

PLAT CHECKLIST

Section 1. PURPOSE

This policy is a design checklist for properties that will be served by public water and/or sewer by the Bedford Regional Water Authority ("Authority").

Section 2. CHECKLIST

The checklist utilized by the Authority will be similar to that which is shown below.

Project Name: _____

Location: _____

Consulting Engineering Firm: _____

Date Plans Received:

Project Status (Circle One)

Initial Review

Revised Submittal (Submittal No. _____)

Date on Plans:

I. Minimum Requirements

A. General

1. Original Professional Engineer or Land Surveyor seal and signature with date are on the cover sheet/title page of the plat.
2. Plats are of adequate size (17" x 22"), scale and detail.
3. Prints and copies are legible.
4. The project name and date with latest revisions are clearly noted on the cover of the plat.
5. Name and address of the engineering/surveying firm that prepared the documents are clearly shown on the cover sheet of the plat.
6. Signature block for the Authority is on plat.

YES NO N/A

B. Details

1. Vicinity map on title sheet clearly shows the location of the project.
2. Horizontal scale (or NTS) and North arrow for the Vicinity map is shown.
3. Horizontal scales are identified, preferably with graphic scale bar.
4. A note on the plat states if the property is being served by public sewer from the Authority.
5. A note on the plat states if the property is being served by public water from the Authority.

YES NO N/A

PLAT CHECKLIST

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|---|-------|-------|-------|
| 6. North arrow is shown. | _____ | _____ | _____ |
| 7. E911 road names and route numbers are shown for existing adjacent streets. | _____ | _____ | _____ |
| 8. Property identification and ownership information is noted for adjacent properties. | _____ | _____ | _____ |
| 9. Plat layout matches water and/or sewer design plans. | _____ | _____ | _____ |
| 10. Easements for water and sewer are shown (min. of 10-feet when adjacent to PUE or ROW; min. of 20-feet per Design Standards). | _____ | _____ | _____ |
| 11. Where water or sewer easements are shown on the plat, whether privately dedicated or through public utility easements, the following note is present on the plat:

<i>“Utility owner(s) shall have reasonable access to easements and the right from time to time to cut or remove trees, underbrush, or other obstructions within the easements which may interfere with the right of easement granted. The easements shall not be obstructed by a permanent structure and/or trees and shrubbery which would interfere with the facilities constructed on this easement, nor shall the grade of the easement be changed except as may be mutually agreed upon between the property owner and utility owner(s).”</i> | _____ | _____ | _____ |

Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority’s Executive Director on June 27, 2013, effective July 1, 2013.