



Commercial Water Review Checklist

Project Name

Applicant

Project Number

Date of Application

Instructions: Please review all of the following checklist items and fill out the Water Review Checklist as it applies to the above referenced project. Click on the arrow next to the drop down and select an applicable answer. A comment will be generated if the selected answer does not follow Citizens standards. If a comment is generated, please refer to the Citizens Water Standards Manual and the references below to make the appropriate changes to the plan set prior to submittal to a Citizens' plan reviewer.

Review Checklist Item

Comment

Reference

Frontage covered?

At least one entire frontage of development must be covered.

Subsequent connector fees owed?

Connections to developer installed water mains within the last 10 years are subject to fees.

Easement required?

Section 2.04 and 3.04.

Service line will serve more than one customer?

Section 3.04.

Service line crosses another property?

Section 3.04.

Relocation of public hydrant?

Relocation or modification of Citizens assets requires a [pay job](#).

Size-on-size tap on cast iron, HDPE, or PVC?

Section 9.21.A. [Pay job](#) required to install cut-in tee.

Valid country-approved address?

Water main being connected to not in service?

Section 1.13. Refer to [Becoming a Bonded Contractor guide](#).

Contractor bonded with Citizens?

Sanitary lateral permit not approved?

[Sanitary Lateral Permit Application](#).

Plans unsigned/unstamped?

Section 5.04.

Plan Review Documents

SDC fee calculation worksheet not provided?

[Citizens Water](#) or [Citizens Water of Westfield](#).

Estimate of Proposed Water Demand Provided?

Section 1.09.

Plan Sheets

Service Line Requirements

Separation not met?

Section 2.03.A and 3.03.A.

Crossing angle not met?

Section 2.03.A and 3.03.A.

Service line too close to property line?

Section 3.03.B.

Service line not standard size?

Section 3.03.B.

Service line material incorrect?

Section 3.03.B and 8.2-8.6.

Not connecting to the main with a tapping sleeve and valve?

Section 3.03 and 8.18.

Tap not perpendicular to main?

Section 3.03.F.

Tap not standard size?

Section 3.03.B.

2" tap missing swing joint?

Section 9.08.A and Standard Detail N.

Main being tapped 24" or larger or a transmission main?

Section 9.08.A.

Separation not met between tap & existing taps/fittings/dead ends?

Section 9.08.A.

Bends within ROW or easement?

Section 3.03.B.

Domestic Service

Domestic line too small?

Section 5.02.

Isolation valve missing?

Section 3.03.C.

Meter size matches domestic line size?

Section 8.12.

<i>Domestic Service</i>	<i>Comment</i>	<i>Reference</i>
1" or smaller meter located inside?		Section 9.13.A. 1" and smaller domestic meters must be located in meter pit outside.
Meter pit location incorrect?		Section 9.13.
Dual meter pit?		Dual meter pits are not allowed. Separate meters into separate pits.
1.5" or larger meter located outside?		Section 8.22.A. Large meters should be located inside where possible. If outside, vault required.
Copper or DI not used within 5' of building footer?		Section 8.06. Only required if meter(s) located inside.
MEP plans not provided, including domestic setup detail?		
Meter setup >5' from building entrance?		Section 9.13.B.
Dual meter setup not followed?		Section 8.23.A and Standard Detail T.4 or T.WF7.
Backflow preventer not RPZ/RPP?		Section 5.03. Only required if commercial or industrial use.
RPZ/RPP outside without hot box?		Section 9.13. RPZ/RPP should be located inside where possible.
<i>Fire Service</i>		
Hydrant flow test missing?		Section 2.02.B. Refer to Hydrant Flow Test Request form .
Fire line too small?		Section 5.02.
PIV missing?		Section 3.03.C.
Private hydrant valve missing?		Section 3.03.G.
FDC missing?		
Fire line without domestic service?		Section 8.25.B. If no domestic service, fire meter is required. If fire line is >150', vault w/ BFP required.
Fire line looped?		Section 8.25.B.
FP plans not provided, including fire riser detail?		Section 5.04.
Fire riser >5' from building entrance?		Section 3.03.D.
Backflow preventer missing?		Section 5.04.
Backflow preventer located in vault?		If BFP in vault, FP plans not required unless fire and jockey pumps are intended.
Proposed fire pump?		Section 5.04.C.
DCA BFP with gas/diesel-powered pumps or glycol?		Section 5.04.C. RPZ required.
Fire pump piping schematic missing?		Section 5.04.C.
Fire pump location incorrect?		Section 5.04.C.
Bypass around fire pump missing?		Section 5.04.C.
Suction control valve missing?		Section 5.04.C.
Suction control valve has incorrect setpoint?		Section 5.04.C.
Jockey pump missing?		Section 5.04.C.
Jockey pump meter missing?		Section 5.04.C. Max meter size of 1". Two check valves required after meter.
Jockey pump location incorrect?		Section 5.04.C.
<i>Irrigation Service</i>		
Irrigation line too small?		Section 5.02.
Backflow preventer missing?		Section 5.05.A.
Backflow preventer location incorrect?		Section 5.05.A. PVB must be 12" above highest sprinkler head.
Irrigation line crosses parcels?		Section 5.05.D.
1" or smaller meter located inside?		Section 5.05.G and 9.13.
Meter pit location incorrect?		Section 9.13.
1.5" or larger meter located outside?		Section 8.22.A. Large meters should be located inside where possible. If outside, vault required.
Dual meter setup not followed?		Section 8.23.A and Standard Detail T.4 or T.WF7.

Water Standard Details

Comment

Reference

Details not current?

A.2 (Thrust Blocking)

B (Standard Hydrant Setting)

N (2" Service Swing Joint)

O (Installation of Restraints)

O.1 (Vehicle Impact Protection for Hydrants)

T.1a (Standard 5/8" Water Meter and Pit Details)

T.1b (Standard 3/4" Water Meter and Pit Details)

T.1c (Standard 1" Water Meter and Pit Details)

T.3 (Split Service Line in Common Areas)

T.4 (Dual Meter Connection with Dual RPZ)

T.WF1 (Standard 5/8" x 3/4" Water Meter and Pit Details)

T.WF3 (Standard 1" Water Meter and Pit Details)

T.WF5 (Irrigation System Connection Detail)

T.WF6 (Standard Fire Service and Meter Vault)

T.WF7 (Dual Meter Connection with Dual RPZ)

T.WT1 (Standard 5/8" Water Meter and Pit Details)

T.WT2 (Standard 5/8" x 3/4" Water Meter and Pit Details)

T.WT3 (Standard 1" Water Meter and Pit Details)

Y.1 (4' x 8' x 7' Meter Vault for 1-1/2" Domestic Meters)

Y.2 (4' x 8' x 7' Meter Vault for 2" Domestic Meters)

Y.3 (4' x 8' x 7' Vault for Backflow Prevention with FDC and PIV)

Y.4 (4' x 8' x 7' Vault for Backflow Prevention)

Y.5 (6' x 10' x 7' Vault for 3" Domestic Meters)

Y.6 (6' x 10' x 7' Vault for 4" Domestic Meters)

Y.7 (6' x 10' x 7' Vault for Fire Meter)

Y.8 (6' x 10' x 7' Vault for Combination Fire and Domestic Services)