



KIVA/Project #: _____ Project Name: _____

Reviewed By _____ Phone: _____ Date: _____

Engineer: _____ Phone: _____

This checklist provides additional requirements for plans that will be designated to the Water Services Department for plan review and approval. Such plans are specifically for water and sewer main extension larger than 12-inch pipe, projects outside the City of Phoenix limits, and for main extensions that are City of Phoenix public funded projects.

This checklist shall be used concurrently with the checklists that are provided by the Planning & Development Department (P&D). The following are checklists that can be obtained from the P&D website:

- Water Main Plan (12" lines and Smaller")
- Sewer Main Plan
- Water Main Vertical Realignment (DCE-D01)
- Public Fire hydrant Plan
- Offsite Fire line Plan
- Manhole, Gravity Tap (S-512)
- Manhole Pressure Tap (S-511)

P&D's web link for checklists listed above: <http://phoenix.gov/development/siteandcivil/civil/index.html>

Please complete and return this checklist and the check prints with your next submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Engineer of record (**ENG**) must fill out boxes in the first column as either (Addressed) or (Not Applicable). Civil plan reviewer (**RVW**) shall check the second column as (Required) when requirements have not been properly addressed.

COVER SHEET REQUIREMENTS

- | | | |
|--------------------------|--------------------------|---|
| ENG | RVW | |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide applicable processing numbers including: KIVA# , WSPR # , and City Quarter Section Number in lower right corner. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a title block with City Bird Decal, City project name, project number and address of project. (Required For City Projects only) |

All plans approved by WSD must have a WSD signature block. Use only one of the following:

- Signature Approval Block for Private Development Projects- Water or Sewer Plans.**
(In lower right-hand corner)

APPROVED FOR:
THE CITY OF PHOENIX

COUNTY HEALTH DELEGATE
WATER SERVICES DEPARTMENT

DATE

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ENG RVW

- Signature Approval Blocks for City Projects – Water or Sewer Plans.**
(In lower right-hand corner)

APPROVED FOR:
THE CITY OF PHOENIX

WATER SERVICES DEPARTMENT

DATE

APPROVED FOR:
THE CITY OF PHOENIX

MARICOPA COUNTY HEALTH DELEGATE

DATE

- Signature Approval Block for Fire Hydrants and Fire line Plans. (Private Development and City Projects)**

APPROVED FOR:
THE CITY OF PHOENIX

WATER SERVICES DEPARTMENT

DATE

Other Signature Block Requirements for Fire line Plans

- For public schools, a separate signature block/approval will be required from the State Fire Marshall.
- For parcels within Paradise Valley, a separate signature block will be required from Town of Paradise Valley Fire Marshall.
- For parcels in County areas, a separate signature block will be required from Rural Metro Fire, State Fire Marshall or designated Fire authority.

INSPECTION BLOCK

- Provide Inspection Block to Water and Sewer Plans (near As-built Certification block)

COP Inspection Stamp

City Project Manager _____

City Inspector _____

Contractor _____

Date of Final Completion _____

Manufacture/Type of Valves _____ *** Add for Water Pipe 16-inch and larger

Type of Pipe Installed _____ ***Add for Pipe 16-inch and larger

ADDITIONAL WATER NOTES (USE ONLY THAT APPLY TO THE PROJECT)

- (For City Projects Only)
City of Phoenix Inspection Staff shall be notified 48 hours before any construction begins, telephone (602) ____-____.
- For 16-inch water mains designated as a distribution main and not a transmission main, add a note to the cover sheet to indicate the purpose of the main; "This main is designated as a distribution main and shall be used for domestic and fire connections".

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- (Applies to Projects that are not in city right-of-way and within another jurisdiction, i.e., County, P.V.) Contractor must obtain permits from Town of Paradise Valley and City of Phoenix prior to start of construction. Right-of-way permit shall be issued by the Town of Paradise Valley and permit for inspection of water main to be issued by City of Phoenix, Planning and Development Department. (Change this note as needed to reflect the proper jurisdiction and the type of plan being permitted, i.e. water, sewer, fire hydrant, etc.)

- (Applies to Transmission water mains- pipe 16" and larger) Minimum depth of cover on transmission main is 6.5 ft (top of pipe). Follow slopes and inverts as shown on plan and maintain minimum depth. If any deviation from plan is required contractor must contact the Engineer to determine any revisions needed prior to proceeding.

- (Applies to Transmission water mains- pipe 16" and larger) Per MAG Section 630, the contractor shall furnish shop drawings and technical data required for evaluating and approval of each type of valve, tapping sleeve and valve and butterfly valve. Shop drawings must be submitted to Water Services after the engineer of record has provided their recommendation or approval.

- (Applies to fire hydrants on transmission water mains) Fire hydrant bonnet to be painted black per Phoenix Fire Code Article 9, Revised, 903.4.4.3 since this is a dewatering or air release point.

- (Applies to fire hydrants on transmission water mains) Two water valves are required for fire hydrant connections; one valve near the main and one valve near the fire hydrant.

