



UTILITY PLAN GUIDELINES

Authorization:

If you are installing a utility other than water, sewer, or storm drain, you must have a certificate (CPCN) from the State of California authorizing you to provide utility services. If you are being hired by said utility, you must have a letter of authorization to act on their behalf. If any other situation, a bond will be required to guarantee removal of the installations should the pertinent utility company decide not to accept the installed facility, even through no fault of the applicant.

Utility Plans includes installation of electric, gas, communication lines, and other related improvements in the public right of way. For water, sewer, and storm drain see the Street Improvement Plan Guidelines.

Application – We create the application in our permitting system. In addition to the plans, please provide who will be the contact during the plan check process: name, company, phone, and e-mail.

Plan check fees - Initial deposit will be calculated and collected at the time of first submittal prior to plans being accepted by Public Works Agency staff. The volume and complexity of the plans will determine the amount of the initial deposit.

Plan Check Process:

First submittal – Submit three sets of plans at Public Works Agency Counter, Ross Annex of City Hall, 20 Civic Center Plaza, Santa Ana, CA 92702. (714) 647-5039. Plans will be scheduled for plan checking in the order they are received.

Subsequent submittals – Submit revised prints, all previous redlined prints, and any other items that were required to be submitted. Resubmittals may be rejected if all redlines are not included. If they are reviewed, the review will be treated as a first plan check, which is in a longer queue than resubmittals, and will undergo complete checking.

Approval – After approval, the applicant will be notified. Balance of plan check fees and permit fees will be provided at that time. Both must be paid prior to issuance of permit.

Processing Time:

The processing time for plan check will depend on the current volume of utility plans currently waiting for review, as well as the plan checkers' other assignments. The completeness and accuracy of the plans and conformance to these guidelines may affect the number of plan check turnarounds needed prior to approval. Also, take into account the time you may need to address the concerns and make the corrections, once you receive them.

Improvement Standards:

Restorations and improvements must be made to City Standards and to the most current edition of the Standard Specifications for Public Works Construction (Greenbook). In case of discrepancy, the stricter of the two apply. City Standards may be obtained by going to santa-ana.org, and clicking on City Hall, City Departments, Public Works, Engineering. Then scroll down to the standard plans. Call out City standard drawing number of items you are constructing on your plans.

Traffic Control Plans:

If you believe that the work being submitted can be done under a WATCH scenario, come to the Public Works Counter with a set of excavation plans. We will look at your project and, if approved, you will not have to submit a traffic control plan. Development Engineering will determine the page from WATCH that may be used. Traffic control plans may also be required depending on the complexity of the work.

Plan Approval Expiration:

Once plans are approved, you will have exactly one year to pull your permit. After that time, plans will need to be resubmitted for review. Plans are to be prepared per the current guidelines and based on existing conditions at the time of resubmittal.



Requirements and Guidelines in preparing Utility Plans:

Note: plans may be returned unchecked if these items are not addressed.

1. Plan scale not to be larger than 1"=20' (second number can be smaller).
On large stretches, where there are sections with no street furniture or underground utility crossings, breaks in the stationing can be used. For isolated locations, 1" = 20' details may be used on a plan with an overall larger scale. No scale requirements on vicinity maps or for aerial installations without anchors.
2. All fonts on plans should be a minimum of 0.1".
3. Plan size can be 8½x11, 11x17, or 24x36. However, regardless of the size the 1"=20' scale must be met.
4. Street names and limit of construction.
5. Project Address.
6. Sheet numbers if more than one page.
7. Sheet Index if more than five pages.
8. General Notes. Include the ones shown at the end of these guidelines.
9. Vicinity Map.
10. North arrow (pointing up or to the right).
11. Profile Scale, if applicable: Horizontal: 1"=20', Vertical: 1"=2' or 1"=4'.
12. Check for pavement moratorium. The current list can be found on the City website. If you see new pavement on your field visit and the street is not on the list, then it was paved after the list was published. In that case the moratorium applies.
13. Check to see if the street you are working on is scheduled to be paved, since you would not be allowed to perform work if the street is paved prior to the time you begin work. Start by checking the Capital Improvement Program Schedule on the Public Works website. If it is showing currently as a Construction task, call CIP Engineering at (714) 647-5013 to see when it is scheduled to be paved.

14. Show all street furniture and above ground facilities, such as culverts, bus stops, trees, traffic signal pullboxes, loops, etc. in the vicinity. At a minimum, show all existing facilities within 25' of utility installations, and within 15' of utilities being repaired or maintained. Also show right of way lines.
15. Place construction notes for all work being done. Call out the applicable City standard drawing for the work or restoration. Example:

CONSTRUCTION NOTES

- Install dry utility item.
- Sidewalk repair per City standard no. 1104.
- Etc...

City standards can be found on the City website. Construction quantities should be shown, unless already shown on a separate table.

16. No installations of objects under 18" high.
17. No installations of any objects over 2.5' high, unless the installation complies with standard plan no. 1125E. This standard also applies next to driveways and alleys.
18. Clearly note in legend and depict all facilities proposed to be constructed or installed.
19. Show installation method (e.g., open trench, jacking, cut and bore, piling).
20. Sidewalk to be replaced from score line to score line. Show quantity in square feet.
21. Show street centerline stationing at street intersection closest to the proposed facility, and station the proposed facility based on street centerline stationing. Show offset of proposed facility from centerline. The horizontal alignment of a proposed facility may also be established by feet from property lines (both directions); or by feet from BCR's/ECR's, and feet from curb face.
22. Provide legend with all symbols, lines, and acronyms spelled out.
23. If work is taking place within the streetcar boundaries, obtain approval from the Orange County Transit Authority and have them e-mail the approval to the City. OCTA will have a current contact with the City on file.
24. Existing underground City facilities need to be shown to maintain minimum clearances. Show size of all existing facilities. Show a 5' clearance for; storm drain pipe, catch basin, street tree, driveway approach top of "x", thrust block, and traffic pullboxes. Show a 3' clearance for; street sign and other street furniture, basement extending into the right of way, and parkway culverts. Required clearance is 15' if in front of a sign or 5' if behind a sign. If a traffic rated lid is called out, pullboxes may be installed next to driveways. However, they may not be within the flares. Curb that

has an embedded survey monument should not be disturbed. Clearance for these and all other underground City facilities and above ground facilities to be finalized during plan check.

