Utility Plan Review (UPR) Submittal Checklist

Any plan set not meeting all minimum checklist criteria herein will be rejected as incomplete.

UPR submittal plan documents shall include the following:

- Provide copies of any DOTI staff written approval to waive any requirements contained herein.
- Plans shall be stamped, signed, and dated by a Professional Engineer Licensed and active in the State of Colorado in conformance with the Code of Colorado Regulations 4 CCR 730-1 (electronic stamps/signatures are acceptable)

Utility work must be in accordance with the following DOTI Rules and Regulations and Transportation Standards and Details, found here: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents

- PWRR-006.0, Private Designing Planning Construction Reconstruction and Remodeling of General Public Improvements (Rules and Regulations Tab)
- PWRR-019.0, Street Cuts and Roadway Excavation Specifications (Rules and Regulations Tab)
- PWRR-029.0, Sidewalk and Curb Ramp Construction (Rules and Regulations Tab)
- PWES-001.5, Transportation Standards and Details for the Engineering Division (Standards, Details, Manuals, Guidelines Tab)

Cover Sheet

- City UPR project number centered on top of the cover (e.g. 2019-UTIL-0001234)
- Vicinity map
- Required Plan Notes, Forestry Notes & Details, and applicable Site-Specific Notes
- Project name
- Project location (coordinates and address)
- Sheet index
- Plan set date and revision number (if applicable)
Comment Resolution Sheet(s)

If the UPR is returned to the applicant with comments from UPR reviewers, the applicant will include a Comment Resolution matrix. The Comment Resolution sheet shall have the following information:

- Agency Name
- Reviewer’s name
- Review comments (reviewer comments must be verbatim)
- Formal written response to each comment
- Plan set date and revision number (if applicable)

Utility Plan Construction Sheet(s)

General

- Numerical and bar scale (Scale not to exceed 1”=40’)
- North arrow
- Legend
- Key map if multiple sheets are required to show the entire project.
- PE stamp area
- Plan set date and revision number (if applicable)

Plan View (Aerial imagery is allowed, however, does not replace requirement for accurately scaled engineering drawings)

Show, label, and dimension existing*:

- Right-of-way width
- Street names
- Street Width
- Edge of Asphalt, curb and gutter, crossspans and fillets
- Sidewalks
- Driveways and alley entrances
- Streetlights
- Pedestrian lights
- Traffic Signal poles and other Equipment
- Signal Equipment Clear Zones *
- Surface utility features such as power poles, electric cabinets, handhole boxes, manholes, storm drainage inlets, traffic control boxes, vaults, valves, fire hydrants, etc.
- Drainage channels, culverts and bridges for all major and minor drainageways, ditches and canals.
- Underground utilities (water, storm sewer, sanitary sewer, gas, electric, communications, etc.). Use best available information from field survey, utility-owner maps, sanitary and storm plat maps, and City of Denver GIS data. https://www.denvergov.org/Maps/
- Trees, tree canopies and landscaping in the ROW
- Regional Transportation District (RTD) bus stop, with any amenities including bench/shelter, signage, bus pad and bench pad
*Note: Known roadway and/or utility projects, which are planned in the same corridor, shall be reflected on your utility plan review submittal.

Show, label, and dimension proposed:

- Underground utilities (boreline, running line, trenching, conduit, fiber, pipes, lines, etc.) with stationing and appropriate detail shown with leader call-out*
- Surface utilities (cabinets, handholes, poles, foundations, etc.) with appropriate detail shown with leader call-out*
- Dimensions necessary to accurately locate proposed utility (e.g. coordinates at alignment changes, distance from edge of asphalt or back of curb, distance from existing cabinet, distance from alley or intersection
- Bore pit dimensions
- Reference to Transportation Standards and Details standard drawing number and title for restoration of disturbed areas
- Depth of proposed underground utilities (minimum 36” required, minimum 48” preferred in landscaped areas/tree lawns)
  * Note: No proposed utilities are allowed in the intersection signal equipment clear zone per City Transportation Standards and Details for the Engineering Division, Std. Dwg. 7.9

Profile or Cross Section Views
*(If necessary or requested to show vertical clearance from other underground utilities)*

- Stationing along horizontal axis, Elevation along vertical axis
- Scale (horizontal and vertical)
- Benchmark
- Street Name street width and R O W width
- Existing grade
- Profile of proposed utility
- Existing utilities w/crossing stationing and vertical clearance

Detail Sheet(s)

- Do not include standard City details in the plans. Reference the appropriate City detail by drawing number on the appropriate plan sheet with leader call-outs. Current City Transportation Standards and Details may be found here:
- Provide Office of the Forester’s (OCF) tree protection detail, available to download at:
- Provide only special, non-standard, or modified City details and project details
- Plan set date and revision number (if applicable)
Applicant Acknowledgement

I hereby attest that all above information has been incorporated into our plan submittal.

Applicant signature  ________________________________  Date  _____________

Only as previously agreed by: ____________________________ of DOTI ROWS on _____________, the following Checklist requirements are hereby waived from being required in this submittal. (proof of this correspondence required)

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