

MARINA COAST WATER DISTRICT
11 Reservation Road
Marina, CA 93933
(831) 384-6131



PLAN REVIEW CHECKLIST

APPLICANT: Please complete the applicable checklist(s) below. A complete review package, as stated below, must be submitted before the review time begins. After review is complete and MCWD issues its approval, submit to the City a copy of the plans and a copy of MCWD receipt for plan check deposit.

APPLICANT: _____

ADDRESS: _____ APN: _____

DESCRIPTION: _____ PROJECT NO: _____

PLAN CHECKER ASSIGNED: _____

APPLICANT: Submit applicable checklists with plans for review. Initial in the “App. Init.” column to indicate those items which are complete. Enter N/A for those items you believe are not applicable.

REVIEWER: The satisfied items, where applicable, are indicated by checkmarks. Items not applicable, or not required, are indicated by “N/A” or “N/R”. Unmarked items denote existing deficiencies which must yet be satisfied.

Check as applicable:

- Part A: Administrative Requirements
- Part B: Format Requirements
- Part C: Requirements for Domestic (Potable) Water Facilities
- Part D: Requirements for Recycled Water facilities
- Part E: Requirements for Sewer Facilities
- Part F: Requirements for Subdivision (Tract/Parcel) Maps
- Part G: Requirements for Landscaping and Irrigation
- Part H: Water Conserving Appliances and Fixtures
- Part I: Requirements for Hot Water Recirculation Systems

PART A: ADMINISTRATIVE REQUIREMENTS

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
A-01	3 bond or blueline copies of public improvement plans (street/ sewer/ water/ storm drain) submitted to the District			
A-02	2 bond or blueline copies of the Subdivision (Tract or Parcel) Map submitted to MCWD for review, all pages intact?			
A-03	1 set of grading plans (for information purposes – 1 st Check Only) submitted to MCWD? (Check pad elevations vs. service elevations in zone - can minimum pressure be provided to each lot?)			
A-04	Engineer's estimate (of cost of proposed public sewer and water facilities) submitted?			
A-05	Has the Applicant provided a complete Fees & Changes Worksheet and/or a complete appropriate Connection Form & Permit Application??			
A-06	Plan review and inspection fees paid to MCWD?			
A-07	Water and sewer permit fees, installation fees, and Capacity Charges paid to MCWD?			
A-08	Has the Applicant been made aware of MCWD Code Sections 6.08.090, Paragraph D and 6.12.020, Paragraph D that explain the 1-year time-frame to complete connections and the potential for increased Capacity Charges? See Footnotes 1 and 2.			
A-09	Supporting calculations submitted (for the following items)?			
	a)			
	b)			
	c)			
A-10	Will serve letters:			
	Requested?			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
	Issued?			
A-11	Conceptual project review held with MCWD?			
A-12	Comprehensive legal description (metes and bounds, with exhibit diagram) submitted to MCWD for any newly proposed easements not already recorded on subdivision map?			
A-13	The Applicant is responsible for obtaining street addresses from the City or County agency having jurisdiction, prior to making application for meters. Have street addresses been assigned for each proposed water meter and detector check location?			
A-14	(1) bond or blueline prints, (1) record mylar copy, and digital diskette of "as-built" improvement plans, submitted to MCWD upon completion of all work?			
A-15	(1) bond or blueline prints, (1) record mylar copy, and digital diskette of the final recorded Tract/Parcel map submitted to MCWD upon recordation?			
A-16	Applicant aware that a letter of transmittal must accompany all submittals?			
A-17	Additional requirements satisfied (as follows)?			
a)				
b)				
c)				
d)				
e)				
f)				

Footnotes

- 1. The MCWD Code Section 6.08.090, Paragraph D states “If connection is not made to the District’s water or recycled water system within one year from the date a capacity charge is paid after the effective date of this provision (August 8, 2007), the difference between the amount of the capacity charge paid and the amount of the revised capacity charge in effect at the time of the connection shall be paid to the District before the connection is installed”.**
- 2. MCWD Code Section 6.12.020, Paragraph D states “If connection is not made to the District’s sewer system within one year from the date a capacity charge is paid after the effective date of this provision (August 8, 2007), the difference between the amount of the capacity charge paid and the amount of the revised capacity charge in effect at the time of the connection shall be paid to the District before the connection is installed”.**

