THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH ALL REQUIRED APPLICATION MATERIALS

Permit Information Section

☐ Utility Work Associated with a Development?
  Y / N  Does the development require a Department of Planning and Development (DPD) permit?
  ☐  If yes, provide the DPD permit number: ________________________________
  ☐  If no, explain why: __________________________________________________
  __________________________________________________

☐ Utility Work Associated with a Street Improvement Permit (SIP)?
  Y / N  Is the utility work associated with a SIP?
  ☐  If yes, provide the SIP permit number and explain why the utility work is separated from the SIP:

                                                                                           
• Parks Permit Required?
  Y / N  Is the work located on or within a Boulevard and/or Parks Property?
  ☐  If yes, please provide the Parks permit number: ____________________________

☐ Annual Utility Permit Required?
  Y / N  Will the proposed utility infrastructure be owned by the utility company?
  ☐  If yes, an annual utility permit will not be required
  ☐  If no, the annual utility permit application must be submitted at the time of application

☐ Construction Stormwater Erosion Control Plan (CSECP) Required?
  Y / N  Does the proposed work affect more than 5,000 square feet?
  ☐  If yes, the CSECP is provided at time of application

☐ Drainage Review Required?
  Y / N  Does the proposed work affect more than 750 square feet?
  ☐  If yes, a drainage review is required by SPU
Utility and Pavement Restoration Plan Checklist

Plan Requirements Section

☐ Base Map (Existing Conditions)
  ☐ Base map is screened back and readable on the plan sheets
  ☐ Topographic information extends from roadway centerline to adjacent property line
  ☐ Existing surface infrastructure is shown from the roadway centerline to adjacent property line
  ☐ Existing utilities must be shown within 15 feet of each side of the proposed work

☐ General Notes
  Y / N Is SPU Sewer or Drainage infrastructure is being installed or modified?
    ☐ If yes, the Standard SPU Sewer and Drainage Notes must be shown on plans
  Y / N Is SPU Water Main Infrastructure is being installed or modified?
    ☐ If yes, the Standard SPU Water Main Notes must be shown on plans
  Y / N Is Lighting or Signal infrastructure is being installed or modified?
    ☐ If yes, the Standard Lighting and Signal Notes must be shown on plans

☐ Vicinity Map
  ☐ Scaled at 1” = 200’
  ☐ Area of work in the ROW is shaded
  ☐ North Arrow is oriented to the top or left of the page
  ☐ Sheet Numbers are identified on the Vicinity map

☐ North Arrow is provided on all sheets and is oriented to the top or left

☐ Bar Scale is shown and scaled correctly

☐ Horizontal Scale is 1”=10’ or 1” = 20’

☐ Line types, abbreviations and shading are per COS Standard Plans

☐ Plans are 22”x34” and have a title block. 11”x17” is acceptable if minimum horizontal scale is met.

☐ Typical Cross Sections
  ☐ A typical cross section is provided for each street or alley frontage on plans
  ☐ Elements in the cross section are labeled (curb, sidewalk, etc)
  ☐ Elements in the cross section are dimensioned
  ☐ Pavement sections are identified in the cross section
  ☐ Type, size, elevation and clearance of existing utility crossings are provided in cross section

☐ Station and Offsets, or Dimensions
  ☐ Stations and Offsets or dimensions are shown for all proposed elements (offsets are not required for catch basins or inlets)

☐ Landscaping and Street Trees
  ☐ All existing trees within the right of way and adjacent to the right of way are shown
  ☐ The drip line of all existing trees is shown
  ☐ All existing planting areas within the right of way are shown

Last Revision 9/28/2016
Utility Work is being installed with Directional Drilling
☐ All new and existing utilities are shown in plan and profile
☐ Type, size, elevation and clearance of existing utility crossings are provided in profile

Storm, Sewer or Water Main Installation, Extension or Replacement
☐ All new and existing utilities are shown in plan and profile
☐ Pipe type, length, size and slope are shown in profile
☐ Type, size, elevation and clearance of existing utility crossings are provided in profile

Y / N Is the PSS on private property?
☐ Easement is shown and called out

Inlets
☐ All new inlets are shown
☐ New inlets are called out per standard plan with the rim and invert elevations provided
☐ New connections are shown

Catch Basins
☐ All new catch basins are shown
☐ New catch basins are called out per standard plan with the rim and invert elevations provided
☐ New connections to the main or other outfall are shown

