

Development Services

Preliminary Utility Plan Submittal Guide

What is a Preliminary Utility Plan?

A preliminary utility plan is required whenever the project proposes to construct, upsize, or relocate a private or public utility main, pump station, or service lateral, including: sanitary sewer systems, storm drains, potable water supplies and transmission mains, reclaimed water systems, groundwater dewatering systems, overhead utility services, and underground utility services. The information required for a preliminary utility plan may be incorporated onto other plans (site plans or grading plans) as long as the integrity and legibility of the combined information is preserved.

Whenever a preliminary utility plan is required it must be accompanied by a preliminary sewer report, drainage study, and a conceptual water supply and conveyance study. The preliminary utility plan shall have the same horizontal scale as the preliminary grading and drainage plan when submitted together.

Checklist

- Project name, firm, and engineer's signature, seal, and date
- Date, north arrow, scale, and sheet numbers in relation to the total number of sheets
- Project boundaries and parcel lines (existing and proposed)
- All easements of record
- Overhead power lines and sizes and indicate the relocation area, if applicable
- If requesting overhead line waiver, additional documentation demonstrating exceptions requirements are met
- The location, size, direction of flow, and current and proposed design capacity of the nearest available public sewer
- The location, size, direction of flow, and design capacity, for all proposed public and private sewer facilities along with the estimated amount of sewage to be contributed. This includes all lift stations, force mains, septic systems, and pressure sewer systems.
- A conceptual water supply and conveyance study for the entire project. This study shall include a description, estimation of water demand, and needs analysis for all existing and proposed water mains, storage facilities, pumping facilities, and water wells proposed to serve the project or encumber the lands within the project boundaries for regional water supply and conveyance needs.

Note: This information may require the applicant to coordinate with the water purveyor on a tentative project planning level prior to submittal of city application.

Submittal Guidelines

All plan sheets shall be provided in the PDF format in a 24" x 36" page size scaled at 1 inch = 60 feet unless otherwise indicated in the application checklist. All sheets provided in full-size should also be provided in an 8.5" x 11" page size.

