

APPENDIX G

Construction Plan Checklist

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City of Valley Center Construction Plan Checklist

Submit completed forms to:
City of Valley Center Public Works & Utilities, 545 W. Clay, Valley Center KS 67147.

Project Name: _____	
Total Area of Project: _____	acres
Development Type: _____	Other: _____
Developer Name: _____	Contact: _____ Phone: _____
Email: _____	
Engineer Name: _____	Contact: _____ Phone: _____
Email: _____	

Directions:

- (1) Fill-out this checklist completely and include it with the Construction Plan submittal. This checklist should be included in the bound copy, behind the cover sheet for the submittal. Incomplete plans and checklists will not be accepted.
- (2) Indicate whether a plan element is included or not included in the submittal by choosing "Yes" or "No" from the dropdown list in the "Element Included?" column. The question must be answered for every plan element for this checklist to be considered complete. An explanation must be provided for all "No" answers.

Construction Plan Checklist			
#	Plan Element Description	Element Included?	Explanation/Notes
1.0	Submittal Formats		
1.1	Hard copy of all plan sheets in 11"x17" (half-scale) size.		
1.2	Digital copy of construction plan, including all sheets submitted as single PDF file.		
1.3	Electronic copy of all CAD files.		
1.4	Preliminary cost estimate in Excel format.		
2.0	All Plan Sheets (except City/County Std Detail Sheets)		
2.1	Title block with address of project, phase or addition name, original date of issue and dated revision control, name/address of site design engineer/company.		
2.2	Sheet number.		
2.3	North arrow.		
2.4	Scale (horizontal and vertical, as applicable).		
2.5	Benchmarks (minimum of 2) used for site control (NAVD 88 vertical datum).		
2.6	Legend key.		
3.0	Cover Sheet		
3.1	Professional Engineer's seal, signature and date.		
3.2	Sheet index.		
3.3	Site map, including north arrow, scale, lot lines (with lot numbers), project boundaries, special benefit districts labeled and shaded or cross-hatched, and accurate references for section, township and range.		
3.4	Vicinity map with north arrow.		
3.5	Table of bid items and quantities.		
3.6	A statement from the site design engineer that the construction plan conforms with the final approved drainage plan or, if not, that supplemental drainage calculations are included. (Note: Required elements for supplemental drainage calculations are presented in Volume 3 of the Stormwater Manual.)		
4.0	Grading Plan		
4.1	Property boundary, lot lines and lot numbers.		
4.2	Property boundaries, names, lot lines and lot numbers for all adjacent subdivisions.		
4.3	Proposed limits of land disturbing activity (i.e., grading limits).		
4.4	Existing contours of entire site, with contour interval of one foot.		
4.5	Proposed contours for entire site, with contour interval of one foot.		
4.6	Elevation-storage table for each pond. Show next to pond or elsewhere on same sheet and properly referenced to applicable pond.		
4.7	Pond bottom elevations.		
4.8	Spot elevations shown to the nearest tenth of a foot for critical locations, including lot and property boundaries.		
4.9	Proposed flow line elevations for all open ditches and swales at maximum 100 feet intervals.		

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#	Plan Element Description	Element Included?	Explanation/Notes
4.10	Location of existing and proposed utilities (e.g., water, sewer, gas, electric, cable, etc.) with labels and easement boundaries.		
4.11	Identifying label, location and boundaries (if applicable) of all sediment prevention and erosion control BMPs if/where required to supplement the construction erosion control BMP plan sheets.		
4.12	Identifying label and location of all concrete outfall structures (no earthen or rip-rap outfall structures are permitted).		
5.0	Storm Sewer Plan Sheets		
5.1	Storm sewer horizontal alignments, including stationing, coordinates and offsets from property lines.		
5.2	Storm sewer vertical alignments, including stationing, elevations, with flow grades shown every 50 feet and at all structures.		
5.3	Storm sewer lines. Each line must have line number, profile line length, material and size.		
5.4	Location, size and elevation of all storm sewer stubs.		
5.5	Location and size of inlets, energy dissipaters and other storm sewer structures.		
5.6	Storm sewer inlets and other structures with elevations, shown in both plan and profile views.		
5.7	Peak flow and depth for each design storm event (2, 5, 10, 25 and 100-year, 24-hour storms) at each pipe, inlet and other structure, in table form.		
5.8	Identifying label and location of riprap and other protective revetments.		
5.9	Identifying label and location of zones of special backfill, such a flowable fill.		
5.10	Identifying label, location and boundaries (if applicable) of all sediment prevention and erosion control BMPs if/where required to supplement the construction erosion control BMP plan sheets.		
5.11	Identifying label, location and boundaries of all right-of-ways, reserves and easements.		
5.12	Identifying label and location of existing and proposed utilities (e.g., water, sewer, gas, electric, cable, etc.) with labels and easement boundaries.		
5.13	Utility interference cautions, where applicable.		
5.14	Indication that utility conflicts have been resolved, where applicable.		
6.0	Stormwater Management Facilities Plan		
6.1	Copy of the draft Operations and Maintenance Plan. Must include inspection and maintenance guidance for each stormwater management facility. See Volume 2 of the Stormwater Manual for guidance.		
6.2	Identifying label, type and location of all stormwater management facilities, with associated easement/reserve boundaries as applicable.		
6.3	Identifying label, type and location of all water quality volume reduction areas, with associated easement/reserve boundaries as applicable.		
6.4	Identifying label, type and location of all proprietary stormwater quality systems. Must include commercial name of the device, vendor name/address, manufacturer name, make, model and size details.		
7.0	Other Sheets and Documents		
7.1	Construction erosion control plan sheets, standard detail sheets, and non-standard detail sheets.		
7.2	Storm sewer standard and non-standard detail sheets.		
7.3	Other detail sheets (specify in notes box).		
7.4	Special Provisions to Standard Specifications.		
7.5	Cost estimate for all bid items.		
7.6	Proposed limits of land disturbing activity (i.e., grading limits).		
8.0	Federal, State and Local Permits		
8.1	KDHE Section 401 Water Quality Certification (in conjunction with USACE Section 404 Permit.)		
8.2	KDHE Authorized NOI under Kansas Construction General Permit.		
8.3	City of Valley Center Right-of-Way Permit.		
8.4	KDA Division of Water Resources Water Structures Permit.		
8.5	FEMA CLOMR/LOMR Approval.		
8.6	City of Valley Center or Sedgwick County Floodplain Development Permit approval.		
8.7	KDWP approval of construction and/or endangered species habitat protection plan.		
End of Checklist			