



City of Puyallup

Engineering Department

Address: 333 S Meridian

Tel: (253) 864-4165 Fax: (253) 840-6678

Civil Permit Formatting Checklist (Phase 2)

Rev 8/18

The Formatting Checklist will verify that the plan submittal meets the City's formatting Standards.

- Complete Submittal Formatting Checklist: Plans are accepted and submitted to the Design Review.
- Incomplete Submittal Formatting Checklist: Plans are not accepted and will be returned to the applicant unexamined. A copy of this incomplete checklist will be provided for the applicant to aid in future application.
- **All checklist items must be completed.**

Project Name: _____ **City Project #:** _____

To be completed by the applicant: Please mark the items below, YES, to indicate that the applicable City Standard was met. If the City Standard is non-applicable, please mark the 'N/A' box.

<u>APPLICANT</u>		<u>CITY VERIFICATION</u>
YES		YES
All Plan Sheets		
	Are the plans submitted on 24 x 36 inch black-line (No stick-on type material) sheets?	
	Are the City Approval blocks provided as shown in Section 1.4 of the standards? - Size = 2.25" x 3.25"; Located adjacent to title block	
	Is the 'Call 811 Before You Dig' note provided?	
	Does the title block contain the following: - Project name; Owner/developer's name, address, & phone number; Engineer's name, address, & phone number - Stamped, signed, and dated by a Washington State licensed professional civil engineer; - Stamped, signed, and dated by a Washington State licensed professional land surveyor (where applicable) - Sheets numbered sequentially (X of X)	
	Is an accurate index provided for all plan sheets?	
Coversheet Requirements		
	Is the Vicinity Map with a North Arrow provided with the site address provided directly below? - Location: lower right corner of the plans; Scaled: minimum of 1" = 1000'; site centered; approximately 1 square mile shown	
	Is the legal description of the site (parcel number, 1/4 section, township, & range) provided?	

APPLICANT			CITY VERIFICATION	
YES			YES	
General Requirements				
		Are the City Standard General Notes provided?		
		Is a Legend provided, complete for existing and proposed?		
		Are all required City Standard Details located on a separate plan sheet(s)?		
All Sheets with Plan View				
		Is a North Arrow provided, shown in up or right direction on the plans?		
		Are the plan views scaled and has the plan scale been provided below the North Arrow?		
To be completed by the applicant:				
Please provide the sheet number for the location of the items listed below or mark the 'N/A' box				
SHEET	N/A		YES	N/A
Grading, Sediment & Erosion Control Plan Requirements				
_____		Are the City Standard Grading, Erosion and Sediment Control Notes provided?		
_____		Is the Sequence of Construction provided?		
Grading Requirements				
_____		Are fill and/or excavation quantities provided in cubic yards? - Type of fill material, compaction requirements Noted: fill material placed upon native or stripped vegetation		
_____		Are cross sections provided at 200-ft minimum intervals?		
Roadway Plan Requirements				
_____		Are the City Standard Roadway Notes provided?		
_____		Are Roadway locations and names provided (existing and proposed)?		
_____		Are the ROW locations and width dimension provided?		
_____		Are utilities locations and types shown (existing and proposed)? - Gas, water, sanitary sewer, power, telephone, and cable TV lines		
_____		Are all easements labeled, dimensioned, and indicated as existing for proposed? Unrecorded proposed easements include "AFN_____"		
_____		Are sidewalk locations provided (existing and proposed)?		
_____		Are proposed curb ramp locations provided with, detail with spot elevations?		
_____		Are planter strip and landscaping locations shown?		
_____		Are illumination locations and types provided?		
_____		Are mailbox design and/or placement/replacement provided?		

SHEET	N/A		YES	N/A
_____		Are plan and profile views provided on the same sheet?		
Stormwater Plan Requirements				
_____		Are the City Standard Stormwater Notes provided?		
_____		Are stormwater pipe line locations shown (existing & proposed)?		
_____		Are sewer main and side sewer locations provided (existing and proposed)?		
_____		Are utilities, locations, types, and sizes provided (existing and proposed)? - Gas, water, sanitary sewer, power, telephone, and cable TV lines		
_____		Are the ROW locations and width dimension provided?		
_____		Are all easements labeled, dimensioned, and indicated as existing for proposed? Unrecorded proposed easements include "AFN_____"		
_____		Are Catch Basin locations provided (existing and proposed)?		
_____		Are Stormwater Retention/Detention Facility locations shown?		
_____		Are height and profile of existing or proposed retaining structures shown?		
Sanitary Sewer Plan Requirements				
_____		Are the City Standard Sanitary Sewer Notes provided?		
_____		Are manhole locations and numbering provided (existing and proposed)?		
_____		Are sewer main and side sewer locations provided (existing and proposed)?		
_____		Are Utilities locations, types, and sizes provided (existing and proposed)? - Gas, water, sanitary sewer, power, telephone, and cable TV lines		
_____		Are ROW locations and width dimension provided?		
_____		Are all easements labeled, dimensioned, and indicated (existing and proposed)? Unrecorded proposed easements include "AFN_____"		
_____		Are plan and profile views provided on the same sheet?		
_____		Are all saw cutting and patching of existing streets locations shown?		
Water System Plan Requirements				
_____		Are the City Standard Water System Notes provided?		
_____		Is the Water Purveyor Approval Block provided?		
_____		Are all water line and services locations provided (existing and proposed)?		
_____		Are all utilities locations, types, and sizes provided (existing and proposed)?		

		- Gas, water, sanitary sewer, power, telephone, and cable TV lines		
_____		Are the ROW locations and width dimension provided?		
_____		Are all easements labeled, dimensioned, and indicated as existing for proposed? Unrecorded proposed easements include "AFN_____"		
_____		Are all locations of new connections to existing water system shown?		
_____		Are all saw cutting and patching of existing streets locations shown?		
_____		Are Plan and profile views provided on the same sheet?		
Signalization Plan Requirements				
_____		Are signalization design provided on a separate sheet(s)?		
_____		Are pole base locations provided?		
_____		Are power source locations provided?		
Street Lighting Plan Requirements				
_____		Are street lighting design provided on a separate sheet(s)?		
_____		Are the City Standard Illumination Notes provided?		
_____		Are illumination locations and types provided?		
_____		Are utilities location, types, and sizes provided (existing and proposed)? - Gas, water, sanitary sewer, power, telephone, and cable TV lines		
_____		Are ROW location and width dimension provided?		

To be completed by the applicant:

Certification: I certify that I have read this application and declare that the information contained herein is correct and complete.

Signature of Applicant: _____

Print Name: _____ Date: _____

SECTION IV : To be completed by the City		City Project # : _____	
Reviewed by: _____	Date: _____	Accepted: YES	NO