

**CITY OF BEVERLY HILLS**  
**Department of Public Works and Transportation**  
**Civil Engineering Division**  
**WATERLINE IMPROVEMENT PLAN REVIEW CHECKLIST**

The following checklist consists of the minimum requirements for preparation and submittal of Water Improvement Plans for review by the City of Beverly Hills. If these minimum requirements are not met, the improvement plans will be returned unchecked as an incomplete submittal. The checklist is intended as a general guideline to the preparer for typical improvement plans.

**A. Submittal Requirements**

*The initial submittal of Waterline Improvement Plans shall include the following:*

**Applicant**

**Plan Check  
Engineer**

1. Waterline improvement plans, three (3) folded copies.
2. Project conditions of approval. The applicant's engineer shall verify that all conditions of approval have been met. Submit two (2) copies.
3. Street improvement plans, two (2) folded copies (if applicable).
4. Dedications and/or vacations. Submit legal descriptions, title report documents, plot map reference and right-of-way exhibits, two (2) copies (if applicable).
5. Estimate of quantities, two (2) copies.
6. Fire flow test reports, two (2) copies.
7. Provide relevant agreements (e.g. reciprocal access, construction easements, etc.), two (2) copies.
8. Utility as-built plans (storm drain, sewer, electrical, communications; etc.), two (2) folded copies (if applicable).

## **B. Title Sheet Requirements**

*All sheets shall be presented on "D" size (24" x 36") standard sheet. The submittal of waterline improvement plans for approval and/or permit shall be printed on 4 mil double matte mylars. Plan must include the following:*

### **Applicant**

### **Plan Check Engineer**

1. Water general and construction notes and estimate of quantities.
2. Legible key map (preferred scale 1 inch = 100 ft). Highlight project location, identify sheet index, and limits of improvements.
3. Legible vicinity map (preferred scale 1 inch = 200 ft) and highlight major cross streets.
4. Index to standard drawings referencing City of Beverly Hills Standards (website:[http://www.beverlyhills.org/government/pwtrans/engineering/standard\\_drawings.asp](http://www.beverlyhills.org/government/pwtrans/engineering/standard_drawings.asp)).
5. Development name and/or address in title block (if applicable).
6. Typical waterline plans cross section(s). Provide Street cross section(s) with proposed waterline location. Identifying all other existing utilities with vertical and horizontal clearances.
7. Include storm water pollution control requirements notes for waterline construction.
8. Use and provide a benchmark approved by the Department of Public Works and Transportation.
9. Provide the applicant engineer's company name, logo, address and telephone number along with the name and license number or engineer's stamp (signature required on final plans only).
10. Revision block shall be provided with an area for description, private engineer's approval and date of approval, revision number, plan check engineer's approval and date of approval.
11. Include a "Private Engineer's Notice to Contractors".
12. Include the Basis of Bearing for the Street Centerline (if applicable).

## **C. General Plan and Profile Requirements**

**Applicant:**

**Plan Check  
Engineer**

1. North arrow (point up or to the right).
2. Plan shall be at scale 1 inch = 20 ft or 1 inch = 40 ft. Profile shall be 1 inch = 2 ft or 1 inch = 4 ft. Include a 4 inch bar scale.
3. Identify all adjacent streets.
4. Waterline stationing to be used on both plan and profile and shall preferably read from left to right. Whenever possible match plan stationing with profile stationing grid. Waterline alignment shall be tied or referenced to existing street centerline stationing (if applicable).
5. Label stationing at 100 ft with tick mark (e.g. 1+00).
6. Label waterline stationing for plan at: point of connection, BC, EC, slope break, fitting connections, valves, and service connections (domestic, fire, irrigation).
7. Show proposed waterline with solid lines and existing waterline with dashed lines.
8. Indicate areas of pavement removal for trenching operations. Show typical trenching detail (T-cut) consistent with City approved standards for Asphalt Pavement removal, grinding, and overlay (Standard drawing BH 114)
9. Waterline improvement plans shall reference City Standards. Provide specifications, notes, details or other approved Standard Drawing Nos. if different from City standards.
10. Sheet layouts shall have match lines at even 100 ft stations or at half stations, whenever possible.
11. Profile shall identify all waterline crossing utilities. Utilities shall be labeled with size and utility name. All crossing utilities shall be potholed for verification.
12. Label waterline profile invert elevations at: point of connection, BC, EC, slope break, fitting connections, service connections (domestic, fire, irrigation).

13. Show existing overhead and underground public utilities and facilities. Show necessary relocation, reconstruction, adjustment notes and responsible party.
14. Include construction notes as they apply to each sheet only. Do not refer back to construction notes on the title sheet.
15. All pipe fittings (angle fittings and reducers) shall be noted on plans with a station and construction note callout.
16. Profile shall identify pipe segments with pipe length, size, type (e.g. INSTALL 294 LF -10" DIP –CLASS 52).
17. Identify all existing and proposed right-of-way lines, property lines, City limit lines, and easement lines.
18. Dimension streets. Identify right-of-way width, street width and parkway width.
19. All existing utilities shall be labeled on plan with utility owner, size, and dimension to centerline or to right of way. Line type for each utility shall be unique. A utility legend shall be included on plans.
20. Water services and meters shall not be installed under driveways.

#### **D. Resubmittals**

##### **Applicant**

##### **Plan Check Engineer**

1. Provide previous marked up check prints.
2. Provide revised plans, three (3) folded copies.
3. Provide additional documents requested by the plan checker.
4. Provide adjustment or additional fees.

# LETTER OF TRANSMITTAL

**TRACT NO. :**

**SUBMITTAL DATE:**

**APPLICANT :**

**SUBMITTAL #:**

**SUBMITTED BY:**

**SUBMITTED TO:**

Company:

CITY OF BEVERLY HILLS

Name:

455 NORTH REXFORD DRIVE

Phone No.:

BEVERLY HILLS, CA 90210

Fax No.:

Email Address:

**Please find the attached items as part of the above-mentioned submittal package.**

Waterline improvement plans.

Project Conditions of Approval.

Street improvement plans.

Dedications and/or vacations. Submit legal descriptions, title report documents, plot maps, etc.

Estimate of quantities.

Fire flow test report.

Provide relevant agreements (e.g. reciprocal access, construction easements, etc.)

Utility as-built plans.

REMARKS

COPY TO: \_\_\_\_\_

SIGNED: \_\_\_\_\_