West Palm Beach

Engineering Services Department

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ENGINEERING SERVICES DEPARTMENT
PLAN SUBMITTAL CHECKLIST

Ver. 10-02

	Shown	Not Shown	Not Applicable
COVER SHEET			
Date	____	____	____
Project Plan Title	____	____	____
Title Vertical	____	____	____
Legal Description	____	____	____
Vicinity Map	____	____	____
Engineer, Surveyor, Owner Information	____	____	____
City Approval Signature Block	____	____	____
Sheet Index	____	____	____
TITLE BLOCK ON ALL SHEETS			
Date	____	____	____
Legal Description	____	____	____
Project Title	____	____	____
Sheet Title	____	____	____
Sheet Number __ of __	____	____	____
Engineer's Information	____	____	____
Engineer's Seal, Signature & Date	____	____	____
City Approval Signature Block	____	____	____
Revisions Block	____	____	____
CONSTRUCTION PLANS CONTENT			
All Plan Sheets 24" x 36"	____	____	____
Cover Sheet	____	____	____
Proposed or Final Plat Map	____	____	____
Site Plan	____	____	____
Demolition Plan	____	____	____
Topography / Grading Plan	____	____	____
Storm Water Pollution Prevention Plan	____	____	____
Utility Plan and Profiles	____	____	____
Drainage Area Map / Storm Drainage Plan	____	____	____
Hydraulic Calculations	____	____	____
Paving Plan and Profiles	____	____	____
Traffic Control Plan	____	____	____
Lighting Plan	____	____	____
Landscape Plan	____	____	____
Irrigation Plan	____	____	____
Details Sheets	____	____	____
General Notes	____	____	____
Summary of Quantities	____	____	____

	Shown	Not Shown	Not Applicable
PLAT / EASEMENTS			
Proposed Plat or Plat of Record	____	____	____
Proposed Easements or Recorded Easements (Existing and New)	____	____	____
Proposed Right-of-way Abandonment / Creation	____	____	____
SITE PLAN (Show all site plan elements for both existing and proposed)			
North Arrow and Scale	____	____	____
Project Parcel Size (Acres to Nearest Tenth)	____	____	____
Setbacks	____	____	____
Contours	____	____	____
Limits of Construction	____	____	____
Buildings / Structural Elements	____	____	____
Building Addresses	____	____	____
Curb	____	____	____
Edge of Pavement	____	____	____
Driveways	____	____	____
Streets	____	____	____
Alleys	____	____	____
Parking Stall / Area / Lot	____	____	____
Sidewalk	____	____	____
Signage	____	____	____
Easements	____	____	____
Public Right-of-Way	____	____	____
Water Bodies	____	____	____
Open Space or Public Park Area	____	____	____
Landscape Buffers	____	____	____
Natural Area and Wetlands	____	____	____
Benchmark	____	____	____
Property Lines	____	____	____
Site Phasing	____	____	____
Temporary Site Access Points	____	____	____
Location and Screening of All Trash Receptacles	____	____	____
Tree Relocation Schedule and Tree Protection	____	____	____
Public Transportation Facilities (Bus Stops, Shelters, Etc.)	____	____	____
DEMOLITION PLAN			
Site Plan Layout Depicting Demolition and Clearing Work Limits	____	____	____
Identify Existing Structures, Utilities, and Vegetation to be Cleared	____	____	____
Identify Temporary Demolition Work Site Access	____	____	____
Identify Utility Disconnects Associated with Demolition Work	____	____	____
Identify Possible Hazardous Waste Material Exposed During Work	____	____	____
TOPOGRAPHY /GRADING PLAN			
North Arrow and Scale	____	____	____
Property Lines	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Existing and Proposed Topography Contours	____	____	____
Proposed Spot Elevations	____	____	____
Proposed Finished Floor Elevations	____	____	____
Benchmarks	____	____	____
Show All Existing Above Ground Elements	____	____	____

