

Collier County Planning and Zoning

# Engineering Standard Minimum Checklist

Engineering Stormwater, Utilities, and Engineering Transportation

## Engineering Stormwater Standard Minimum Checklist

**Please be advised:** If the bottom of each submittal does not reflect the Engineer's signature the application will NOT be accepted. If you select "no" there must be a reason listed in the comment area as to why the item is missing.

		Submitted			Comments
		Y	N	N/A	
1.	COL. Ch. 62 Article II Div. 5 Sec. 62-126 (16)(a). Finished floor elevation must be at least 18" above road or at 100 year storm elevation.				
2.	ESP. Provide a note stating which entity is responsible for maintenance of water management facilities on the plans.				
3.	LDC 10.02.03 D.3 and 10.02.04 B.2.b. The Drainage Plan and Engineering Report shall be signed and sealed by a Florida Professional Engineer.				
4.	ESP. Provide SFWMD permit, submittal documents, permit modification, or waiver with the application.				
5.	ESP. Provide Right-of-Way permit number.				
6.	COL. Ch. 22 Article IV sec. 22-108. Please submit an Excavation Permit Application.				
7.	ESP. Provide wheel stop detail.				
8.	ESP. Provide handicap striping detail.				
9.	SFWMD Vol IV. Internal roadways and parking aisles must be at a 25 year, 3 day storm stage.				
10.	ESP. Provide wet season water table elevations on cross sections.				
11.	LDC 6.05.01 H. Provide minimum 0.3% road centerline longitudinal grade.				
12.	ESP or Ord. 2011-07. Design elevations are required in NAVD for all building sites and public or private roadways included within the development. Plan elevations are required in NAVD.				
13.	LDC 4.05.02 L. The minimum aisle width for 90 degree parking is 24 feet.				
14.	SFWMD Vol IV. A detention pond must discharge through a structure with a bleed-down.				
15.	LDC 4.06.05 J. Sideslope treatments shall adhere to the landscaping and engineering standards identified in Slope Table 4.06.05 J.				
16.	LDC 4.06.03 B.3. Provide Interior island curb detail.				

		Submitted			Comments
		Y	N	N/A	
17.	ESP. Provide stop bar and stop signs at all exits.				
18.	ESP and NPDES. Provide, on a separate sheet, the erosion control details, access, and silt fence locations.				
19.	ESP. Provide Drain Pipe Calculations signed and sealed by a professional engineer.				
20.	ESP. Please design road as per LDC Appendix B.				
21.	SFWMD Vol IV. Please provide access easement from lake maintenance easement to nearest public right-of-way.				
22.	ESP. Provide entity responsible for maintenance of infrastructure on plans.				
23.	ESP. Please show route of off-site discharge to nearest canal.				
24.	ESP. Please show all underground and overhead utilities.				
25.	Admin Code Ch. 4 I.2. SDP Application Contents #11. Please show all easements and survey lines on site plan.				
26.	COL Ch. 90 Article II Div. 2 sec. 90-41 (f)(2). Parking areas must be at a 10 year, 24 hour storm stage.				
27.	FDOT Index 304. Provide handicap ramp curb cut detail.				
28.	ESP. Please provide the following Note on Plans. NOTE: "The approval of these construction plans does not authorize construction of required improvements which are inconsistent with easement of record."				
29.	LDC 6.06.03. Please submit Lighting Plan.				
30.	GMD/Planning and Regulation Fee Schedule. Please provide construction documents review fee (0.75%) and inspection fee (2.25%) of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.				
31.	COL. Ch. 22 Article IV sec. 22-111 (a)(3)c.9. Please provide soil borings.				
32.	LDC 6.01.02 B.2. Provide a minimum 15 foot wide drainage easement.				
33.	ESP. Provide a copy of a signed Engineers checklist.				

		Submitted			Comments
		Y	N	N/A	
34.	COL sec. 62-123? OR ESP. Provide verification of no impact to the 100 year floodplain (i.e. containing the 100 year level) to meet the FEMA requirements of no impact.				
35	COL. Ch. 22 Article IV sec. 22-112. A maximum of 4:1 slope shall be graded from the existing grade to a breakpoint at least 10 feet below the control elevation. Below this breakpoint, the slope shall be no steeper than 2:1.				
36.	ESP. Provide an engineer's certification that the receiving system has been inspected.				
37.	COL. Ch. 90 Article II Div. 2 sec. 90-41. Discharge rates for projects shall not exceed Maximum Allowable Discharge rates per County requirements.				

