



Water Plan Requirements Checklist

The purpose of this checklist is to serve as a reference for design professionals when completing plans for water main extensions or replacements in the City of Santa Fe water system. This checklist identifies the minimum requirements for what shall be included on all water plans when submitted to City of Santa Fe Water (CoSFW) for review.

The list is intended to help maintain consistency among water plans and minimize redline comments during plan review by CoSFW staff. The design professional should review and complete this checklist prior to submitting plans to CoSFW for review or acceptance. The checklist is solely for reference by the design professional and does not need to be submitted with the water plan.

Please note that this list is not intended to itemize every requirement or component for the water plan. The water plans are subject to additional comments and requirements by CoSFW staff, and the design professional shall familiarize themselves with all other applicable requirements and standards of CoSFW.

General Requirements:

The following requirements shall apply to all water plan sheets.

Y N N/A

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All sheets shall be 24"x36". |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All sheets submitted for approval shall be signed and sealed by a licensed NM Professional Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All sheets shall include the name and address of the engineering firm responsible for the water design. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All sheets shall generally be oriented with north being up or to the right. Exceptions to this may be allowed on a case-by-case basis. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plans submitted for review shall be in electronic PDF format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plans submitted for approval shall be printed on 24"x36" mylar film and delivered or couriered to the City of Santa Fe Water office. |

Cover Sheet:

All water plan sets shall include a cover sheet with the following items (unless directed otherwise).

Y N N/A

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Include the project name at the top center of the cover sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Include the primary project address below the project name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Include a general layout of the overall project site with the existing and proposed water mains shown and streets labeled. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Include a black and white vicinity map showing the location of the site in relation to the surrounding area. Vicinity map shall include street names. |

- ☐ ☐ ☐ Include north arrow and scale for general layout and vicinity map.
- ☐ ☐ ☐ Include CoSFW titleblock with the following items:
 - CoSFW-assigned Drawing Number
 - Sheet Number (X of X)
 - CoSFW Inspector Block
 - Aerial Number
 - Township, Range, and Section
 - Work Order # Block (to be filled out by CoSFW)
 - CoSFW and SFFD Approval Block
 - Plat/Easement Information Block
 - Project Name and Address
- ☐ ☐ ☐ Include engineering firm name and address in company titleblock or CoSFW titleblock.
- ☐ ☐ ☐ Include CoSFW General Notes in text format.
- ☐ ☐ ☐ Include CoSFW Record Mapping Block.
- ☐ ☐ ☐ Include CoSFW As-Built Certification Block.
- ☐ ☐ ☐ Include domestic and irrigation service table for all new metered services in project.
- ☐ ☐ ☐ Include fire service design table for all new private fire service lines in project.
- ☐ ☐ ☐ Include a legend showing the applicable linetypes and symbols used.

Plan Sheets:

All water plan sets shall include at least one plan sheet (unless otherwise directed). For projects with water mains 12" and larger or water mains outside of the Right of Way or paved areas, profile views shall be included on the plan sheets. The following items shall be included with all plan sheets.

Y N N/A

- ☐ ☐ ☐ Include a plan view clearly showing the water infrastructure improvements. The plan view shall have a minimum scale of 1" = 50'. Larger scales may be required for more detailed or congested designs at the request of CoSFW.
- ☐ ☐ ☐ Include a profile view of the proposed water mains, if necessary. All water mains 12" and larger or water mains outside of the Right of Way or paved areas require profile views.
- ☐ ☐ ☐ When a profile view is necessary, show and label existing grade and finished grade lines, utility crossings, and vertical fittings on the proposed water main.
- ☐ ☐ ☐ When a profile view is necessary, label the vertical separation between the water main and crossing utilities and include a label showing 4' minimum cover from finished grade to top of pipe.
- ☐ ☐ ☐ Include north arrow and scale for plan view.
- ☐ ☐ ☐ Include horizontal and vertical scale for profile view, if necessary.

