GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

| Project Name: ______________________ | Engineer/Phone No. ______________________ |
| DPS Project No. _____________________ | Address ______________________ |
| Preliminary Plan No: ________________ | Assigned/Phone No. ______________________ |
| Street Names: ______________________ | Submittal Date | Review Date | Initial |
| | | | |

☐ Expedite Plan Review

Legend:
INC Incomplete/Incorrect
N/A Not Applicable

Design Acceptable Date

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 (ie. 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.
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

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

02/4/10