



# CONSULTANT PLAN SUBMISSION CHECKLIST INFILL WATER AND SEWER SERVICING

EPCOR Infill Water and Sewer servicing requires the following when submitting electronic plans to our office.

<b>Project Name:</b>
<b>Civic Address:</b>

## REQUIREMENTS

- Ensure the IWASS Plan Submission Checklist (attached) is complete and included with your submission. **Plan submissions that are incomplete will not be accepted.**
- Drawing files to be in vector PDF format.
- Drawings must be stamped and signed by a professional engineer prior to acceptance.
- Each drawing must include a metric bar scale as a calibration reference for the reviewers.
- Each drawing must provide space near the bottom right corner of the page for EPCOR's stamp.
- All drawing submissions shall be black and white. EPCOR Infill Water and Sewer Servicing review comments and markups will be displayed in red.
- Supporting files may be in Microsoft Word, Excel, or searchable PDF format.

## ADDITIONAL NOTES

- Applicants will be notified by email when the original submission has been received by our office.
- During review, any required revisions will be communicated to the applicant via email.
- Once the drawings have been reviewed and accepted by our office, a review notification along with the accepted plans will be sent to the applicant via email.
- In order to eliminate unnecessary delays, ensure all submission requirements have been fulfilled and any previous comments have been adequately addressed and/or resolved.



# CONSULTANT PLAN SUBMISSION CHECKLIST

## INFILL WATER AND SEWER SERVICING

**Ensure the following items have been checked and included on your plan(s). Submissions that are incomplete will not be accepted. Contact 780-496-5444 for details.**

### SITE SERVICING PLAN

- Legible and uncluttered using appropriate **metric scale only**
- Plan stamped by an Alberta Professional Engineer or Albert P.Tech Eng. (with applicable scope of practice).
- Title Block:
  - Project name
  - Project address and full legal description
  - Drawing name
  - Metric Scale
- North Arrow
- Space for EPCOR's stamp (bottom right)
- All property lines and dimensions
- All abutting Streets, Avenues, and Lanes clearly shown and labeled (key plan if required)
- Identify and label any onsite easements, utility right of ways, restrictive covenants, and/or registered caveats (attach copies of all documentation registered on title)
- Note on plan: The owner/developer must conform to the requirements of the City of Edmonton Erosion and Sedimentation Control Guidelines and Field Manual
- Identify and locate all existing water, sanitary, and/or storm services entering the site along with dimensions to the nearest property line
- Identify all services being utilized for the development (An assessment is required on sanitary and storm services. Provide owner name and phone #, cleanout access available? Water available? Power available?)
- For all services not being utilized, clearly indicate: Not in use, proposed to be abandoned.
- Show sampling manholes for both sanitary and storm services (1200mm Dia.) within 3m of property line
- Indicate all new water, sanitary, and/or storm services required for the development including size, entry location, and invert elevation at property line (clarify if construction is by EPCOR or under Private Servicing Agreement)
- Ensure minimum clearances from all existing and proposed utilities – City trees (5m), Gas lines (1.8m), Poles (3m), Cubicles (3m), Hydrants (1.5m) Catch basins and manholes (2.5m)
- Minimum slope achieved on city portion of proposed sewer services (2% sanitary, 1% storm)
- Development on separately titled parcel (no cross parcel servicing) or currently in the process of parcel consolidation (attach letter of intent from owners legal representative including an approximate date of registration)
- Display all underground utilities and surface infrastructure within city right of way (including water and sewer mains, service pipes, gas lines, power, telecommunications, poles, trees, cubicles, signage, etc.)
- Outline of all existing and proposed buildings and structures onsite. All surface conditions (pavement, gravel, and landscaping), parking and loading areas clearly defined



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## INFILL WATER AND SEWER SERVICING

