Public Works | Right-of-Way Services
Engineering and Regulatory Office
201 W. Colfax Avenue, Dept. 507
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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:

- All required Notes
- Provide keymaps on all applicable plan sheets if multiple sheets are required to show the entire project.
- Provide copies of any City Public Works staff written approval to waive any requirements contained herein.

Utility work must be in accordance with the following Public Works Rules and Regulations:

- Rules and Regulations Governing the Private Designing, Planning, Construction, Reconstruction, and Remodeling of General Public Improvements
  - https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-006.0-Private_Designing_Planning_Construction_Reconstruction_and_Remodeling_of_General_Public_Improvements.pdf
- Rules and Regulations Governing Street Cuts and Roadway Excavation Specifications
  - https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/rules-regulations/PWRR-019.0-Street_Cuts_and_Roadway_Excavation_Specifications.pdf
- Transportation Standards and Details for the Engineering Division
  - https://www.denvergov.org/content/dam/denvergov/Portals/705/documents/guidelines/PWES-001.5-Transportation_Standards_and_Details_for_the_Engineering_Division.pdf

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
☑ Vicinity map, as necessary
☑ 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
- ☑ Edge of Pavement, curb and gutter
- ☑ Sidewalks
- ☑ Street lights
- ❑ Pedestrian lights
- ☑ Signal Poles
- ☑ Surface utility features such as power poles, electric cabinets, handhole boxes, manholes, storm drainage inlets, traffic control boxes, vaults, valves, fire hydrants, etc.
- ☑ Underground utilities (water, storm, sanitary sewer, gas, electric, communications, etc.)
- ☑ Trees and landscaping in the ROW
- ☑ Nearby driveways and alleys
- ☑ Street names
- ❑ Regional Transportation District (RTD) bus stop, with any amenities including bench/shelter, signage, bus pad and bench pad

*Note: If 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, 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 back of curb, distance from existing cabinet, distance from alley or intersection
- ☑ If areas have been disturbed and if applicable for your project, details for rehab/replacement shall be shown on plans.
- ❑ 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)
- ❑ Existing grade
- ❑ Existing utilities
- ❑ Proposed utility
- ❑ Station (STA) location
- ❑ Scale
- ❑ Street Name
- ❑ ROW

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
- ☑ Provide Office of the Forester's (OCF) tree protection detail, available to download at https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/forestry/OCF%20Tree%20Protection%20Detail%20rev.Sept%202018.pdf
- ☑ Provide only special, non-standard, or modified City details and project details
- ❑ Plan set date and revision number (if applicable)
- ☑ Current City Transportation Standards and Details may be found here: https://www.denvergov.org/content/denvergov/en/right-of-way-services/engineering-regulatory-analytics/engineering-plan-review/manuals-regulations.html

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

Anthony McNitt _____ 10/9/25

Applicant signature **Date**

Only as previously agreed by: _____ of Public Works on _____, the following Checklist requirements are hereby waived from being required in this submittal. (proof of this correspondence required)
- ❑ _____
- ❑ _____
- ❑ _____