25. Pullboxes should be placed in the parkway of furniture zone. Clearance from traffic signal conduit should be 3'. However, if this places a pullbox in the sidewalk, then clearance can be brought down to 18" so placement can be made in the parkway of furniture zone.
26. Construction plans can be obtained at Central Files in Public Works. Call (714) 647-5056 for hours and location. Arrangements need to be made before arriving, since Central Files is in a restricted area. When requesting water, sewer, traffic signal conduit, storm drain, and street lights, be sure to ask for construction as-built plans and not maps. The maps do not show enough detail for plan preparation. Central files will have all underground (City-owned) items, except basements.
27. For work taking place in the area bounded by First, Civic Center, Birch, and Mortimer: get the locations of privately owned basements in the public right of way and add them to the plans. Contact the Building Department at (714) 647-5800.
28. Note in the legend and depict each location to show potholing to provide a minimum vertical clearance of 12" from all City owned utilities at every crossing. These dimensions are to be measured from outer diameters of both the City utility and the proposed utility.
29. Potholing of non-City owned utilities is strongly encouraged. Additional restoration may be required in the field depending on final resulting potholes and borepits.
30. Indicate width of all trenches and sizes of all potholes.
31. Show new improvements with dark solid lines, show existing improvements with dashed lines. Note connections or joint to existing improvements. Screened lines and text are discouraged.
32. Check to see which travel lanes and sidewalks will be impacted and make sure the traffic control plans cover said area.
33. Cement backfill, if used, may be no more than a one half sack slurry mix.
34. Although City standards must be called out, they are not required to be placed on plans. However, they will assist the contractor if shown on the plan. When showing standard plan, make sure it is an exact copy of the most current standard.
35. Show bus stops. If the work involves cutting into a bus pad, the panels are to be replaced using City standard 1150. If the entire bus stop is replaced, use City standard 1108. In both cases the panels are to be poured monolithic with the curb and gutter.

36. Overhead wires are not allowed if they require a new pole, or if there are no existing wires between existing poles.
37. Show contact information for the utility company.
38. Show contact information for the designer preparing the plans.
39. Show existing water mains – size and material shall be labeled.
40. Show existing sewer water mains – size and material shall be labeled.
41. Show all existing water services. Services greater than 2" shall be called out on the plans for size and material.
42. Show all existing fire services. All fire services shall be called out on the plans for size and material.
43. Show all sewer laterals.
44. Show dimensions between proposed utility and existing water and sewer mains.
45. Callout ownership of water and sewer mains when agencies other than the City of Santa Ana have facilities within the project limits.
46. Maintain a minimum of 5' horizontal separation from existing water main to proposed dry utility. The distance shall be measured from outside diameter of existing water main to outer edge of proposed dry utility conduit or vault.
47. Maintain a minimum of 1' vertical separation from existing water main to proposed dry utility. The distance shall be measured from outside diameter of existing water main to outer edge of proposed dry utility conduit or vault.
48. For telecommunications, new poles need to be set a minimum of 5' horizontally away from existing water services and meter boxes.
49. Maintain a minimum of 5' horizontal separation from existing sewer main to proposed dry utility. The distance shall be measured from outside diameter of existing sewer main to outer edge of proposed dry utility conduit or vault.
50. Maintain a minimum of 1' vertical separation from existing sewer main to proposed dry utility. The distance shall be measured from outside diameter of existing sewer main to outer edge of proposed dry utility conduit or vault.
51. For telecommunications, new poles need to be set a minimum of 5' horizontally away from existing sewer laterals.
52. CCTV inspection of all sewer laterals in the project area is required if applicant proposes construction via boring or similar construction method. CCTV records are to be turned over to the inspector of record and subject to review and approval by the City. A note to this effect is to be added to the plan.

53. Show general notes as follows:

General Notes

1. To obtain a permit to access water from a fire hydrant, contact the City Yard at (714) 647-3380.
2. When proposed utility runs adjacent to existing City utility, a horizontal clearance of 60" is to be kept between the proposed utility and the existing City utility. When a proposed utility crosses existing City utilities, a vertical clearance of 12" is to be kept when crossing all other City utilities. Clearances are to be measured from outer diameters of both the City utility and the proposed utility. Larger clearances may be required on a case by case basis.
3. When boring for utility installations, a copy of a CCTV recording of all sewer laterals and mains is to be provided to the City Construction Inspector for review to verify there was no intrusion into City sewers by boring operations.
4. Pothole city owned facilities and sewer laterals at all proposed crossings.
5. Final number and locations of potholes may require additional pavement restoration as determined by the City Construction Inspector.
6. Additional pavement will be required if pavement is placed by others prior to cuts being made in the pavement by applicant.

Guidelines in preparing Traffic Control Plans:

1. Plan size to be 11" x 17".
2. Minimum 0.1" font size.
3. Plan must be site specific.
4. See City Standard plan 1125F for further guidelines.
5. Provide two copies.