



CITY OF DESERT HOT SPRINGS

Street Improvement - QAQC Checklist

Job Number:	Project Name:
Plan & Phase:	

Checked by: _____

√ - Ok X - Requires Confirmation

Sheets Checked: _____

	RP#	Check	Comments
I. General Sheet Requirements			
A. Drafting/Layout requirements			
1. Plan name with Tract, PM, or SDP number & neighboring TM, PM, or SDP.			
2. Type of improvement plan, City requests street improvement plans (on-site & off-site), signing and striping plans (off-site only) - include on-site private street signing/stripping with on-site street improvement.			
3. Section, Township, and Range.			
4. Include design engineers name and address			
5. Basis of bearing and approved bench mark.			
6. Signature blocks			
a. Check for City/Engineer & Public Works Director Signature block. : Approved by: City Eng. RCE#			
Exp. Date / /			
b. Check for design engineers signature block and seal. Check expiration date.			
c. Other agency's signature block(s) if required.			
7. USA Dig Alert note with phone number 1-800-227-2600			
8. Sheets numbered numerically in increasing order. Sheet ___ of ___			
9. Plot date.			
II. TITLE SHEET			
A. Notifications Provided			
B. Street Improvment notes provided.			
C. Signing and Striping notes if signing & striping is included with street plans.			
D. Index Map			
1. Scale is 1"=500' or smaller - use standard scale.			
2. Sheet coverage is shown.			
3. Street Names and Lot #s shown - call out adjacent tracts.			
4. Locations of primary storm drain systems (Catch Basins, Culverts, Inlets, Retention Basins, Overflows, Etc.) are shown on Index Map. Show flow direction on Index Map			

Continued: Title Sheet	RP#	Check	Comments
5. Provide sheet index			
E. Vicinity Map			
1. Arterial Streets shown.			
2. Orient North as on Index Map.			
3. Project locations indicated on map.			
4. Scale notation provided ("NTS" is ok).			
5. Provide city limit boundaries.			
F. Legend of Symbols used, includes Construction Notes, Symbols, Typical Abbreviations, Special Line Types, Hatching Legend, Etc.			
G. Owner's Information			
1. Site Address			
2. Owner's Name, Address, Telephone #			
H. Utility Agency Information - per city requirements Check for existing standard disclaimer.			
I. Show construction notes and estimate of quantities (sheet 1) - show construction notes w/o quantities on all other sheets.			
1. Confirm that existing information is shaded, proposed is solid and future is dashed.			
J. Street Typical sections and details			
1. Typical sections for all streets. Show street names and station limits.			
2. Dimensions of right of way, pavement, parkways, easements, C/L, R/W, curb face, saw cut lines, etc. (Varies - call out max/min distances)			
3. All slopes are properly called out within P.U.E., R/W and beyond.			
4. Percent cross fall are properly called out including max. / min. on varies.			
5. Show construction note for curb, pavement, base, sidewalk, sawcut, overlay, removals, etc			
6 Confirm that existing information is shaded, proposed is solid, and future is dashed.			
7 Show level line and distance from top of pavement at centerline to top of curve.			
K. Development name in title block.			
III. PLAN SHEETS			
A. Plan View Shows the following:			
1. North Arrow (preferred to point up or to the right or left). Verify that north arrow rotation is correct.			
2. 4" Bar Scale is properly shown & confirm that scale matches plan.			
3. Station intervals at 100' with tick mark and station labels. Preferred stationing is left to right.			
4. Stationing at all intersections with equations on plan & profile.			
5. Stations of all B.C., E.C., P.R.C or P.C.C. of curves.			

Continued: Plan Sheet		RP#	Check	Comments
6.	Stations of all B.C.R. and E.C.R. of curb returns. Set B.C.R. and E.C.R. in the direction of vehicular travel.			
7.	Show match lines and referenced sheets.			
8.	Right of way, parkway and curb lines dimensioned from centerline - lines consistent with typical sections.			
9.	P.U.E. and other easements dimensioned and labeled.			
10.	Approved street names shown on plan.			
11.	City limit lines labeled where applicable.			
12.	Lot numbers and lot lines shown.			
13.	Show proposed improvements with solid lines and existing improvements with dashed lines.			
14.	Pavement Shading:			
a.	Shade proposed pavement areas.			
b.	Show hatching for removals.			
c.	Cross hatched proposed overlays.			
15.	Show locations of all existing and proposed Structures, Buried Tanks, Wells, and Utilities. Include disposition of each.			
16.	Include pertinent construction notes on each sheet.			
17.	Provide curve & line table for all centerlines and curbs.			
18.	Show connections to existing improvements with elevations at the join line and a minimum of 50' at each side of the join.			
19.	Barricades and appropriate signing shown at all temporary dead end streets.			
20.	Show proposed water, sewer and storm drain.			
21.	Show ADA accessible driveway locations and widths (if available).			
22.	Show sidewalk locations.			
23.	Show access ramps.			
24.	Call out flow line or top of curb elevations at all required stations.			
25.	Call out edge of pavement taper ratio.			
26.	Call out catch basin centerline "W" (width), "H" (height) station			
B. Profile Shows:				
1.	Profile of centerline in existing streets or ground line is dashed.			
2.	Finished centerline and curb lines are solid lines. Call out East, West, Top of curb, right and left, and distance from centerline.			
3.	Show existing ground or proposed subgrade. (dashed).			
4.	Show % of grade on proposed and existing profiles - note existing to be in ()			

Continued: Plan Sheet

	RP#	Check	Comments
5. Stations and elevations at 25' max. intervals on all Vert. Curves			
a. Call out vertical curves.			
b. Call out all grade breaks.			
c. All B.C., E.C., B.C.R., E.C.R., P.R.C., P.C.C. and catch basins.			
6. Extend profiles with elevations and grades (%) beyond end of improvements a minimum of 100 feet as necessary to justify the profile grade.			
7. Indicate length of curb returns. Show curb return with 1/4 points in profile.			
8. Show 100' stationing at bottom of profile grid. Should be aligned with starting station in plan view.			
9. Use vertical curves for all grade breaks greater than 0.50%.			
10 Provide street name(s) on profile.			