

CHECKLIST FOR INFILL RESIDENTIAL WATER AND SEWER PLANS

To be filled out, signed, dated and submitted with Building Plan(s)

A. Form of Plans		Completed
A.1.	Plans shall be clear, legible, and neatly drawn on bordered sheets, Each sheet shall clearly display the Company Name and Individual under whose direction the plans were designed. A title block in the lower right-hand corner shall be filled in to include: (1) project name; (2) Preparer's Company name, Individual Name, mailing address, Email and telephone number.	
A.2	The plan sheet should be drawn so that the north arrow points to the top or to the left side of the sheet. It is important that the plan show sufficient surrounding streets, lots, property lines, and addresses so the existing water main location, water main size and sewer location and sewer pipe size may be adequately shown and so that proper consideration may be given to future extensions (if needed). Proposed water service size, route, water meter can and meter size required shall be shown to the LOT ROW line to provide for future connection by plumber. Proposed wastewater service size (typical is 4"), route, cleanout location required shall be shown to the LOT ROW line to provide for future connection by plumber. Unless it would make the plan very difficult to read, water, storm sewer, and sewer design plans should include other utilities on the same sheet.	
A.3	The finished floor (FF) of the house slab shall be called out. Minimum FF shall be 1 foot above top of centerline pavement or top of curb – whichever is higher. Owner / builder to confirm that the Sewer line is deep enough to serve the new house assuming 2 foot below FF and then a 2% slope (minimum) to Sewer Main	
A.4	See attached requirements for NEW HOME CONSTRUCTION NEW WATER AND SEWER SERVICES. HAVE THOSE REQUIREMENTS BEEN COMPLIED WITH?	
A.5	Plans shall be dated, including the initial submittal and all subsequent updates during the review process.	
A.6	Coordinates may be provided	
A.7	Provide adequate benchmark data.	
A.8	All coordinates shall tie to the State Plane Coordinate System	
B. Sewer Data to be Included on the Profile Sheet		

B.1	Existing Main Size and location (may need to obtain as-built records) – contact Kwalker@CityofTerrell.org	
B.2	All pipe and franchise utility crossings.	
B.3	Grade elevations shall be shown to the nearest 0.1 foot of the ground at the CL of the sewer and to right and left (approximate center of proposed house (FF))	
B.4	Show the proposed street / paving / ground line elevations.	
B.5	Clearly identify sewer pipe, manholes and cleanouts, including the size, length, direction and slope of the pipe (If known or shown on as-builts).	
B.6	Invert elevations at manholes shall have a 0.1 foot drop across manhole invert from US to DS.	
C. Data to be Included for Water Plan		
C.1	Valve locations clearly identified in Plan view?	
C.2	Identify location of meters/meter boxes and service lines	
C.3	Insure separation distances from sewer mains meet TCEQ requirements (10' minimum separation between water & Wastewater lines)	

Street Address of Project

Architect / Engineer Name, Company and Address

Date Checklist completed

NEW HOME CONSTRUCTION
NEW WATER AND SEWER SERVICES

FOR NEW WATER AND SEWER TAPS

For new home construction on an 'in-fill', in which no previous service was established, new water and sewer taps can be installed by the City. The costs for these services will be included in the building permit fees. The general procedures for this to be completed include:

1. Contractor / Owner pays for Wastewater Impact Fee, Water Service Tap Fee, Wastewater Tap Fee, Water Meter set Fee, Possibly 2 (two) Pavement repair Fees depending on location of existing water and sewer main after review and approval by City.
2. The Contractor or Owner is responsible for identifying the existing property corners and identifying the location of the proposed driveway and proposed sidewalks. **Stakes shall be clearly marked for "water meter" and "sewer cleanout" and placed at the locations where the new services shall be installed. (typically perpendicular to ROW line).**
3. Water meters & Wastewater Cleanouts cannot be in conflict with proposed driveways or sidewalks.
4. Water meters shall be placed on the "house side" of the sidewalk to avoid potential conflicts with drainage ditches.
5. Sewer cleanout will not be in conflict with proposed driveways or sidewalks and not placed in a drainage ditch.
6. **The plumber shall be responsible for adjusting the water meter box and the wastewater cleanout w/ a concrete pad (4" thick x 12" x 12") to final grade. The water meter box and wastewater cleanout shall be set approximately 1 inch above final grade of dirt to allow room for sod installation.**
7. New water and sewer services shall be installed a minimum of 10 feet apart.
8. If City has to relocate a meter or cleanout after installation because they were staked incorrectly or the site plan was changed, there will be an additional charge.
9. Contact the following for a site visit after staking: Dick Boyd (dboyd@cityofterrell.org) or Xavier Williams (xwilliams@cityofterrell.org)

Typical layout – Locations for Cleanout and Water Meter are examples only. Exact locations will be determined based on field conditions and locations of existing water and sewer mains.

