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 McVitt _____ 1/7/2026

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)

- ❑ _____
- ❑ _____
- ❑ _____