



UTILITY PLAN GUIDELINES

Electronic Plan Submittal

The City can now accept plan submittals electronically using ProjectDox. Please see our website for instructions on how to use it. If you prefer to submit electronically, item numbers 2, 3, and 4 of the requirements further below do not apply. For paper submittals, all items apply.

Utility Permits

The City is currently working on implementing an electronic permitting system. Although we do not have an exact timeline, we are working diligently to implement it as soon as we can.

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.

Utility Plans include 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

For electronic plan submittal, you will fill out the application in ProjectDox.

For paper submittals, we create the application. 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. Please see our encroachment permit requirements document for more information on obtaining permits.

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. Current plan check times are quoted at the counter at the time of submittal.

Accelerated Plan Checks:

Accelerated plan checks require that the request be made at the counter at the time of submittal. The request for accelerated needs to be made at each submittal and resubmittal, otherwise new submittals default back to a regular plan check. The previous submittal doesn't have to be accelerated to request on a subsequent submittal, but the requirement that it be requested at counter still applies. The accelerated plan check also shortens the permitting time once plans are approved. The requests are also subject to approval based on the current workload.

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 you 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. Plans will also have to be resubmitted if a permit expires.



Requirements and Guidelines in preparing Utility Plans:

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

1. Plans are to be professionally prepared using a computer aided drafting program.
2. 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.
3. All fonts on plans should be a minimum of 0.1".
4. Plan size can be 8½x11, 11x17, or 24x36. However, regardless of the size the 1"=20' scale must be met.
5. Show the plan scale, street names, and limit of construction.
6. Project Address.
7. Sheet numbers if more than one page.
8. Sheet Index if more than three pages.
9. General Notes. Include the ones shown at the end of these guidelines.
10. Vicinity Map.
11. North arrow (pointing up or to the right).
12. Profile Scale, if applicable: Horizontal: 1"=20', Vertical: 1"=2' or 1"=4'.
13. 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. Pavement under 5 years old cannot be cut into except under certain conditions listed under City of Santa Ana Municipal Code

(SAMC) Section 33-54(c)(3). If cuts are allowed per SAMC, use City standard 1151 to show restorations.

14. 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. Pavement under 5 years old cannot be cut into except under certain conditions listed under City of Santa Ana Municipal Code Section 33-54(c)(3).
15. Correctly show all street furniture and above ground facilities, such as culverts, bus stops, trees, traffic signal pullboxes, loops, cabinets, signs, etc. in the vicinity with all necessary locating information. At a minimum, show all existing facilities within 25' of utility installations, and within 15' of utilities being repaired or maintained. Also show and label right of way lines. Show existing striping.
16. 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.

17. No installations of objects under 18" high.
18. 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.
19. Installations should go in the parkway rather than sidewalk. If sidewalk is full width, then place installations close enough to the curb so a 5' wide sidewalk is maintained. If needed, and as long as the passing spaces as required in PROWAG Section 302.2 are provided, installations can bring the sidewalk width down to 4'. Minimum width of 4' should be maintained at all times. Exceptions can be considered only for existing installations, only after other options to increase to 4' have been exhausted.
20. Clearly note in legend and depict all facilities proposed to be constructed or installed, as well as any other work, such as potholes. Provide all necessary locating information for all proposed facilities.
21. Show installation method (e.g., open trench, jacking, cut and bore, piling, etc).

22. Microtrenching is not allowed except for fiber installations. Use City standard plan no. 1152 for plan preparation.
23. Sidewalk to be replaced from score line to score line. Show quantity in square feet.
24. Except for microtrenching, use City standard 1150 to determine paving limits. Additional restoration may be required in cases of more than one pothole or curved trenches.
25. 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.
26. Provide legend with all symbols, lines, and acronyms spelled out.
27. For any work taking place within the streetcar boundaries (Santa Ana Boulevard between Raitt and Santiago, on Fourth Street between Santa Ana Boulevard and Mortimer, and on Mortimer between Fourth Street and Santa Ana Boulevard) obtain a Track Access Permit from the Orange County Transit Authority. Provide a copy to the City at some point during the plan check process. This will be required prior to permitting.
28. Correctly show underground City facilities, including locating information and size of facility. Provide a 5' clearance for; storm drain pipe, catch basin, street tree, driveway approach top of "x", thrust block, traffic pullboxes, and street light 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.
29. Pullboxes should be placed in the parkway or 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 or furniture zone.
30. Existing City utilities can be obtained at Central Files in Public Works. Call (714) 647-5056 for hours and location. Arrangements need to be made if coming in person, since Central Files is in a restricted area. When requesting information, be sure to ask for as-built plans, not just maps. The maps do not show enough detail for plan preparation. Request the following: computerized traffic signal, sewer, storm drain, street improvement, street lighting, traffic detector loop, traffic signal, traffic signal interconnect line, traffic signal timing system, and water. Central files will have all underground (City-owned) items, except basements.

31. Request water and sewer as-built plans and maps by e-mailing Water Resources at waterinfo@santa-ana.org. This is in addition to the item above, as Central Files may not have all water and sewer records for a particular location.
32. 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.
33. 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.
34. Potholing of non-City owned utilities is strongly encouraged. Additional restoration may be required in the field depending on final resulting potholes and borepits.
35. Indicate width of all trenches and sizes of all potholes.
36. 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.
37. Check to see which travel lanes and sidewalks will be impacted and make sure the traffic control plans cover said area.
38. Cement backfill, if used, may be no more than a one half sack slurry mix.
39. 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.
40. 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.
41. New overhead wires should not be placed if they require a new pole, or if there are no existing wires between existing poles. Also, existing poles are to be removed if they are inside an underground utility district.
42. Show contact information for the utility company.
43. Show contact information for the designer preparing the plans.
44. Show existing water mains – size and material shall be labeled.
45. Show existing sewer water mains – size and material shall be labeled.

46. Show all existing water services. Services greater than 2" shall be called out on the plans for size and material.
47. Show all existing fire services. All fire services shall be called out on the plans for size and material.
48. Show all sewer laterals.
49. Show dimensions between proposed utility and existing water and sewer mains.
50. Callout ownership of water and sewer mains when agencies other than the City of Santa Ana have facilities within the project limits.
51. 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.
52. 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.
53. For telecommunications, new poles need to be set a minimum of 5' horizontally away from existing water services and meter boxes.
54. 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.
55. 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.
56. For telecommunications, new poles need to be set a minimum of 5' horizontally away from existing sewer laterals.
57. 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.
58. For permits that are only for potholing for the sole purpose of locating utilities, item nos. 6, 12, 17, 18, 19, 21, 29, 33, 41, 49, 51, 52, 53, 54, 55, 56, 57 and 59 of this document do not apply. The method to pothole should be shown, and should protect existing facilities.
59. For work being done by a private applicant to install a utility to be owned by public utility, only work by the applicant can be shown, or a hybrid plan (showing work by both applicant and work to be done by a public utility) may be submitted. If the plan being submitted is hybrid, label each component of each item of work in a way that clearly shows whether that component is being done by the public utility or by the applicant.

60. 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 must be site specific.
2. See City Standard plan 1125F for further guidelines.
3. Plan size to be 11" x 17" (applies only to paper plans).
4. Minimum 0.1" font size. (applies only to paper plans)
5. Provide two copies. (applies only to paper plans).