

## Drafting & Standards Checklist for Street Improvement (Private Contract) Plan Submittal

- Mylar, Sepia or Vellum sheets 22" x 34" (or black line print for initial plan submittal) and two copies
- City of Seattle, Seattle Transportation, **Street Improvement Mylar** sheet
- Title Block ([CADD templates](#) are available on the Street Use web site)
- Left box - Engineer's seal with signature
- Left box - Engineers name
- Left box - Engineers address
- Left box - Engineers phone number
- Right box - Plan Title (see sample Plan Title on next page): primary street name- 3/8" text (first line) FOURTH AVENUE NW, et al
- Right box - Plan Title: contents of plan - 1/4" text (second line) CC, CW, PSD, WM, PAVING, etc.
- Right box - Plan Title: optional - 1/4" text (third line). (Name of street or subject shown on specific sheet)
- Above Right box - 1/8" text project address, project name optional, and DPD project number
- Screen the base map that shows existing improvements -- readable
- Survey Datum (NAVD 88 and NAD83 (1991))
- Show and describe Survey Monuments
- Monument lines with bearing and distance or radius and delta angle
- Street Centerlines, right-of-way width and lines
- Station Monuments
- Dimension by stationing and offsetting from monument lines
- Station all PC (Point of Curvature)
- Station all PT (Point of Tangency)
- Station Matchlines
- Scale Horizontal 1" = 20' (Business Districts 1" = 10')
- Scale Vertical 1" = 10'
- Compass Orientation - North Arrow to the left or top of sheet
- Vicinity Map on cover sheet 1" = 200' (to show reduced version of project perimeter)
- Shade vicinity map for scope of work (work in ROW or Easements, not private property)
- Indicate sheet numbers on vicinity map (see sample on back)
- Lettering minimum size 1/8 inch
- Lettering guide (legible, neat)
- Standard symbols from Standard Plan 002 and 003**
- Standard shading from Standard Plan 002 and 003**
- Typical Cross Section of Improvements
- Cross Sections (these may be on separate 8.5 x 11 sheets stationed)
- Profile existing grade
- Profile proposed grade (grade point is face of curb)
- Stations at grade breaks and at beginning and end of vertical curves
- Stations and elevation at VPI
- Length of vertical curve
- Station and elevation at high/low point, if any, of vertical curve
- Slope line on plan view
- Catch line on plan view
- Profile existing utilities (water main, PSS, PS, PSD)
- Profile new utilities

Sample Plan Title

3000 NE 130TH STREET

DPD PROJECT # 6070000

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**NE 130TH STREET**  
**CURB, CW, LANDSCAPE, PAVING, ETC.**  
**PLAN AND PROFILE**

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Above is a *sample* Plan Title for **Street Improvement Permitting** Plans. The Plan Title is part of the Title Block. The font (type and size) shown in the above sample is listed below, any similar font or lettering template is acceptable.

1. The first line is Universal font (size 36, ~ 3/8" high) centered and is the primary street name where the majority of the improvements are located. This is often the frontage street for the project. If the plans include more than one street or alley; then add "ET AL" after the street name. An example is N 130TH STREET ET AL could represent work on N 130th STREET from Greenwood Ave N to 1st Ave NW. A partial improvement along the 900 block of N 130th, would be titled NORTH 130TH STREET. The vicinity map is used to identify multiple streets.
2. The second line is Universal font (size 24, ~1/4" high) centered and is the abbreviated contents of the plan. This may include any or all of the following: WM., PSD, PSS, PS, C/W, DRAINAGE, CONC. CURB, LANDSCAPE, SIGNALIZATION, ALLEY PAVING, PAVING, ETC. These abbreviations are in the Standard Plans book.
3. The third line is Universal font (size 24, ~1/4" high) centered and is the used to identify the name of the street when multiple streets are involved or the subject shown on a specific sheet. Examples from previous plans: 30TH AVENUE NE, LAKE CITY WAY NE, COVER SHEET, PLAN AND PROFILE, DETAILS, CHANNELIZATION PLAN, TRAFFIC SIGNAL PLAN, SIGNALIZATION SCHEDULES & DETAILS, LIGHTING PLAN, LANDSCAPE PLAN..... This third line can be blank when the plan has only a couple of sheets.

Above the title box is Universal font (size 18, ~1/8" high) left justified as shown and this is where the address of the project is placed. Space permitting the name of the development may be placed here. On this same line use Universal font (size 18) over to the edge of the sheet. Type "DPD PROJECT #", followed by the project number assigned by DPD that required the street improvements shown on the plan. If these improvements are required as a condition of a short plat, use that DPD number. This is for cross reference purposes. If no DPD application or permit is associated with this work, leave this blank.