



# WATER/SEWER ABANDONMENT PLAN Checklist

KIVA/DIS No: \_\_\_\_\_ Project Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The purpose of this checklist is to offer comments on plans for removal/abandonment of water or sewer mains. If new water and/or sewer lines are to be constructed, then separate water and sewer plans are required with abandonments to be shown on appropriate plans (water line abandonments on water plan, etc.). Refer to the Water Services Department Design Standards Manual, 1994 for all applicable policies and design requirements.

This checklist serves to minimize redline comments on the construction plans and to maintain consistency among plan reviewers on plans for public water main construction in the public right-of-way or public water easement. Plan approval and permit issuance's depend on compliance with the comments made on the construction plan and this checklist. The engineer of record shall satisfy themselves (?) of the completeness and accuracy of the design.

Please return this checklist and the redlined construction plans with your next submittals. Discussion of redline comments on plans or in this checklist should be directed to the plan reviewer listed above.

Plan approvals are valid for a period of one (1) year from the date of the approved signature.

The following symbols are used to identify changes needed to the plans:

CHANGES ARE REQUIRED

CHANGES ARE NOT REQUIRED

### GENERAL REQUIREMENTS ON PLAN

If new water and sewer lines are built to replace the systems to be abandoned, the steps below must be satisfied for a complete project.

1. Abandonment application must be made and all stipulations of the abandonment case must be satisfied. Application for abandonment and/or donation of right-of-way document should be submitted to the Site Planning Division as early as possible. Processing time is a minimum of three (3) months.
2. Maps and instruments to dedicate new water/sewer easements for applicable replacement construction and required fees are paid to the Development Services Department.
3. Profile drawings are not required except under unusual circumstances. Plan view is acceptable.
4. Completion of abandoned water/sewer. Complete a letter of completion written by Civil Field Inspections and Record Drawings must be submitted to and accepted by the Water Services Department.
5. Abandonment/dedications must be approved by the Phoenix City Council.

### ALL SHEETS

For general design requirements, see Water Services Policies S-3 and W-3. For Record Drawing requirements, see Water Services Policies P-68 and P-69.

Plans shall be on 24" X 36" sheets.

Symbols shall be per M.A.G. Specifications and Details supplemented by Water Services Department Details.

Orientation of each plan sheet shall be shown by a north arrow pointing up, preferably with north up or to the right.

- Blue Stake notification decal is required.
- Tracings shall be prepared on vellum or mylar only.
- A cover sheet is required on plans of more than two (2) sheets.
- Each sheet shall be identified by sheet number, project name, and match lines.
- All sheets shall have the Civil or Sanitary Engineer's signed Arizona registration seal prior to plan submittal.
- Include appropriate processing numbers from Project Engineering, Building Log, Abandonment, Site Planning, and City Quarter Section Number.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. The size of lettering and symbols shall be 1/8 inch minimum. Shading or zip tape is not permitted.

### COVER SHEET

- Project title block with name and address of projects located in lower right-hand corner or right end of page.
- A vicinity map is required clearly showing the project location.
- Developer's name with address, and telephone number.
- Engineer's name with address, and telephone number.
- A key map is required. The key map is a small scale map of the project site that provides a system overview and is used to index the plan sheets. The key map shall show the following:
  - All streets, alleys, easements, tracts, and parcels shall be identified. Identify phasing, if used.
  - Water mains, fire hydrants, valves, and production facilities (tanks, boosters, etc.). Clearly label all piping to be abandoned.
  - Index of plan sheets indicated by single line with arrows showing beginning and end of each sheet.
  - Sewer mains, manholes, cleanouts, and any associated facilities. Direction of flow must be indicated. Manholes, cleanouts, valves, and fire hydrants must be numbered per numbers found on the quarter section maps.

A Pavement Cut Surcharge may be assessed on this project for new pavement cuts for trenching in asphalt pavement. If fees are assessed, they are in addition to the regular permit fees and are over and above any special backfill, compaction, and pavement replacement stipulations that may be imposed as a condition of permitting. Surcharge affects newly paved and newly overlaid streets.

- Material list for material installed to complete abandonments and a separate list for totals of pipe, valves, M.H., CO, and sizes of each abandoned.
- Index map of plan sheets (if required).
- Signature approval block (in lower right-hand corner) next to title block:

**APPROVED FOR:  
THE CITY OF PHOENIX**

\_\_\_\_\_  
**COUNTY HEALTH DELEGATE  
 DEVELOPMENT SERVICES DEPARTMENT**

\_\_\_\_\_  
**DATE**

**PLANS FOR REVISION OR UPDATE**

Plan approval and reapprovals are valid for a period of one (1) year from the date of signature. Plans submitted for update and/or revision approval by the Engineer of Record will require that Engineer's signature and redate the seal. However, submittal by new Engineer of Record will require a new civil engineer's seal along with their signature.

- [ ] All plans revised after the original approval shall be reapproved as shown above, except that a revision number be shown as follows on the left of the signature line:

APPROVED FOR REVISION NO.

