



**PLAN SUBMITTAL REQUIREMENTS
FOR ALL PLANS TO BE REVIEWED BY
MEDFORD WATER COMMISSION (MWC)**

200 S. Ivy Street, Room 177
Medford, OR 97501
(541) 774-2430

Submit all plans for review, draft easement documents (including dedication page(s)) and other backup documentation to EngineeringReview@MedfordWater.org.

ITEM		GENERAL REQUIREMENTS
Authority	<input type="checkbox"/>	Plans prepared and stamped by a civil engineer registered in the State of Oregon.
Sizing	<input type="checkbox"/>	Plans drawn on a 24" x 36" sheet to scale.
	<input type="checkbox"/>	Plan view scales must be engineering scales of 1"=50', 1"=40', 1"=30', 1"=20' or 1"=10'. Details may use smaller scales, if necessary. Architectural scales are not permitted.
	<input type="checkbox"/>	Profile scales must be engineering scales of 1"=5', 1"=4', 1"=3', 1"=2' or 1"=1'. Details may use smaller scales, if necessary. Architectural scales are not permitted.
Notes	<input type="checkbox"/>	List MWC General Notes on the cover sheet, overall utility plan or another General Notes sheet. On every Water Plan or Profile sheet, provide a note referencing the location (sheet #) of the MWC General Notes. See MWC's current General Notes at the end of this checklist.
	<input type="checkbox"/>	List all Construction Notes addressing both existing and proposed water facilities and any item(s) affecting water facilities.
Summary Sheet	<input type="checkbox"/>	Water Plan Summary sheet showing existing and proposed water system for overall project. This may be part of an overall Utility Plan.
COVER SHEET		
Location	<input type="checkbox"/>	List project map/tax lot(s) and site address(es)
	<input type="checkbox"/>	Provide the location description and elevation of all survey control points on the project including datum used.
	<input type="checkbox"/>	A Vicinity Map is required showing proposed location relative to nearest cross streets.
Contact	<input type="checkbox"/>	List the contact name/address/phone/email for the Owner/Developer, Engineer and Surveyor.
Project Info	<input type="checkbox"/>	Project name, north arrow and bar scales are required.
Add MWC Quantities (Count only public mains & facilities, not on-site plumbing)	<input type="checkbox"/>	Water pipe length by size and material. Calculate water pipe length in plan view through valves and fittings; do not deduct length of valves and fittings. Do not include fire hydrant laterals.
	<input type="checkbox"/>	Number and size of ARVs.
	<input type="checkbox"/>	Number of fire hydrants.
	<input type="checkbox"/>	Number and size of water services.
Key	<input type="checkbox"/>	Define the Symbols and Abbreviations used within the plan set. This may be shown on the cover sheet or the sheet(s) immediately after the cover sheet.
	<input type="checkbox"/>	Add a sheet index. (Plan sets with less than 5 sheets may omit the sheet index.)

