



# Sanitary Lateral Review Checklist

Project Name

Applicant

Project Number

Date of Application

**Instructions:** Please review all of the following checklist items and fill out the Sanitary 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 Sanitary Standards Manual and the references below to make the appropriate changes to the plan set prior to submittal to a Citizens plan reviewer.

<b>Review Checklist Item</b>	<b>Comment</b>	<b>Reference</b>
Frontage covered?	<input type="text"/>	Development must have direct sewer access, requires main extension otherwise.
Subsequent connector fees owed?	<input type="text"/>	Connections to developer installed sanitary mains in the last 10 years are subject to fees.
Easement required?	<input type="text"/>	Section 204.2; Easements should be avoided for laterals.
Pipelines in the area?	<input type="text"/>	Use <a href="#">pipeline map</a> to confirm.
Pay job required?	<input type="text"/>	Relocation or modification of Citizens' assets requires a <a href="#">pay job</a> . Plans should include description of pay job.
Valid County-approved address?	<input type="text"/>	
Sanitary sewer being connected to not in service?	<input type="text"/>	Lateral permit can only be issued after main has been released for service.
Private main connection?	<input type="text"/>	Section 201.05 CCTV required and permission needed from private main owner
Connection within combined area?	<input type="text"/>	Section 202.18. Need documentation showing no increase in runoff volume or peak flow.
Includes main size material and job number to be tapped?	<input type="text"/>	
"Not approved for construction" label removed?	<input type="text"/>	Section 5.04.

### Plan Review Documents

Connection fee calculation worksheet not provided?	<input type="text"/>	Section 103.04
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### Plan Sheets

#### General

Full depth granular backfill under pavement?	<input type="text"/>	Section 401.06.2
Separation not met?	<input type="text"/>	Section 204.03; Section 202.07
Tracer wire provided?	<input type="text"/>	Section 401.07
Existing utilities located and shown?	<input type="text"/>	Section 204.02
Crossing angle not met?	<input type="text"/>	Section 202.07
Minimum separation from water lines not met?	<input type="text"/>	Section 204.03
Separation from existing or proposed water bodies met?	<input type="text"/>	Section 202.07.5
Serves more than one building?	<input type="text"/>	Section 201.04
<5' from side property line?	<input type="text"/>	Section 201.07
Connects to footing drain, sump pump, roof drain, heat pump discharge, cooling water, or source of clear water?	<input type="text"/>	Section 201.03
Crosses adjacent property?	<input type="text"/>	Section 201.07
Not connecting to mainline or a terminal manhole?	<input type="text"/>	Section 201.05
Exceeds maximum offsite length?	<input type="text"/>	Section 201.07
Minimum horizontal spacing between adjacent laterals not met?	<input type="text"/>	Section 201.07
Incorrect connection to VCP?	<input type="text"/>	Section 401.05
Incorrect connection to brick sewer?	<input type="text"/>	Section 402.06

**Comment**

**Reference**

Connecting to terminal manhole with 3+ connections?

Section 201.05

Manhole connection?

Section 201.05; may require a variance.

Trench width incorrect?

Section 401.05

Bedding incorrect?

Section 401.06

Lateral abandonment requirements not met?

Section 401.09

Jack and bore casing pipe slope not acceptable?

Section 404.03 1

Jack and bore casing pipe material not acceptable?

Section 404.03 2

Jack and bore casing pipe size incorrect?

Section 404.03 2

Jack and bore casing pipe wall thickness incorrect?

Section 404.03 2

Jack and bore pits not shown?

Section 404.03 3

Justification provided for grease trap sizing?

Section 204.08

**Gravity**

Acceptable pipe size?

Section 206.06.1; increased size must be justified by flow/internal plumbing sizing

Less than minimum pipe depth?

Section 201.06.2

Less than minimum pipe slope?

Section 201.06.3

Unacceptable pipe material?

Section 303.02.1

Cleanouts correctly placed?

Section 201.08.1; Section 201.08.2

Cleanout incorrectly sized?

Section 201.08.3

Incorrect cleanout cover type?

Section 201.08.4

Manhole castings above minimum elevation for gravity connection?

Section 201.09

Reuse of an existing lateral OR use of stub installed more than 10 years ago?

Section 201.10; provide CCTV of existing lateral

CCTV not provided for pipe bursting or lining?

Section 404.05.2

Unacceptable pipe bursting material?

Section 404.05.4; Section 404.06

Contractor not approved for pipe lining?

Section 404.06

**Low Pressure Systems**

Property can be served by gravity but have chosen to do a low pressure lateral?

Justification must be provided

Unacceptable pipe material?

Section 304.04

Incorrect pipe size?

Section 504.06.1

Pump make, model, and curve missing?

Section 504.08; pump must be compatible with other pumps connected to low pressure system

Pump incorrect based on curves?

Incorrect pump?

Section 504.08

Lateral assembly missing?

Section 504.06.5

Lateral assembly incorrectly located?

Section 504.06.5

Pump incorrectly located?

Pump should be upstream of lateral assembly.

Low pressure lateral connection to gravity main incorrect?

Section 504.11; Gravity lateral wye/reducer required

HDD profile missing?

Section 404.04.1

HDD not labeled?

Section 404.04

HDD material incorrect?

Section 404.04

HDD tracer wire requirement not met?

Section 404.04

**Standard Details**

**Comment**

**Reference**

Details not current?	
500.02 (Low Pressure System Detail)	
500.03 (Low Pressure System Detail)	
500.04 (Low Pressure System Detail)	
100.01 (Terms Used in Trench Details) missing?	
200.01 (Gravity Connection) missing?	
300.07 (Manhole Benches) missing?	
300.08 (Adjustment Ring) missing?	
300.09 (Manhole Cover) and 300.10 (Manhole Cover) missing?	
300.11 (Grease Trap Detail) missing?	
400.01 (Flexible Pipe Bedding & Backfill) missing?	
400.04 (Abandoned Sewer Lateral) missing?	
400.05 (Shallow Sewers Connection) missing?	
400.06 (Deep Sewers Connection) missing?	
400.07 (Controlled Settlement Joint Installation) missing?	
400.08 (Concrete Collar Detail) missing?	
400.09 (Building Cleanout) missing?	
400.10 (Right-of-Way Cleanout) missing?	