	Shown	Not Shown	Not Applicable
STORM WATER POLLUTION PREVENTION PLAN			
North Arrow & Scale	____	____	____
Property Lines	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Site Plan Layout	____	____	____
Identify Temporary Site Access Points	____	____	____
Identify On-Site and Immediately Adjacent Water-Bodies	____	____	____
Identify Proposed Erosion Control BMP's	____	____	____
Indicate Phasing	____	____	____
UTILITY PLAN (Show all utility plan elements for both existing and proposed)			
North Arrow and Scale	____	____	____
Utility Easements (Existing and Proposed)	____	____	____
Property Lines	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Water: (Plan and Profile) (Includes Fire Line)			
Water Main Locations, Materials, and Sizes	____	____	____
Water Main Stationing (Proposed Only)	____	____	____
Water Main Fittings (Proposed Only)	____	____	____
Water Services and Sizes	____	____	____
Water Construction Sample Points (Proposed Only)	____	____	____
Water Shutoff Valves	____	____	____
Backflow Preventer(s)	____	____	____
Water ARV's	____	____	____
Fire Hydrants	____	____	____
Wells (Irrigation and Potable)	____	____	____
Booster Pumps (Irrigation and Potable)	____	____	____
Sanitary Sewer: (Plan and Profile)			
Sewer Main Locations, Materials, and Sizes	____	____	____
Sewer Main Stationing (Proposed Only)	____	____	____
Sewer Line Fittings (Proposed Only)	____	____	____
Sewer Service Laterals and Sizes	____	____	____
Backwater Valves	____	____	____
Grease/Sand/Oil Separator	____	____	____
Manholes	____	____	____
Cleanouts	____	____	____
Sewer ARV's	____	____	____
Lift Station	____	____	____
Other Utilities: (Plan and Profile)			
Main, Conduit, Lines	____	____	____
Service Lines and Sizes	____	____	____
Manholes	____	____	____
Control Valves	____	____	____
Handholds	____	____	____
Poles	____	____	____
Cabinets	____	____	____
Duct Banks	____	____	____

	Shown	Not Shown	Not Applicable
UTILITY PLAN, CONTINUED (Show all utility plan elements for both existing and proposed)			
Profile View:			
Top and Bottom of Pipe or Conduit	____	____	____
Existing and Proposed Finished Grade Elevations (Centerline)	____	____	____
Pipe Size and Material	____	____	____
Stationing	____	____	____
Vertical Alignment Data	____	____	____
Utility Conflicts (Palm Beach County Health Department Criteria)	____	____	____
Rim Elevations	____	____	____
Flowline Elevations (50' Intervals)	____	____	____
Manhole Invert Elevations	____	____	____
Pipe Length	____	____	____
Pipe Slope (Sanitary Sewer)	____	____	____
Utility Service Lines	____	____	____
Utility Valves	____	____	____
DRAINAGE AREA MAP / STORM DRAINAGE PLAN			
Area Map:			
North Arrow and Scale	____	____	____
Drainage Easements (Existing and Proposed)	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Property Lines	____	____	____
Drainage Area (Acres)	____	____	____
Existing and Proposed Contours	____	____	____
Proposed Spot Elevations	____	____	____
Flow Arrows (Perpendicular to Contours)	____	____	____
Drainage Area Designation	____	____	____
Storm Drain Pipes (Existing and Proposed)	____	____	____
Storm Drain Manholes and Structures (Existing and Proposed)	____	____	____
Buildings (Existing and Proposed)	____	____	____
Water Bodies (Existing and Proposed)	____	____	____
Drainage Easement (Existing and Proposed)	____	____	____
All Paved or Impervious Areas	____	____	____
Storm Drain Discharge Location	____	____	____
Storm Drain Pipe Materials and Sizes	____	____	____
Area Map Calculations:			
Watershed Calculations for 5, 10, 25, 50, and 100 Year Storms	____	____	____
(Design Criteria and Cumulative)	____	____	____
Drainage Area (Acres)	____	____	____
Times of Concentration (Minutes)	____	____	____
Runoff Coefficients	____	____	____
Intensities (Inches / Hour)	____	____	____
Runoff Quantities (Cfs)	____	____	____
Total Pervious to Impervious Area	____	____	____
Profile View:			
Top and Bottom of Pipe	____	____	____
Existing and Proposed Finished Grade Elevations (Centerline)	____	____	____
Pipe Size and Material	____	____	____
Stationing	____	____	____
Vertical Alignment Data	____	____	____

	Shown	Not Shown	Not Applicable
DRAINAGE AREA MAP, CONTINUED			
Utility Conflicts (Palm Beach County Health Department Criteria)	____	____	____
Rim Elevations	____	____	____
Flowline Elevations (50' Intervals)	____	____	____
Manhole Invert Elevations	____	____	____
Pipe Length	____	____	____
Pipe Slope	____	____	____
HYDRAULIC CALCULATIONS			
Pipe Lengths and Sizes	____	____	____
Drainage Area (Acres)	____	____	____
Provide total site pervious and impervious area (Sq.Ft)	____	____	____
Runoff Coefficients	____	____	____
Times of Concentration (Minutes)	____	____	____
Design Discharges	____	____	____
Intensities (Inches / Hour)	____	____	____
Design Storm Frequency	____	____	____
Head Losses	____	____	____
Loss Coefficients	____	____	____
Frictional Gradients	____	____	____
Inlet Calculations for Design Storm Events	____	____	____
Gutter Capacity	____	____	____
Inlet Type and Size	____	____	____
Approach Slope	____	____	____
Runoff Intercepted (Cfs)	____	____	____
Bypass Flow	____	____	____
Street and Right-of-Way Capacity	____	____	____
PAVING PLAN			
North Arrow & Scale	____	____	____
Property Lines	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Public Right-of-Way or Streets:			
Plan View:			
Back of Curb and Right-of-Way Lines	____	____	____
Right-of-Way / Pavement Widths	____	____	____
Driveways / Median Islands	____	____	____
Centerlines	____	____	____
Stationing	____	____	____
Alignment Data (Bearing, Distance, Curve Data, etc.)	____	____	____
Intersections / Curb Return Radii	____	____	____
Easements	____	____	____
Sidewalk	____	____	____
Public ROW Parking Stalls / Loading Zones	____	____	____
Curb Inlets	____	____	____
Manholes and Structures	____	____	____
Benchmarks	____	____	____
Utility Valves	____	____	____
Rim Elevations	____	____	____
Curb Cuts	____	____	____
Traffic Control Paint / Theromplastic Layout	____	____	____

