# 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:**

- Required plan notes, found in the Utility Plan Review tab at; https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Right-of-Way-Permits
- 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)

City and County of Denver Department of Transportation & Infrastructure
Right-of-Way Services | Engineering & Regulatory
201 W Colfax Ave, Dept 507 | Denver, CO 80202
www.denvergov.org/doti
Phone: 720-865-3003

**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, crosspans 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:

  https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Standards-Details
- ☑ Provide Office of the Forester's (OCF) tree protection detail, available to download at:

  https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/forestry-trees-/land-developer-resources.html
- ☑ 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.

Anthony McNitt _____ 10/9/2025

**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)

- ❑ _____
- ❑ _____
- ❑ _____