ITEM	PLAN VIEW – EXISTING INFRASTRUCTURE	
Show & Label Existing Infrastructure	<input type="checkbox"/>	Existing property boundary and lot lines.
	<input type="checkbox"/>	Existing survey control points.
	<input type="checkbox"/>	Existing rights-of-way.
	<input type="checkbox"/>	Existing addresses, lot numbers and street names.
	<input type="checkbox"/>	Existing street improvements including driveway approaches.
	<input type="checkbox"/>	Existing easements. List recorded document information for existing easements.
	<input type="checkbox"/>	Existing structures, fencing, walls, barriers, vaults, etc. within 20' of any existing or proposed water facilities. Dimension any such structures, fencing, walls, barriers, vaults, etc. within 10' of any existing or proposed water facilities.
	<input type="checkbox"/>	Existing trees within 20' of any existing or proposed water facilities. Show the approximate dripline of existing trees.
	<input type="checkbox"/>	Water mains including size and materials.
	<input type="checkbox"/>	Water appurtenances including valves; fittings; service lines with size; meters with size; fire hydrants; ARVs; and any other water appurtenances.
	<input type="checkbox"/>	Non-water utility mains and service laterals (including but not limited to sewer, storm drain, irrigation, gas and dry utilities, petroleum, etc.) and appurtenances, including size and material.
	<input type="checkbox"/>	Any additional item(s) that would add clarity or further define constructability.
	PLAN VIEW - PROPOSED INFRASTRUCTURE	
Show & Label Proposed Infrastructure	<input type="checkbox"/>	Project boundary.
	<input type="checkbox"/>	Proposed rights-of-way.
	<input type="checkbox"/>	Proposed lot numbers and street names.
	<input type="checkbox"/>	Proposed street improvements including driveway approaches.
	<input type="checkbox"/>	Proposed easement locations including dimensions.
	<input type="checkbox"/>	Proposed structures, fencing, walls, barriers, vaults, etc. within 20' of any existing or proposed water facilities. Dimension any such structures, fencing, walls, barriers, vaults, etc. within 10' of any existing or proposed water facilities.
	<input type="checkbox"/>	Proposed trees within 20' of any existing or proposed water facilities. Show the approximate dripline of proposed trees at maturity. May be shown on a separate Landscape and Irrigation Plan as long as the separate plan shows and labels all applicable water facilities.
	<input type="checkbox"/>	Non-water utility mains and service laterals (including sewer, storm drain, irrigation, gas and dry utilities, petroleum, etc.) and appurtenances, including size and material, if known.
	<input type="checkbox"/>	Any additional item(s) that would add clarity or further define constructability.
Show & Label Proposed Public Water Facilities	<input type="checkbox"/>	Include size and materials.
	<input type="checkbox"/>	Show and note stationing and offsets relative to street centerline stationing for proposed watermains including horizontal and vertical bends. Where watermains cannot be referenced to or deviate from street centerline stationing, dimensions for length shall be indicated on the plans, or station and offset relative to another station line shall be provided.
	<input type="checkbox"/>	Show and note the horizontal radius of proposed piping. For deflections, call out the joint deflection used.

	<input type="checkbox"/>	Show and note stationing of all locations where the proposed watermain(s) will cross existing and proposed utilities.
	<input type="checkbox"/>	Include valves; fittings; service lines with size; meters with size; fire hydrants; ARVs; and any other water appurtenances.
	<input type="checkbox"/>	Show and note stationing and offsets relative to street centerline stationing for watermain appurtenances including, but not limited to valves, water meters/services; fire hydrants; and ARVs. Where watermains cannot be referenced to or deviate from street centerline stationing, dimensions for length shall be indicated on the plans, or station and offset relative to another station line shall be provided.
PROFILE VIEW		
Show & Label	<input type="checkbox"/>	Sizes of mains and type(material) and classification of pipes.
	<input type="checkbox"/>	Air release, gate, butterfly and other valves.
	<input type="checkbox"/>	Fire Hydrant laterals.
	<input type="checkbox"/>	Horizontal and vertical bends.
	<input type="checkbox"/>	Lengths of restrained pipe and casings.
	<input type="checkbox"/>	Show/note any additional item(s) in the profile that would add clarity or further define constructability.
Pipeline Inverts	<input type="checkbox"/>	Plot pipeline inverts directly below plan views. Use existing and/or proposed street profile for final grade to base watermain profile on.
Elevations	<input type="checkbox"/>	Show stations and grades (elevations) of pipes in profile including vertical pipe grade breaks, deflections, horizontal and vertical bends, hydrants, ARVs and other valves and fittings.
Watermain Crossings	<input type="checkbox"/>	Show and label all proposed watermain crossings with other utilities (existing and proposed) including but not limited to sanitary sewer (mains and laterals), storm drain, irrigation, existing water mains, electric/power, natural gas (mains and laterals), telephone, fiber optic, etc. including elevations of these utilities at the crossing point of the watermain(s) and the vertical clearance* from the watermain(s).
	<input type="checkbox"/>	*Refrain from noting 'Min XX clearance', 'Min XX depth/cover' or similar notes in the profile. Instead, note the actual/designed clearance or depth/cover provided in the design.
Hydrant Lateral Profiles	<input type="checkbox"/>	For proposed fire hydrant laterals which will cross at least one utility, add profiles including appropriate stations and elevations, horizontal and vertical bends, deflections, etc. MWC staff may request the Engineer to show hydrant lateral profiles for any proposed hydrant lateral whether it crosses a utility or not.
Fire Service Profiles	<input type="checkbox"/>	Add profile(s) of proposed fire services from the watermain through the fire vault including appropriate stations and elevations, horizontal and vertical bends, deflections, etc.
Plan Review Notes:		