- ☐ ☐ ☐ Include CoSFW titleblock with the following items:
 - CoSFW-assigned Drawing Number
 - Sheet Number (X of X)
 - CoSFW Inspector Block
 - Aerial Number
 - Township, Range, and Section
 - Work Order # Block (to be filled out by CoSFW)
 - CoSFW and SFFD Approval Block
 - Plat/Easement Information Block
 - Project Name and Address
- ☐ ☐ ☐ Include engineering firm name and address in company titleblock or CoSFW titleblock.
- ☐ ☐ ☐ Include CoSFW Record Mapping Block.
- ☐ ☐ ☐ Include CoSFW As-Built Certification Block.
- ☐ ☐ ☐ Clearly show and label all proposed public water infrastructure improvements. Include diameter, material, and pipe pressure class or thickness class.
- ☐ ☐ ☐ Label all proposed fittings, valves, and other water appurtenances with callouts or keynotes. Include diameter, material, joint type, and relevant CoSFW Detail # where appropriate.
- ☐ ☐ ☐ Show and label all new water service connections, including service tap, service line, and meter can. Include a reference to the CoSFW Detail # corresponding to the correct service connection size.
- ☐ ☐ ☐ Show and label all new fire service connections, including the valve, service line, backflow preventer, hot box (if applicable), and connection to main. Indicate service line material from main to backflow preventer. Include a reference to the CoSFW Detail # for fire service lines.
- ☐ ☐ ☐ Indicate joint restraint length on plan, or profile view if required, for all proposed fittings, valves, and other appurtenances or reference CoSFW Detail # for joint restraint lengths where restraint is required.
- ☐ ☐ ☐ Show and label all existing and proposed utilities in the vicinity of water infrastructure.
- ☐ ☐ ☐ Identify diameter and material for all existing and proposed water, storm sewer, and sanitary sewer lines. Identify rim and invert elevations of storm and sanitary structures in close proximity to water. All existing and proposed utilities other than water shall be a lighter plot style than water.
- ☐ ☐ ☐ For parallel installations, label the horizontal separation between the proposed water main and existing or proposed storm and sanitary sewer lines.
- ☐ ☐ ☐ At all locations where the new water main crosses an existing or proposed storm or sanitary sewer line, include a cross-sectional profile of the crossing that shows the vertical separation between the water main and the crossing utility as well as any deflections or modifications necessary to either utility (for plans that do not already require a profile view). Cross-sections can be shown on detail sheets.

- ☐ ☐ ☐ Show and label existing water valves and fire hydrants. Include Fire Hydrant ID # for existing fire hydrants.
- ☐ ☐ ☐ Show and label existing and proposed public Rights of Way.
- ☐ ☐ ☐ Show and label existing and proposed public water, utility, and access easements, including easements to be vacated.
- ☐ ☐ ☐ Show existing and proposed lot lines and label lot numbers and/or addresses.
- ☐ ☐ ☐ Show existing and proposed pavement lines, including roadways, curb and gutter, sidewalks, and parking lots.
- ☐ ☐ ☐ Show building outlines and other above or below grade structures and appurtenances that could impact or interfere with water infrastructure, including streetlights and trees.
- ☐ ☐ ☐ Include match lines with corresponding stationing and sheet numbers for the water main where multiple sheets are required.
- ☐ ☐ ☐ Include phase boundary lines where multiple phases exist for a single project.

Detail Sheets:

All water plan sets shall include a detail sheet with the following items.

Y N N/A

- ☐ ☐ ☐ Include cross-sectional profiles where new water main crosses an existing or proposed storm or sanitary sewer line, if not included on plan sheets.
- ☐ ☐ ☐ Include CoSFW titleblock with the following items:
 - CoSFW-assigned Drawing Number
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 - CoSFW and SFFD Approval Block
 - Plat/Easement Information Block
 - Project Name and Address
- ☐ ☐ ☐ Include engineering firm name and address in company titleblock or CoSFW titleblock.
- ☐ ☐ ☐ Include CoSFW Record Mapping Block.
- ☐ ☐ ☐ Include CoSFW As-Built Certification Block.
- ☐ ☐ ☐ Include any other necessary details as determined by the design professional or CoSFW staff.

Additional Sheets:

Additional sheets not included on this checklist may be required as determined by the design professional or CoSFW staff.