Right of Way Permitting and Plan Review Section

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

<table>
<thead>
<tr>
<th>Project Name: ______________________</th>
<th>Engineer/Phone No. ______________________</th>
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<tbody>
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<td>DPS Project No. ____________________</td>
<td>Address ________________________________</td>
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<tr>
<td>Preliminary Plan No: _______________</td>
<td>Assigned/Phone No. _____________________</td>
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<tr>
<td>Street Names: ______________________</td>
<td>Submittal Date Review Date Initial</td>
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<td>□ Expedite Plan Review</td>
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Legend:
INC Incomplete/Incorrect
N/A Not Applicable

This checklist has been designed to provide specific instruction to engineers. All items are expected to be addressed in the first submittal. Failure to do so will result in a less than full first review. If any items marked with an asterisk (*) are not addressed, no further review of the first submittal will be made. The plan will be returned to the engineer for completion and will have to be resubmitted for a new first review.

TO THE ENGINEER:
Your submission for Grade Establishment Plan approval has been reviewed. The review was made based on the items shown on this checklist. Please return the checklist and grade establishment plan comment sheets with your resubmittal. If you do not address a checklist item, including comments on the grade establishment plan sheets, explain your reasoning in your transmittal letter.

SUPPORTING INFORMATION

* ___ ___ ___ Transmittal specifically explaining purpose of submission.
* ___ ___ ___ If requesting expedited service, attach letter explaining request and check box located above.
* ___ ___ ___ Copy of approved Preliminary Plan (if applicable).
* ___ ___ ___ One print of drainage study as approved by MCDPW&T.
___ ___ ___ Copy of Record Plat, if existing.
* ___ ___ ___ Copy of MCDPW&T Preliminary Plan approval letter.
___ ___ ___ Engineers estimate (at final approval).
GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

PLAN VIEW - GENERAL

- North Arrow.
- * Scale: 1” = 50’.
- Classification of Roads.
- Lot and Block numbers.
- Drainage arrows in blocks and at intersections.
- One street per sheet, except short cul-de-sacs (maximum of two cul-de-sacs per sheet).
- 100’ stations along centerline.
- Intersections.
- Critical points on centerline (i.e. PC & PT of horizontal curves).
- PC & PT of fillets at intersections.

TITLE BLOCK

- * Name, address and phone number of engineering firm.
- * Name of street.
- * Subdivision name.
- Number of sheets (if more than one).
- Date prepared.

PLANS – EXISTING FEATURES

- Right of way width for all previously dedicated streets and roads including intersecting streets.
- Width of intersecting streets.
- Type, size and elevations of drainage structures including road side ditches and outfall ditches.
- Drainage rights of way.
- Permanent structures – buildings and utilities.
- Type and width of existing paving.
- Type and width of existing sidewalk.
- Type and width of existing curb.
- Type and width of existing driveway.
- All existing utilities.

PLANS – PROPOSED FEATURES

- Paving and right of way width.
- Typical sections of roadway.
- Curb and gutter.

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GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

____  ____  ____ Ditch location with transitions as required.
____  ____  ____ Top of curb stations and elevations at intersections and cul-de-sacs.
____  ____  ____ Top of curb stations and elevations at warped sections.
____  ____  ____ Limit of warped section (station) (cul-de-sac).
____  ____  ____ Paving elevation ant warped section (cul-de-sac).
____  ____  ____ Drainage facilities.
____  ____  ____ Public Improvement and Public Utility Easements.
____  ____  ____ Drainage rights of way.
____  ____  ____ Pedestrian paths.
____  ____  ____ Typical path sections.
____  ____  ____ Capacity and velocity at discharge points.*
____  ____  ____ Driveway culvert size for each lot where required.*
____  ____  ____ Spot elevations shall be shown at island, edge of paving and ditch line at quarter points and breaks in grade.*

+ applies to open section roads only.

PROFILE ITEMS

*____  ____  ____ Scale: Horizontal 1” = 50’ Vertical 1” = 5’.
____  ____  ____ Legend clearly labeling all symbols utilized.
____  ____  ____ One street per sheet except for short cul-de-sacs.
____  ____  ____ Existing centerline profile.
____  ____  ____ Building Restriction Line profiles. Note: existing centerline profile and building restriction line profiles are to be at all breaks in grade with maximum 50’ interval.
____  ____  ____ Spot elevations 30’ back of B.R.L. at all breaks in grade with maximum 100’ interval.
____  ____  ____ Elevations on property line at existing driveways.
____  ____  ____ Centerline elevations at intersections and connections with existing paving.
____  ____  ____ Elevations and MNCPPC File No. where connection or revision is made.
____  ____  ____ Centerline profile for minimum of 500’ beyond approval request limits.
____  ____  ____ Centerline of existing intersecting road, minimum of 500’ in each direction.
____  ____  ____ Rates of grade.
____  ____  ____ PVC, PVI and PVT stations and elevations shown, also POC and offset.
____  ____  ____ Stations and elevations of high points and low points.
____  ____  ____ Profile elevations every 25 feet.
____  ____  ____ Proper sight distance based on Montgomery County Road Code or AASHTO requirements.
GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

____  ____  ____ If compound or unsymmetrical vertical curves are used, computations for sight distances must be submitted.

____  ____  ____ Path profiles.

____  ____  ____ Existing and proposed storm drains, including pipe sizes.

____  ____  ____ Limit of requested approval.

CERTIFICATION

____  ____  ____ Plans for approval must be signed and sealed by a Professional Engineer or Registered Land Surveyor licensed in the State of Maryland.

____  ____  ____ Engineer/Surveyor Certification stating as follows:

I hereby certify that

The information shown hereon has been compiled from accurate field surveys.

There is (no) existing paving, sewer or water in this right of way.

(A) (No) Portion of this right of way lies within, crosses or connects with an existing or proposed state road.

This design conforms to the Montgomery County Road Code, “Requirements for Profiles,” Section I, paragraph 6 (A) through (H).

Date:  ________________ Signature:  ____________________

Where the Engineer's certification indicates the absence of existing paving, sewer or water, or intersecting state road the Department of Permitting Services will perform the review and grant approval on behalf of all agencies after any required revisions or corrections are made. The approved plan will be forwarded to the Maryland National Capital Park and Planning Commission who will assign a permanent file number and distribute prints to the interested agencies. Where the Engineer's or Surveyor's certification indicates there is existing sewer, water or an intersection with a state road, each of the interested agencies shall perform an independent review prior to issuance of the final approval.

MISCELLANEOUS

____  ____  ____ Sheet size to be 24" X 36".

____  ____  ____ Minimum grades on open drainage roadways is 2%.

____  ____  ____ Minimum grades on curb and gutter roadways is 1%.

____  ____  ____ Maximum grades are to be as specified in the Road Construction Code.

ADDITIONAL REQUIREMENTS:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

COMMENTS

_________________________________________________________________________________________________

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