



**WASHINGTON COUNTY DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT
TRANSMITTAL/SUBMITTAL CHECKLIST**

Date submitted to Planning: _____ Date received@WCDWQ: _____

Project Name: _____

Owner/Developer's Name: _____ Phone: (____) _____

Owner/Developer's Address: _____

Design Firm: _____

Contact Person: _____ Phone: (____) _____

E-Mail Address: _____

Design Firm Address: _____

Schedule of Fees

- One/two lot simplified subdivision plat \$ 25.00
- Multiple lot (more than two) subdivision \$ 25.00
Development plan or preliminary (per drawing)
- Multiple lot subdivision combined \$ 100.00
Preliminary/Final (per drawing)
- Multiple lot subdivision – final plat(s) \$ 25.00
Development plan or preliminary (per set of drawings)
- Architectural/Technical \$ 150.00
(per drawing)

CHECKLIST REVIEW FORM

Review fees along with completed transmittal sheet must be paid directly to the **Department of Environmental Management**. Additional review fee amount, if applicable, will be collected prior to approval.

Two (2) copies of site plan/preliminary plat/development plan. Maximum drawing size shall be 24"x36". All plans shall be folded with title showing.

Signature blocks must be included on all applicable pages.

Plane datum and bench marks

Datum equality for tie-in to existing type system

Manhole numbering (as assigned/issued by WCDEM)

Manhole locations from baselines or structures

Lot numbers in new developments (must be consecutive)

Basement or first floor elevations

Individual stationing for proposed system(s)

System line sizes, slopes and/or depths, according to type system
(gravity sewer, pressure sewer, water)

Adequate Easements

Access to manholes etc. for maintenance

Manhole rim elevations in paved areas

Protection of existing downstream facilities during construction

Service line sizes, types and termination points for type system

Instructions for connecting to existing facilities

Instructions for abandoning existing facilities

Scale and North arrow

Contract Number (assigned/issued by WCDWQ)

Overall drawing showing entire water/sewer system on one page

General Notes:

- A. Reference to WCDWQ Standard Specifications
- B. Rim elevations adjustments
- C. Datum reference
- D. All manholes located in the paving shall have beveled grade rings installed to match the roadway cross slope.
- E. Care must be taken when laying out the sewer, the consultant must design the system in such a manner as to eliminate having manholes located in the drive lanes of the roadway
- F. Any project that requires a permit from MDE will not be approved until MDE has approved the project and issued a permit

Location plan

Statement on disposition of sewage or reference to previous contract and/or permit applicable to existing sewers at connection point.

Sewer and/or water appurtenance modification details

Surface drainage at manholes and other appurtenances

All required information to install sanitary sewer and/or water shown on construction plans

All match lines shall be easily identifiable