

# Macon Water Authority

## Development Projects Plan Review Process & Checklist

**The following denotes the minimum requirements for submission of development project plans for review by the Macon Water Authority's Engineering Department. This does not constitute an exhaustive list and further details for requirements can be found in the Authority's 'Procedure For Reviewing Project Site Plans' document available at [www.maconwater.org](http://www.maconwater.org).**

### Plan Submittal Process

- o Plan Review Fee: **\$125.00** check or money order payable to the Macon Water Authority. This is a one-time fee.
- o Mailing Address for Plans Submission:  
Macon Water Authority  
790 Second Street, Macon, GA 31202-0108  
Attn: Engineering Dept./Plan Review
- o State of GA licensed P.E., RLS, or LA stamped signature required on plans.
- o Size of plan sheets shall be 24" x 36".
- o Plans must be drawn to industry CAD standards.
- o Preliminary plans: Submit two (2) hard copies (full set).
- o MWA returns Preliminary plans w/ comments and/or corrections; Review Time: Seven (7) Business Days.
- o Final plans: Submit five (5) hard copies (full set).
- o Electronic Files: Submit ACAD (.dxf) or (.dwg) version 2009 or later of the Water/Sanitary Sewer (SS) utility plan(s) & PDF versions of the full set on a read-only CD.
- o Plans must be rotated and tied to GA State Plane Coordinates.
- o MWA returns two (2) stamped plan sets w/ final approval letter; Review Time: Seven (7) Business Days.
- o As-Builts: Prepared and stamped by a State of GA licensed P.E., RLS, or LA; Vertical/Horizontal accuracy within 0.1 foot.
- o Easement and/or Encroachment Agreement documents to be prepared, signed, & executed before final acceptance of project by MWA inspectors.

### General

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitary Sewer Capacity Analysis (by MWA)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SS Pump/Lift Station Calculations by State of GA licensed P.E.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Flow Tests required for proposed fire mains & domestic water meters 2" & larger; \$75 fee for instantaneous fire flow; \$125 fee for both instantaneous & 24-Hr Static Pressure Monitoring |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Flow Calculations required for proposed fire mains   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Hydraulic Load Calculations required for proposed domestic water meters 2" & larger  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | GA DOT permit approval required for work proposed w/n right-of-way of State Route   |

### Coversheet

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Official Project Name & Physical Property Address   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location/Vicinity Map w/ North Arrow  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Index of the Drawing Sheets   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Total LF of Water/Sanitary Sewer Main Extensions  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Type, Size, Material & Total LF of proposed Water/Sanitary Sewer utilities                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Narrative outlining scope & future expansion, # of employees, kitchens, bathrooms, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner Contact Information   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24 Hr. Contact Information  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Engineer Contact Information  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | State of GA registered P.E., LS, or LA stamp & signature  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Call Before You Dig Info  |

### Erosion Control Plan

- | Yes                      | No                       | N/A                      |                                 |
|--------------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Erosion Control Sheets Included |

### Existing Conditions/Survey Plan

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing Water/Sanitary Sewer utilities shown & labeled |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All other existing utilities shown & labeled            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property lot information                                |

### Demolition Plan (If applicable)

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing & Proposed changes to Water utilities shown & labeled          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing & Proposed changes to Sanitary Sewer utilities shown & labeled |

### Overall Site plan/Layout Sheet

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overall Site Plan w/ Water/SS/Drainage Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | General Notes Included                        |

### Utility Sheet(s) (Water/Sanitary Sewer)

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Labeled (Exist & Proposed Construction)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitary Sewer Labeled (Exist & Proposed Construction)                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drainage layer shown in background & labeled   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All other utilities labeled  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All streets labeled  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backflow Prevention Devices shown & labeled; DDC-Fire Mains; DC-Low Hazard; RPZ-High Hazard. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grease Trap/Interceptor size labeled (if required)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Oil/Water Separator size labeled (if required)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flood plain labeled (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing easements labeled (Power, Gas, Drainage, etc.)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing encroachments labeled (if applicable)   |

### Plan and Profile Sheet (if applicable)

- | Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan on the top half of sheet                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Profile on the bottom half of sheet                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale (min req'd): 1"=50(ft) Horizontal; 1"=10(ft) Vertical |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Invert In & Invert Out Elevations labeled                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water collars/anchors shown (if applicable)                 |

### Typical Detail Sheet (Use MWA Standard Details where applicable)

- | Yes                      | No                       | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Valve Setting Detail   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water Service Connection Detail  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Hydrant Detail  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Add Note to sheet if applicable: "Black plastic bag required over out-of-service fire hydrants"    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boring Detail (6" and above pipe)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pipe Bedding Details (Ductile Iron and/or PVC)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pre-Cast/Outside Drop Manhole Detail   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cleanout Detail  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Metallic Locator Tape Detail   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Add Note to sheet if applicable: "Metallic Locator Tape required over all sanitary sewer laterals" |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitary Sewer Service Connection Detail   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meter By-pass Line Detail (By-pass lines required for water meters 3" & larger)                    |