**I hereby certify that I have personally checked the above items.**

\_\_\_\_\_  
Signature of P.E.

\_\_\_\_\_  
Printed Name

**WE ARE NOT CONNECTING TO COUNTY WATER & SEWER.  
WE ARE PROVIDING A WELL & ONSITE SEPTIC SYSTEM.**

## Utilities Standard Minimum Checklist

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		Submitted			Comment
		Y	N	N/A	
1.	UO.7.1.1- Water and/ or sewer availability letter from Utilities Division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	UO.7.1- County franchise area. If not located in Collier County franchise area, submit approval from governing authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	UO.7.2.1- FDEP application and site plan on disk (PDF format).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	UO.8.2.5- Submit plans, specifications, and cost estimate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	UO. 8.2.4- Utilities Review Fee and/or Inspection Fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	UO.8.2.3- Signed and sealed Engineer's Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	USM. 1.2.1 A.- Include narrative on system in the Engineers Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	USM. 1.2.1- Chlorine dissipation report in the Engineer's Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	USM. 2.1.2- On site sewer hydraulics for proper pipe sizing in the Engineer's Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	UO. 8.2.5.h- Pump station information in Engineer's Report and on detail sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Collier County Utility Policy- Sewer hydraulics to first master pump station downstream. Please contact Collier County Public Utilities, Planning and Project Management Department, at 239-252-8836.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	UO.8.1- Submit fixture flows and irrigation flows for meter sizing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	UO.8.2.5.b- Include Master Utility Plan, with key map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	UO. 8.2.5.b- Show phase lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	USM.1.6.2- Note who will install the meter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	USM. 1.6.2- Note who will install the service lead and meter box.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	USM. 9.4.2.2- Note all required inspections require a 48 hour notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	UO. 8.2.5.i.- Note as to who owns and maintains the potable water, non-potable irrigation water, and wastewater systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	UO.8.2.5.d- Note that meter shall be sized by Public Utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	USM.1.5- Add note at tie in point indicating use of gap configuration or TBF at the option of the FCD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Tech. Specs. 025400 Part 3.4- Label temporary sample point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	USM. 1.2.4- Add isolation valves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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23.	USM. 1.6.1- Conduits for water service shall run from lot corner to lot corner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	USM. 2.1.5- Manhole spacing shall be a maximum 400 ft and placed in roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	USM. Policy- Provide C/O every 75 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	USM. Section 3- Use the latest details and only those which apply to the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	UO. 8.2.2- Pre-Submittal Meeting is required prior to initial submission of construction documents to County staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	USM. Policy- Show lateral invert elevations at terminal manholes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	USM. 1.2.2- Automatic flushing device shall be provided at each dead end of a water main and also near the mid-point of a looped water main.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	USM. 1.6.2- Water supply to any cooling tower.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	FBC.1003.3.1- Address grease trap or grease interceptor requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	USM. 1.7 and/or 2.2.5- Provide air release assemblies at all highpoints and deflections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Tech Specs. 330502-Part 2.1- Directional bores/directional drill. Proposed main requires a casing, provide and label.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	UO. 7.7.4 a. & b.- Address easement main lines requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	UO. 7.7.4 c.- Address easement lift station requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Tech Specs. 020500 Part 1.3.F.1.- Light poles shall maintain a 5 foot separation from existing Collier County utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37.	Tech Specs. 330503 Part 1.3- Address mains under pavement requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	USM. 1.2.2 and 2.2.2- Water and force main setbacks (minimum 7.5 ft. setback from centerline of the pipe to residential roadways, curb and gutters, permanent structures, or plantings not specifically allowed by the ordinance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	UO. 8.2.5.d.- Master meter requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Collier County Utilities Policy- Label all street names on plan sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.	UO. 10.11- Address all past due projects. Contact Jodi Hughes for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**I hereby certify that I have personally checked the above items.**

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Signature of P.E.

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Printed Name

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# Engineering Transportation Standard Minimum Checklist

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		Submitted			Comment
		Y	N	N/A	
1.	Roadway Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Access Management Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Connection spacing/corner clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Type connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Median Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Turn Lane Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Directional Improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Traffic Circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Throat length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Right -of-way Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Existing R/W vs. Ultimate R/W requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Sidewalks/bike paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Traffic signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Traffic control considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Shared signal responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Location/type of access lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Signing/stripping requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Interconnection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	TIS Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	ROW Permit required or submit existing ROW permit number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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