- [ ] The nature of the revision must also be described on the bottom of the cover sheet and on the sheet(s) being revised. The revision number itself shall consist of a numeral within a triangle. Cloud all revisions and put a numbered delta within the cloud.

**APPROVAL FOR UPDATE**

Plans submitted for update only need only have a new signature line stating  approval for update  above the signature line and the plan is to be resealed by the submitting engineer.

**GENERAL NOTES FOR WATER/SEWER ABANDONMENT PLANS**  
(TO BE ON ALL ABANDONMENT PLANS)

- [ ] Removal of contaminated soil and a haul plan to the disposal site may be required from around existing sewer pipe. This will be the contractor's responsibility.
- [ ] The contractor is to notify the public for shutdowns 48 hours in advance.
- [ ] All construction to conform to M.A.G. Specifications and Details and City of Phoenix Supplement to M.A.G. Specification and Details unless modified on the plan.
- [ ] All work must comply with the current City of Phoenix "Traffic Barricade Manual" requirements.
- [ ] All pipe abandonment in right-of-way must be crushed in place or removed. Pipe abandoned across future private property must be crushed, removed, or grout filled.
- [ ] All fire hydrants abandoned must be surplused to Special Operations, 3045 South 22nd Avenue, Phoenix, telephone number (602) 262-5072.
- [ ] Removal of existing water meters shall be done only by City of Phoenix Water Services Department personnel and only after receipt of a purchase order or cash fee payment from the permittee.
- [ ] A pavement cut surcharge shall be assessed on this project for any trenching or potholing in new asphalt pavement that is less than 30 months old. Surcharge fees assessed are in addition to the regular permit fees and are over and above any special backfill, compaction, and pavement replacement stipulations that may be imposed as a condition of permitting. Pavement cut surcharge fees is assessed in accordance with Section 31-38 of the Phoenix City Code.

**PLAN SHEETS**

- [ ] All plan sheets shall show the following to proper scale:
- [ ] All streets, alleys, and easements. Streets shall be identified by name. Streets, alleys, and easements shall be dimensioned at least once and at all breaks. Monument line of streets shall be shown.
- [ ] All abutting lots shall be identified by lot number, tract, subdivision, or labeled unsubdivided.
- [ ] Location of all existing utilities, structures, paving, and other topographic features affected by construction.

- [ ] Scale shall not be less than 1" = 40', except for major streets and cases of unusual topography or complex situations where more detail is necessary, then the scale shall be 1" = 20'. There are no exceptions to the 20' scale for major streets.
- [ ] Project title to be on all sheets.
- [ ] Number all sheets and show match lines if necessary.
- [ ] North arrow and scale shown on all sheets.
- [ ] Label all existing utilities with size, material, and location in right-of-way or easements dimensioned from the monument or easement line. Where City owned utilities cross the utilities, show complete dimensioned data measured from street monument lines. Profile views are desirable.
- [ ] Pavement replacement thickness and type per M.A.G. Sec. 336 and M.A.G. Detail 200, or replace in kind, whichever is greater.
- [ ] Any special notes. This refers to any special connections or situations present.
- [ ] Abandonments/removals of manholes, valves, pipe, and related features shall be specifically called out on the plan:
  - Manholes: complete removal required
  - Cleanouts: complete removal required
  - Sewer Pipes and Taps In the Right-of-Way: complete removal or crush in place
  - Sewer Pipes and Taps Out of the Right-of-Way: either complete removal, crush in place, or grout fill in place
  - Valves: complete removal required
  - F.H.: complete removal required and salvage
  - Water Pipe and Services In the Right-of-Way: complete removal or crush in place
  - Water Pipe and Services Out of the Right-of-Way: either complete removal, crush in place, or grout fill in place.
- [ ] Backfill and compaction shall comply with M.A.G. Specifications Sec. 601.
- [ ] Use sewer line stationing from farthest downstream manhole with ties to street monument lines.
- [ ] To abandon a sewer line from a manhole downstream, remove 3' of pipe from outside the M.N. and reshape invert inside the manhole.
- [ ] Abandonment of a water line from a tee in an existing main shall be per City of Phoenix Detail P-1344.
- [ ] All fittings, plugs, and markers used in abandonment shall be shown on plans.
- [ ] Use the notes "Crush in Place" or "Cut, Plug, and Remove," or other descriptive notes to describe the work. All pipe in the right-of-way must be either removed or crushed in place. The engineer is to specify on the plan which is to be done. This also applies to sewertaps and water services.
- [ ] In replacing existing sidewalk, curb and gutter, show existing and proposed concrete. Construct sidewalk ramps to accommodate access per ADA requirements where applicable.
- [ ] When tunneling under or sawcutting existing curb and gutter or sidewalk, be specific with materials and procedures to be used and quantities involved. One sack slurry is preferred backfill for tunneling.
- [ ] Discussion of redline comments on plans or in this checklist should be directed to the plan reviewer.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).