### SITE GRADING PLAN

- Legible and uncluttered using an appropriate **metric scale only**
- Plan stamped by an Alberta Professional Engineer, Alberta P.Tech Eng, or Registered Architect
- Title Block
  - Project name
  - Project address and full legal description
  - Drawing name
  - Metric Scale
- North arrow
- Space for EPCOR's stamp (bottom right)
- All property lines and dimensions
- All abutting Streets, Avenues, and Lanes clearly shown and labeled
- Identify and label any onsite easements, utility right of ways, restrictive covenants, and/or registered caveats (attach copies of all documentation registered on title)
- Note on plan: The owner/developer must conform to the requirements of the City of Edmonton Erosion and Sedimentation Control Guidelines and Field Manual.
- Surface Drainage for entire development is self-contained (no cross parcel overland drainage). Private Storm drainage system demonstrating compliance with the Drainage Bylaw (18093)
- Existing surface elevations within the property as well as adjacent properties, based on geodetic datum
- Outline all existing and proposed buildings and structures onsite. All surface conditions (pavement, gravel and landscaping), parking and loading areas clearly defined.
- Proposed design elevations at frequent intervals along perimeter of the property and throughout the site, based on geodetic datum. Include surface elevations for adjacent to foundation walls and concrete slabs
- Proposed direction of surface drainage flows indicated by arrows and 5 slopes (1.5 min slope on landscaping and gravel. 0.75% min slope on hard surfaces)
- Identify and label retaining walls and swale locations showing design grades (include sections and details)
- Indicate all roof downspouts and sump pump discharge directly connected to onsite storm system
- Display onsite storm lines, direction of flow, manholes, catch basins and rim elevations.
- Show location and elevation of overflow point(s)
- Lowest building opening **MUST** be 150mm above overflow point



# CONSULTANT PLAN SUBMISSION CHECKLIST

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### STORMWATER MANAGEMENT PLAN

- Legible and uncluttered using an appropriate **metric scale only**
- Plan stamped by an Albert Professional Engineer, Alberta P.Tech Eng, (with applicable scope of practice)
- Title block:
  - Project name
  - Project address and full legal description
  - Drawing name
  - Metric scale
- North Arrow
- Space for EPCOR's stamp (bottom right)
- All property lines and dimensions
- All abutting Streets, Avenues, and Lanes clearly shown and labeled
- Note on plan: The owner/developer must conform to the requirements of the City of Edmonton Erosion and Sedimentation Control Guidelines and Field Manual
- Facilities and means demonstrating compliance with stormwater management controls and onsite storage requirements
- Display onsite utility lines, manholes, catch basins, invert elevations and rim elevations
- Clearly indicate the size and location of all flow restriction devices/orifice plates
- Outline of maximum ponding and/or storage areas (including top of pond elevations and spillover locations.
- Outline of all basin boundaries within site (if applicable)
- Specify the locations of all roof drains (if applicable). Include type of roof drain and specifications (make, model, maximum flow, etc.)
- Show location and elevation of pond overflow point(s) including spillover location to public right of way

#### Stormwater management calculations and table showing

- Total development area (hectares)
- Average runoff coefficient
- Required onsite ponding volumes (cubic meters)
- Ponding volumes achieved (show calculations)
- Maximum allowable site
- outflow rate (cubic meters per second)
- Flow restrictions/orifice sizing calculations (millimeters)/data sheets

**NOTE: Minimum size of round, sharp edged orifice shall be 50mm**



# CONSULTANT PLAN SUBMISSION CHECKLIST INFILL WATER AND SEWER SERVICING

## GENERAL REQUIREMENTS

- First 1m in front of loading dock connected to sanitary system. Attach plan/profile of loading dock and connections
- Parkade ramp trench drain: If covered, directed to sanitary; if uncovered, directed to storm system
- Holding tank details
- Previous discussions/meetings with EPCOR staff regarding proposed development (include notes, emails, meeting minutes, names of EPCOR contacts, etc.)
- Pre-Application meeting with City of Edmonton Sustainable Development (include meeting date, POSSE Job #, meeting record, notes, etc.)
- Encroachment Agreements, Crossing Agreements, Proximity Agreements, etc. (provide documentation)
- Other utilities/infrastructure being relocated to accommodate location of proposed water and/or sewer services (provide documentation/correspondence from affected utility)
- Multiple water services to same lot. Caveat for check valves required (contact waterlandadmin#epcor.com to initiate caveat process. Attach documentation showing process has been initiated)
- Looped water services. Location of onsite check valves within 3m of property line.
- As-built plans required if private onsite services already installed
- Contaminated soils. Provide Environmental Site Assessment/Environmental reports
- Fueling station. Include storm system pre-treatment devices (sizes, types). Location of storm system emergency shutoff valve(s). Any DEF pumps directed to sanitary system

## NOTES/COMMENTS

**PLEASE PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_