

SITE PLAN CHECKLIST

Section 1. PURPOSE

This policy is an Engineering checklist for site plans of 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:

<u>Project Status (Circle One)</u>
Initial Review
Revised Submittal (Submittal No. _____)

Date on Plans:

MINIMUM REQUIREMENTS

A. General (Covered by Bedford County Planning reviews)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>Bedford County Planning</u>
1. The project name and date with latest revisions are clearly noted on the cover of the plat.	___	___	___	_____
2. Original Professional Engineer or Land Surveyor seal and signature with date are on the cover sheet/title page of the plat.	___	___	___	
3. Vicinity map on title sheet clearly shows the location of the project.	___	___	___	
4. North arrow is shown.	___	___	___	
5. Horizontal scales are identified, preferably with graphic scale bar.	___	___	___	
6. Property identification is noted for adjacent properties.	___	___	___	
7. E911 road names and route numbers are shown for existing adjacent streets.	___	___	___	
8. Name and address of the engineering/surveying firm that prepared the documents are clearly shown on the cover sheet of the Site Plan.	___	___	___	
9. Customer Service has provided a quote to the developer for any applicable New Customer Fees or changes to Base Charges related to the project.	___	___	___	

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B. Details	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. A note on the plans states if the property is being served by public sewer from the Authority.	___	___	___
2. A note on the plans states if the property is being served by public water from the Authority.	___	___	___
3. Prints and copies are legible.	___	___	___
4. Plan layout matches water and/or sewer design plans.	___	___	___
5. The location of the existing water and/or sewer lines are shown and labeled.	___	___	___
6. The location of the existing and proposed drain fields are shown and labeled.	___	___	___
7. The location of the proposed water and/or sewer lines is shown and labeled.	___	___	___
8. Topography contours at 2-foot intervals is shown.	___	___	___
9. Existing and proposed rights-of-way are shown	___	___	___
10. Existing Public Utility Easements (PUE's) and existing public water/sewer easements are shown and labeled.	___	___	___
11. Proposed Public Utility Easements (PUE's) and proposed public water/sewer easements are shown and labeled (min. of 10-feet when adjacent to PUE or ROW; min. of 20-feet per Design Standards).	___	___	___
12. Proposed permanent utility easements are located at property lines when possible.	___	___	___
13. New Easements are provided for existing public water and public sewer infrastructure for which there are no existing easements (min. of 10-feet when adjacent to PUE or ROW; min. of 20-feet per Design Standards).	___	___	___
14. Use of public or private roadways for vehicular access by BRWA to public water and public sewer easements is addressed by either dedicated rights-of-way for the roadways, ingress/egress easements dedicated to BRWA, or public water and public sewer easements extending the full widths of the roadways.	___	___	___
15. Easements are provided for private water and private sewer service lines where crossing of other properties is required to access existing or proposed public water and public sewer connection locations.	___	___	___
16. Easement use and ownership are indicated, including notation of to whom the easements are dedicated and/or the properties for which the easements are of benefit.	___	___	___
17. Fire and domestic flow demands are provided on the site plan in gallons per minute (GPM) and gallons per day (GPD).	___	___	___

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| 18. Existing and proposed water meter size(s) and location(s) are shown and called out on the site plans. | ___ | ___ | ___ |
| 19. Existing and proposed sanitary sewer connection size(s) and location(s) are shown and called out on the site plans. | ___ | ___ | ___ |
| 20. Grease Traps and/or Oil Separators are shown on the plans where applicable for the sewer. | ___ | ___ | ___ |
| 21. Sampling facilities shown on appropriate commercial / industrial sites. | ___ | ___ | ___ |
| 22. Casing for proposed roadways are addressed meeting VDOT requirements. | ___ | ___ | ___ |
| 23. Casing for private roadways and/or commercial entrances crossing existing and proposed public water/sewer lines are addressed. Design loading analysis provided when necessary. | ___ | ___ | ___ |
| 24. Water and/or sewer design plans have been submitted. | ___ | ___ | ___ |
| 25. If new infrastructure or FFMV is proposed as part of site plan, Developer Packet has been sent to the developer. | ___ | ___ | ___ |
| 26. Developer Agreement and fees have been received. | ___ | ___ | ___ |

Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority’s Executive Director on June 27, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. October 4, 2022, effective October 4, 2022:
 - a. Checklist items were modified and organized to correspond with Bedford County site plan review requirements and to aide in minimizing duplication of agency reviews.
 - b. Added checklist item for applicable fee quotes to be provided to the Developer.
 - c. Deleted water demand calculations from being required on Site Plan
 - d. Added and/or modified items in relation to water demands, meters, easements, and utility crossings.