



**KIVA #:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Professional Engineer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

The purpose of this checklist is to offer comments on plan design for the abandonment/removal of water and/or sewer mains from public right-of-way and easements and to set the minimum submittal requirements for water and/or sewer main abandonment plans. The source of water and/or sewer main abandonment code and design policy is the Water Services Department Design Standards Manual for Water and Wastewater Systems.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for the abandonment of public water and sewer mains in the public right-of-way and public water and sewer easements. Plan approval and issuing permits depends on compliance with the comments made on the check prints and this checklist. The professional engineer of record shall satisfy themselves of the completeness and accuracy of the design.

A completed checklist must be attached to the water and/or sewer main abandonment plans when submitted for first review. The following Certification Statement must be signed by the Professional Engineer of record certifying that all applicable requirements on this checklist have been met.

**CERTIFICATION**

**I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED, ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.**

**PROFESSIONAL ENGINEER'S NAME:** \_\_\_\_\_

**PROFESSIONAL ENGINEER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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.

Professional Engineer of record (**ENG**) must fill out all 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.

**REQUIRED SUBMITTALS**

**ENG RVW**

- Plan sheets shall be 24" X 36"; submit four (4) sets of Water and/or Sewer Main Abandonment plans, a sealed cost estimate, and a completed and signed Water and/or Sewer Main Abandonment Checklist.

**Note:** If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

**GENERAL REQUIREMENTS:**

- Symbols shall be per M.A.G. Specifications and Details supplemented by Water Services Department Details.
- Orientation of each plan sheet shall be shown by a north arrow and scale of drawing. (North arrow is to be up or to the right.)
- A cover sheet is required on plans of two (2) sheets or more.
- Each sheet shall be identified by sheet number, project name, and match lines.
- All sheets shall have the Civil Engineer's Arizona registration seal with original signature and date prior to plan submittal.
- All plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. The size of lettering and symbols shall be 1/8-inch minimum. Shading or zip tape is not permitted. Refer to Water Services Department Design Standards Manual (P-68 and P-69) for information required on record drawings ("As-Builts").

**COVER SHEET REQUIREMENTS:**

- Appropriate processing numbers including: KIVA#, CCPR# or CSPR #, SDEV#, Abandonment, and City Quarter Section Number in lower right corner.
- Provide a project title block with name and address of project.
- Provide a project description.
- Provide the Owner/Developer's name, address, and telephone number.
- Provide Professional Engineer's name, address, and telephone number.
- A vicinity map, properly oriented with north up or to the right, is required.
- Provide Signature Approval Block. (In lower right-hand corner)

**APPROVED FOR:  
THE CITY OF PHOENIX**

\_\_\_\_\_  
**COUNTY HEALTH DELEGATE  
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\_\_\_\_\_  
**DATE**

ENG RVW

- Provide an As-Built Certification Statement as follows (include on all sheets):

**AS-BUILT CERTIFICATION:**

**I HEREBY CERTIFY THAT THE "RECORD DRAWING" MEASUREMENTS AS SHOWN HEREON WERE MADE UNDER MY SUPERVISION OR AS NOTED AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
**REGISTERED ENGINEER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**REGISTRATION NUMBER**

- Provide a Blue Stake notification decal.
- Elevation datum and bench marks (city datum required). Please dial (602) 495-2050, ext. 265 Voice or (602) 534-5500 TTY, to obtain city datum for the existing benchmark closest to the project site. Equations cannot be used.
- Provide a material list for city of Phoenix Right-Of-Way or easement work only.