Manholes
☐ All new manholes are shown
☐ New manholes are called out per standard plan with rim and invert elevations of all pipes entering or existing the structure called out

King County Sewer Mains
☐ All connections to King County Metro Sewer lines are shown and called out

Water Vaults
☐ All new water vaults are shown
☐ All water vaults are labeled as existing, new, to be retired, or to be reused with type and size information provided

Curbs
☐ All new (or replaced) curbs are shown
☐ New (or replaced) curbs are called out per standard plan

Utility Vaults
☐ All new utility vaults are shown
☐ New utility vaults are called out with type and size information provided

Utility Hand Holes
☐ All new hand holes are shown
☐ New hand holes are called out with type and size information provided
Utility and Pavement Restoration Plan Checklist

Utility Ducts
- All new utility ducts are shown
- New utility ducts are called out with type and size information provided

Utility Poles
- All new utility poles and guy wires are shown
- Dimensions from the curb to the proposed pole and guy wire system is shown

Curb Ramps
- All existing and new curb ramps are shown
- New (or retrofitted) curb ramps are called out per standard plan
- A 4’ x 4’ landing is shown with dimensions
- The wing slope is shown and does not exceed 1:10
- The ramp slope is shown and does not exceed 1:12 (8.33%), 9% acceptable
- Companion ramps identified and labeled existing, existing to be retrofitted or new and called out per standard plan
- A minimum 1-foot separation between curb ramps is provided
- A minimum 1-foot clearance from the ramp to any vertical obstruction is provided
- Two ramps are provided at each corner when feasible
- Curb ramps are dimensioned along the curb face (ramp and wings)
- Spot elevations are provided at the flow line, top of curb, top of ramp and at the back of sidewalk at 5-foot intervals and at all corner points of the ramp and wings

Y / N Is the project installing or modifying a Main Line (PSD, PSS, or Water) or using directional drilling as the installation method?
- Profile is provided aligned with the plan view
- Vertical Scale is 1" = 5’
- Existing and proposed utilities are shown and identified
- Existing and proposed utility crossings are shown and identified
- Proposed manholes, catch basins, and/or inlets structure are shown and called out
- Rim and Invert elevations are shown for proposed manholes, catch basins and inlets along with the inverts for all pipes entering and exiting the structures
- Catch basin and inlet connections to outfall is shown
- Type, length, and slope are shown for all proposed main lines

Y / N Is the project using directional drilling as the installation method?
- Profile is provided aligned with the plan view with all existing utility crossings shown on it
- The depths of existing utilities must be verified by potholing or other exploratory methods and confirmed inverts must be shown on the profile
- Vertical Scale is 1" = 5’
Utility and Pavement Restoration Plan Checklist

Existing and proposed utilities are shown and identified

Pavement Restoration Section

Pavement Restoration

Y / N  Is the Permittee doing the restoration?

☐  If yes, the restoration is covered under this permit

☐  If no, provide who will be performing the restoration (e.g. Street Maintenance or private contractor as permittee) and the associated permit number, if applicable:

Y / N  Is the ground disturbing utility work 100 or more contiguous lineal feet?

☐  Restoration Plans are required per the Street and Sidewalk Pavement Opening and Restoration Rule (PORR)

Y / N  Is the ground disturbing utility work 300 or more cumulative lineal feet?

☐  Restoration Plans stamped by a Professional License Engineer are required per the Street and Sidewalk Pavement Opening and Restoration Rule

☐  Cross section as specified in the Street and Sidewalk Pavement Opening and Restoration Rule 6.4 & 7.5 is shown

☐  All cuts are perpendicular and/or parallel to the centerline of the roadway

Y / N  Is the Pavement Restoration 100 or more contiguous lineal feet of asphalt concrete surface without reflective cracking at PCC joints?

☐  Full lane restoration is shown

Y / N  Is the Pavement Restoration PCC?

☐  Joint layout is shown for intersection areas

Y / N  Are there trenches for Utilities?

☐  Extent of restoration is shown

☐  Restoration area is per the Street and Sidewalk Pavement Opening and Restoration Rule

Y / N  Is the pavement restoration area within a marked crosswalk?

☐  Restoration for the pavement area and all crosswalk markings are shown

Y / N  Is 6’ or more of pavement being restored within an existing marked crosswalk?

☐  Required Stop Bar is shown and called out