



Athens-Clarke County
Public Utilities Department
Construction Plans Review Checklist



Plans Review Checklist	OK	Absent
1) Cover Sheet		
2) Legend / Index description & FIRM Panel		
3) Location map		
4) Developers' information including email		
5) Engineer's address, number, and email		
6) Engineer's signed stamp on all utility sheets		
7) 24 hr. contact information		
8) PUD standard water & sanitary sewer notes		
9) NPDES certification - 1 acre or above w/ LDA Permit		
10) Wetland certification		
11) Overall utility plan w/ grid north arrow		
12) Utility plans w/ match lines if required		
13) Flood Plain shown w/ all buffers		
14) Existing utilities w/ elevation if applicable (fire hydrants, meters, manhole tops & inverts)		
15) Existing easements or private lines		
16) Property lines w/ adjacent owners names		
17) Existing and proposed right of way (if applicable)		
18) Existing buildings or structures shown		
19) Proposed building or structures w/ finish floor elevations shown		



Athens-Clarke County
Public Utilities Department
Construction Plans Review Checklist



20) Proposed tapping sleeve & valve label w/ (size, forward or back tap, open cut or bore, ACCPW &/or GDOT permit required)		
21) Casing material, wall thickness, length, and diameter labeled		
22) Bends, tees, fire hydrant leads labeled		
23) Fire hydrant at every intersection		
24) Gate valves at every intersection rodded to Tee		
25) 300' maximum between fire hydrants in industrial & commercial developments (additional hydrants may be required to serve all buildings)		
26) 600' maximum between fire hydrants on rural roads and subdivisions		
27) 20' water & or sewer line easement shown & 30' combined		
28) 10' horizontal separation from permanent structures, trees, and other utilities		
29) 18" minimum vertical separation when crossing another utility (crossings with less than 18" of separation shall be DIP between manholes)		
30) Water crossings located above sanitary sewer (water crossings below sanitary sewer shall be DIP and encased in concrete)		
31) Water service standard 5' from property line, 2' inside right of way, behind sidewalk		
32) $\frac{3}{4}$ " – 1" meters taps labeled as direct tap with K copper & curb stop. Flare X IP Threads		
33) $1\frac{1}{2}$ " - 2" meter taps labeled as double strap saddle w/ K copper & curb stop. Flare X Flange		
34) Meters shown in ROW or inside easement w/ backflow shown outside of the ROW or easement		



Athens-Clarke County
Public Utilities Department
Construction Plans Review Checklist



35) Isolation valve shown 1' inside ROW or easement before backflow vault shown outside the ROW or easement w/ fire department connection and PIV		
36) Backflow vault shown to scale on plan view		
37) Water line details		
38) Sewer line size shown on plan view		
39) Sewer line labeled public or private (If public, 20' easement shown)		
40) Profile for proposed sanitary sewer		
41) Profile shows existing ground elevation and proposed finish elevation		
42) Minimum and maximum sanitary sewer grades not exceeded (8" sanitary sewer min % of fall .50% and 15% max)		
43) Manhole label ID on plan view sheet match profile sheet		
44) Profile manholes have (ID, station, manhole top elevation, existing invert elevations, proposed invert in & invert out elevations)		
45) Profiles show any utility crossings found on plan view sheet		
46) Sewer line profile labeled w/ footage, pipe size, pipe type (DIP or SDR 26), and length of pipe between manholes w/ % of fall shown		
47) Any section 1% or less is labeled type 3 bedding		
48) Any section w/ an outside drop is label DIP from manhole to manhole. Outside Drop must use Mega Lugs		
49) Maximum inside drop is 2' from invert out elevation		



Athens-Clarke County
Public Utilities Department
Construction Plans Review Checklist



50) Manhole inverts up to 12" have a minimum of 0.2-ft fall from invert in to invert out		
51) Sewer lines w/ less than 4' or more than 15' of cover are label DIP		
52) 4" services going into the sewer main are at 90-degree angle		
53) 6" services tie into ACC manholes		
54) Services going into the manholes are shown w/ the flow		
55) Sewer service standard is 20' from the low end of the lot		
56) Aerial sanitary sewer crossings have a pier and design detail		
57) Sanitary sewer details		
58) Verify no landfill on site		
59) Manhole spacing on sewers 8" to 12"- 400' max, 15" to 18" – 450' max, 21" & up – 500' max.		