**NOTES FOR WATER and/or SEWER ABANDONMENT PLANS:**

**(ALL notes to appear on cover sheet)**

- Planning & Development Department's Civil/Site Inspection Staff shall be notified 48 hours before any construction begins, telephone (602) 262-7811.
- This set of plans has been initially reviewed by the city of Phoenix. Such review is part of the process that developer(s)/contractor(s) must go through in order to obtain a Construction Permit. The results of such initial review shall not dictate the city of Phoenix's final determination as to the acceptability of the plans, nor shall it prevent the city of Phoenix from requiring errors and omissions, as found on plans, be addressed by developer(s)/contractor(s), where such errors and omissions cause the plans to be in violation of or inadequate under applicable federal/state/county/local codes, ordinances, regulations, or other laws. This reviewed and stamped set of plans must be kept at the construction site at all times.
- All construction to conform to M.A.G. Specifications and Details and city of Phoenix Supplement to M.A.G. Specifications and Details, unless modified on the plans.
- Compaction shall comply with M.A.G. Section 601 & city of Phoenix Supplements.
- All work must comply with requirements of the current city of Phoenix, "Traffic Barricade Manual".
- Concrete or asphalt damaged during the course of abandonment/removals shall be removed and replaced in kind prior to final inspection.
- Removal of contaminated soil from around existing sewer pipe and a haul plan to the disposal site may be required. This will be the contractor's responsibility.
- The contractor is to notify the public that will be affected by any shutdowns a minimum of 48 hours in advance.
- Surplus abandoned fire hydrants (barrel portion only) to the city of Phoenix Water Department – Support Services, 4436 N. 35<sup>th</sup> Avenue, Phoenix. Contact the Water Department – Support Services by calling 602-262-5077 for any additional information.

**ENG RVW**

- City of Phoenix Water Department personnel shall remove all proposed existing water meters that are to be abandoned once all required fees have been paid by the applicant at Counter 8 – Civil Permits, on the second floor of city of Phoenix City Hall, located at 200 W. Washington Street.
- Record drawing submittals must comply with Water Services Department Engineering Policy P-68 and P-69. A copy of the policy can be obtained in the department's website: [Water/Sewer Policies | City of Phoenix](#)
- Place the following note on each sheet of the plans:**  
Per city of Phoenix Ordinance G-4396, these plans are for official use only and may not be shared with others except as required for the construction of the public works facilities shown hereon. The Project Owner, and the Owner's Lenders, Consultants, Contractors and Subcontractors are prohibited from disclosing the plans and specifications to any persons other than those who have a need to know the information for the purpose of the Project.
- A pavement cut surcharge shall be assessed on this project for any trenching or potholing in asphalt pavement that is less than 30 months old. Surcharge fees assessed are in addition to the regular permit fees and are over and above any special backfill, compaction, and pavement replacement stipulations that may be imposed as a condition of permitting. Pavement cut surcharge fees are assessed in accordance with Section 31-38 of the Phoenix City Code.
- Plan approval is valid for 180 days. Prior to plan approval expiration, all associated permits shall be purchased or the plans shall be resubmitted for extension of plan approval. The expiration, extension, and reinstatement of Civil Engineering plans and permits shall follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions Section 105.3 for building permits.

**PLAN SHEETS REQUIREMENTS:**

**The plan sheets shall show the following to proper scale:**

- Provide a title block on all sheets.
- All sheets shall be numbered with match lines (if required) and street names.
- Orientation of each water line shall be shown by a north arrow (up or to the right) and a scale of the drawing.
- Show all utilities in plan and profile. Where city utilities cross other utilities, show complete dimensional data measured from street monument lines.
- Show all streets, alleys and easements. Streets shall be identified by name. Streets, alleys and easements shall be dimensioned at least once and at all breaks. Monument line of streets shall be shown. Show both sides of the streets.
- Locate all existing and proposed utilities, structures, paving, and other topographic features affected by construction.
- Existing valves to be shut down during construction shall be shown with valve numbers as indicated on the city of Phoenix Water Services Quarter Section map.
- The abandonment of a water line from a tee in an existing water main shall be performed per the city of Phoenix Supplement to M.A.G. Detail P1344.

**ENG RVW**

- In profile, vertical scale shall be 1" = 2' or 1" = 4'. Horizontal scale shall not be smaller than 1" = 40'. For major streets and cases of unusual topography or complex situations where more detail is necessary, then the scale shall be 1" = 20'.
  