	Shown	Not Shown	Not Applicable
PAVING PLAN, CONTINUED			
Profile View:			
Existing Right-of-Way Elevations	____	____	____
Existing Centerline Elevation	____	____	____
Proposed Top of Curb Elevation (50' Intervals)	____	____	____
Proposed Top of Roadway Elevation (50' Intervals)	____	____	____
Curb Return and PI Elevations	____	____	____
Stationing	____	____	____
Vertical Alignment Data	____	____	____
Rim Elevations	____	____	____
Private Parking Areas:	____	____	____
All parking spaces designated (Including bicycle parking)	____	____	____
Identify parking spaces by sequential number	____	____	____
Identify location of handicapped parking stalls and access routes	____	____	____
Identify loading zones and pedestrian crosswalks	____	____	____
Identify surface material by name. (Asphalt, brick, concrete, etc.)	____	____	____
Identify traffic circulation with pavement marking and traffic controls	____	____	____
Traffic Control Paint / Theromplastic Layout	____	____	____
TRAFFIC CONTROL			
Traffic Study (As Required by the City Traffic Engineer)	____	____	____
Traffic Control Plan (Required MOT for All Work Proposed to Impact Traffic)	____	____	____
LIGHTING PLAN			
North Arrow & Scale	____	____	____
Property Lines	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Plan View:			
Pole Location	____	____	____
Handhold Location	____	____	____
Electrical Service Panel Location	____	____	____
Conduit (Size and Material)	____	____	____
Wiring	____	____	____
Photometric Layout	____	____	____
Profile View:			
Pole Location	____	____	____
Handhold Location	____	____	____
Electrical Service Panel Location	____	____	____
Conduit (Size and Material)	____	____	____
LANDSCAPE PLAN			
Plans Prepared and Sealed by Registered Landscape Architect	____	____	____
Ghost All Underground Utilities	____	____	____
North Arrow & Scale	____	____	____
Property Lines	____	____	____
Proposed Material Quantity Legend and Tabulation	____	____	____
Legend of Landscape Material by Botanical and Common Names (Must include height, spread, spacing, caliper, etc.)	____	____	____
Easements	____	____	____
Identify existing or proposed fenceing, walls, etc.	____	____	____
Right-of-Way Lines	____	____	____

	Shown	Not Shown	Not Applicable
LANDSCAPE PLAN, CONTINUED			
Location of All Overhead Utility Lines	____	____	____
Existing Structure Locations	____	____	____
Location of Existing Trees and Landscape Material	____	____	____
Indicate Landscape Material Plan (Remove, Relocate, Proposed, Etc.)	____	____	____
Indicate All Landscape Material with Adjacent Overhang of the Site	____	____	____
Location and Screening Landscape Material of All Trash Dumpsters	____	____	____
Tree Preservation Plan	____	____	____
Proposed Plant Material Not Listed as Invasive Species (Florida Exotic Pest Plant Council - PBC Invasive Species Listing)	____	____	____
Vehicular / Pedestrian Sight Triangles	____	____	____
Identify refuse contain location, including pad, fencing, and screening landscape.	____	____	____
IRRIGATION PLAN (Plan and Profile)			
Irrigation Main Locations and Sizes	____	____	____
Irrigation Main Stationing (Proposed Only)	____	____	____
Irrigation Main Fittings (Proposed Only)	____	____	____
Irrigation Branch Lines and Sizes	____	____	____
Irrigation Shutoff Valves	____	____	____
Irrigation Conduit (Size and Material)	____	____	____
Irrigation Handholds and Valve Boxes	____	____	____
Irrigation Backflow Preventer	____	____	____
Irrigation Controller	____	____	____
Wiring	____	____	____
Electrical Service Panel	____	____	____
Wells (Irrigation and Potable)	____	____	____
Booster Pumps (Irrigation and Potable)	____	____	____
DETAILS			
City of West Palm Beach Standard Details	____	____	____

The Engineering Services Department Plan Submittal Checklist is intended as a guide in the development and submission of construction plans for review. The checklist is a summary of standards and requirements for site development, but may not include all conditions applicable to a particular site.