- (Applies to Transmission water mains- pipe 16" and larger) For shutdowns necessary to accomplish approved work, the request for shutdown shall be addressed at the project pre-construction meeting, with the contractor continually providing schedule updates as construction progresses. The form to request a shutdown can be obtained by the City Project Manager. The contractor shall initiate a written shutdown request early in the project and provide a copy of the current construction schedule. Each shutdown request shall specify the location, size of water main, date and time, and the duration. Written notification will be given to the contractor once the shutdown schedule is approved. Any subsequent schedule revisions requested by the contractor must also be in writing.

A limited shutdown of the involved water main will be allowed only between October 15th and April 15th, and not during canal outages or other work occurring in that part of the system. The maximum allowable shutdown period will be determined by the Water Services Department.

Once the existing water pipe is cut, it shall be the contractor's responsibility to keep the pipe clean and free of dirt and debris by capping the ends until the final connections can be completed. Prior to the Final Connections, the existing pipe shall be swabbed with a minimum 50 PPM Chlorine solution for a distance of 1-foot from the opening. The contractor shall be responsible for providing negative bacteriological results prior to the line being returned to service.

The contractor shall be responsible for maintaining accessibility to the valve operating nut for all valves, within the project boundaries. Failure to maintain accessibility to valves shall be cause for canceling the shutdown and the contractor must properly request a schedule revision.

The Water Services Department is indemnified for any and all resultant costs incurred by the contractor such as, but not limited to traffic control, delays, loss of incentives, standby and penalties if the contractor did not properly request a shutdown; or failed to maintain accessibility to valves; or on the scheduled date work had not progressed to the point at which the shutdown was needed.

- Distribution Water Main Shutdown (Applies to pipe 12-inch and Smaller) – For Shutdowns necessary to accomplish approved work, the contractor shall contact the project inspector early in the project to coordinate a shutdown with the Water Services Department, Field Distribution & Collections staff. The contractor shall have all materials and equipment on the project site to complete the connection(s) prior to the shutdown.

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Once the existing water pipe is cut, it shall be the contractor's responsibility to keep the pipe clean and free of dirt and debris by capping the ends until the final connections can be completed. Prior to the final connections, the existing pipe shall be swabbed with a minimum 50 PPM Chlorine solution for a distance of 10 feet from the opening.

The contractor shall be responsible for maintaining the accessibility to the valve operating nut for all valves, within the shutdown boundaries. Failure to maintain accessibility to valves shall be cause for canceling the shutdown and the contractor must properly request a schedule revision.

The Water Services Department is indemnified for any and all resultant costs incurred by the contractor such as, but not limited to traffic control, delays, loss of incentives, standby and penalties if the contractor did not properly request a shutdown; or failed to maintain accessibility to valves; or on the scheduled date work had not progressed to the point at which the shutdown was needed.

ENG RVW

- Fire Hydrant Removal – After acceptance of the new waterline and new fire hydrants, the contractor shall remove, salvage, and deliver to the City of Phoenix Yard, all existing fire hydrant assemblies as indicated on the approved plans (this includes backfilling and compacting the void with ABC).
- Valve Box Removal – After acceptance of the new waterlines, fire hydrants and service connections the contractor shall shut the valve, remove the box and cover, backfill and compact the void with ABC as applicable, cover with 2-inch AC (C $\frac{3}{4}$) pavement, or as required to match existing ground.
- The construction on this project shall be coordinated with Project# provide project#.
- Cut and Plug – The contractor shall cut and plug existing waterlines as noted on the approved plans, after all existing water services have been tied over to the new waterline.
- Swing Connections – After the new waterline is accepted for service, the contractor shall make "Swing Connections" to existing waterlines as indicated on the approved plans. "Swing Connections" shall include all piping and appurtenances (offsets, bends, etc.) required to effect a connection.
- Water Services- The contractor shall replace existing water services as indicated on the approved plans with new service pipe and curb stop for the relocated existing water meters. (All service connections must be at minimum 1-inch. For 3 / 4 –inch meters, a 3 / 4-inch reducer must be installed to accommodate the meter). S
- Meter and Box – The contractor shall relocate the existing meters and meter boxes, and connect them as indicated on the approved plans after the new waterline has been accepted for service.
- New water meters and services will be installed after the contractor makes proper application and pays the prevailing fees. Application and payment of fees can be made at the following address: City of Phoenix, Water Services Department, Infrastructure Record Services Division, 200 West Washington Street, 8th Floor, Phoenix, AZ 85003.

ITEMS REQUIRED BEFORE FINAL APPROVAL:

- For City Projects with water or sewer main extensions will require a plan review and approval submittal to the Maricopa County Environmental Services Department. This approval provides an Approval of Construction. The county's form, "Application for Approval of Construction" must be prepared and signed by the Water Services Department Designee.

REQUIRED BEFORE FINAL PERMIT ISSUANCE

- For all private development water/sewer plans that are outside of the City of Phoenix right-of-way (i.e. Town of Paradise Valley or County right-of-way), the contractor must obtain a separate permit from its proper jurisdiction.