- Abandonment/removal of manholes, valves, pipe, and related features shall be specifically called out on the plan:
  - Manholes: complete removal required
  - Cleanouts: complete removal required
  - Sewer Pipes and Taps in the Right-of-Way: complete removal or crush in place
  - Sewer Pipes and Taps Out of the Right-of-Way: either complete removals, crush in place, or grout fill in place
  - Valves: complete removal required
  - Fire Hydrants: complete removal required and salvage (barrel portion only)
  - Water Pipe and Services in Right-of-Way or on Private Property: complete removal, grout fill, or crush in place
  
- Indicate the locations of the beginning(s) and the end(s) of the construction, and all valves, fire hydrants, pipe fittings, and service connections. Their locations must be shown by stationing and dimensioning from appropriate monument lines, or in their absence, appropriate easement references. No dimensioning from points of curvature or tangency is acceptable. The drawings must clearly indicate the specific points of reference.

**NOTE:** In all cases where the pipe is constructed within or parallel, in close proximity, with the right-of-way, all stationing and dimensioning must be from the nearest appropriate monument line and monument line intersection.

Stationing in the same general direction along a straight or curvilinear pipe run starting with the nearest appropriate monument line intersection, or in their absence, appropriate easement line references shall be designated as 0 + 00. The relative stationing of all monument line intersections along such pipe runs must also be shown. When monument line intersection occurs along such pipe runs, the plans preparer begins the stationing again with station 0 + 00 at the intersection and repeats this process to the end of the pipe run. Do not locate 0 + 00 at the closed end of a cul-de-sac or similar type street. Use sewer line stationing from the nearest downstream manhole with ties to street monument lines when abandoning manholes and sewer taps per the city of Phoenix Water Services Department Design Standards Manual (P-69).

- When removing a sewer line from a manhole, grout solid the hole where the abandoned portion of the pipe penetrated the manhole shaft and reshape the invert inside the manhole.
  
- When replacing curb, gutter, and sidewalk, show, and label, existing and proposed concrete. Construct sidewalk ramps to accommodate access per ADA requirements. One half (1/2) sack slurry backfill is highly recommended.
  
- All fittings, plugs, and markers shall be identified and stationed.
  
- All existing valves and manholes shown on the plan shall be labeled with valve and manhole numbers as shown on the city of Phoenix Water Services Quarter Section map. Show and label at least one inline valve or manhole both upstream and downstream from where the abandonment is taking place.
  
- Use the notes "Crush in Place", "Grout Fill", or "Cut, Plug, and Remove", other descriptive notes to describe the work to be done. All pipe abandonment in right-of-way and private property must be crushed in place, removed, or grout filled. Specify which method is to be used. This also applies to sewer taps and water services.

**ENG RVW**

- Pavement replacement thickness and type are to be per M.A.G. and city of Phoenix Supplement Section 336 and city of Phoenix Detail P1200 - Type B. Curb and gutter replacement shall be a minimum of one (1) full section, per M.A.G. Standard Detail 220. Sidewalk replacement shall be a minimum of one (1) full panel per city of Phoenix Detail P1230. At the discretion of the city of Phoenix Planning & Development Civil/Site Inspector, tunneling under existing curb and gutter, in city of Phoenix R.O.W., will be allowed. Tunneling under existing sidewalk will not be allowed in the city of Phoenix R.O.W.
  
- Discussion of redline comments on plans or in this checklist should be directed to the plan reviewer.

**PLANS FOR REVISION**

- All original plan approvals, signatures, and seals are to remain on the revised plans.
  
- All plans revised after the original approval shall be resubmitted for review and approval. The nature of the revisions must be called out on the cover sheet and on the sheet(s) which have been revised. The revision number itself shall consist of a numeral within a triangle next to each revision. Δ Changes on each plan sheet shall be highlighted with "clouding".
  
- All revised sheets, including the cover sheet are to be re-sealed, signed and dated.
  
- New approval signature block is required to be added to the cover sheet for approval of the revisions.

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\_\_\_\_\_  
**DATE**

**EXTENSIONS**

All plans submitted for extension require a new signature block and are to be re-signed by the submitting designer. Plan extensions are to be highlighted with "clouding" as specified in the plan revision process above. The plan sealant shall note that this change is a plan extension. A new approval signature block is required to be added to the coversheet for approval of the extension. All plan extensions must have prior approval by completing the Plan Review Extension Application. The Plan Review Extension Application can be found at the following site: <http://www.phoenix.gov/development/siteandcivil/civil>. Provide a copy of the approved application with the plan submittal.

Plan approvals for extension are valid for a period of 180 days from the date of plan approval.