3. PART B: FORMAT REQUIREMENTS

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
B-01	Plans submitted for review and approval of proposed construction must be bond or blueline prints of public improvement drawings pertaining to the construction of underground utilities (i.e., sewer, water, storm drain) in a public street, public right-of-way, or dedicated MCWD easement. In general, architectural plans, grading plans, and on-site fire sprinkler plans are unacceptable for this purpose, but may be provided as additional information. Are the proper types of plans submitted?			
B-02	Does each sheet of plans have the signature and valid stamp of a Registered Professional Engineer (P.E. – Civil) or a Registered Civil Engineer (R.C.E.) licensed in the State of California?			
B-03	Are the originals to the plans prepared on ANSI D (22"x34") or ARCH D (24"x36") long plastic mylar sheets?			
B-04	Do the plans clearly distinguish between existing facilities and proposed construction?			
B-05	Do the plans clearly identify the type of project and the relative size or scale of the development?			
B-06	Does each sheet have edge borders, minimum 1.5" on left side, and minimum 0.5" on the 3 remaining sides?			
B-07	Are multiple sheet plans stapled or bound on the left-hand side?			
B-08	Is the proposed construction depicted in conformance with the MCWD PROCEDURES GUIDELINES AND DESIGN REQUIREMENTS as well as the "MCWD Code of ordinances? Do the plans reference specific MCWD Standards when applicable?			
B-09	If the plans are for a municipal project, are the plans prepared on an official City or County title block mylar?			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
B-10	If the plans are for an MCWD Capital Project, are the plans prepared on an MCWD title block mylar?			
B-11	Do all sheets have a preparer's logo block at the bottom, which includes the firm's name, address, city, state, zip code, phone number (with area code), and the name of a contact person?			
B-12	Does the front sheet have standard Marina Coast Water District approval signature block for Domestic (Potable) Water Facilities, Sanitary Sewer Facilities, and Recycled Water Facilities, as applicable? (see Figure 1)			
B-13	Does the front sheet provide a signature block for the local fire safety jurisdiction?			
B-14	If the project involves building construction and/or installation of fire protection facilities (such as fire hydrants and detector check assemblies), the fire marshal must approve the plans before MCWD signs the plans (preferably before 2 nd plan check with MCWD). Has the Fire Marshall approval been obtained?			
B-15	Are all sheets numbered sequentially and indicate the total number of sheets? (Example: Page 1 of 20, Page 2 of 20, Page 3 of 20, etc.)			
B-16	Are the following MCWD Standard Notes shown (when applicable)?			
a)	Domestic (Potable) Water Notes (Section 400.11 of MCWD Procedures Guidelines and Design Requirements)?			
b)	Sanitary Sewer Notes (Section 500.18 of MCWD Procedures Guidelines and Design Requirements)?			
c)	Off-Site Recycled Water Notes (Section 600.5.7MCWD Procedures Guidelines and Design Requirements)?			
B-17	On MCWD's Standard Notes, is MCWD's phone number correct? It should appear as either (831) 384-6131.			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
B-18	On MCWD's Standard Notes, are the geographical references in agreement with where the project is located? (for example, the notes should not read as if the project is in the City of Seaside when the project is actually in the City of Marina or the County of Monterey.)			
B-19	Are all misspellings and typos corrected?			
B-20	On every sheet, is there an approval section for "REVISIONS", with lines numbered 1, 2, 3, 4, etc. (with a triangle around each number), and vertical columns headed as "DESCRIPTION", "APPROVED BY", and "DATE"?			
B-21	Is there a fully completed "BASIS OF BEARINGS" information block near the bottom of the front sheet?			
B-22	Is there a fully completed "BENCHMARK" information block near the bottom of the front sheet?			
B-23	Are all lot lines and subdivision boundaries clearly shown?			
B-24	Are all existing and proposed easements clearly shown, including MCWD easements?			
B-25	Is there a fully completed "LEGAL DESCRIPTION OF PROPERTY" information block near the bottom of the front sheet?			
B-26	Does the front sheet provide a vicinity map with the project location clearly shown, giving names of adjacent cross street, nearest boulevards and nearest freeways?			
B-27	Does the front sheet clearly give the project location in writing? (See example below.)			
	<p>The information shall include the following:</p> <ul style="list-style-type: none"> a) The Tract Map Number and Lot Number(s), or Parcel Map Number and Parcel Number(s), or Assessor Parcel Number(s), as applicable. b) The official street address (if known, or location described in terms of cross-streets. c) City/Postal Zone, State and Zip Code. d) If located in Unincorporated Monterey County, so state. 			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
B-28	Is there a City Engineer or County Engineer signature block, as applicable, near the bottom of the front sheet?			
B-29	Is there a fully completed “DEVELOPER” information block near the bottom of the front sheet? It shall provide the developer’s name, address, city, state, zip code, phone number (with area code), and the name of a contact person.			
B-30	If the property owner is different than the developer, is there a legal owner information block near the bottom of the front sheet? It shall provide the owner’s name, address, city, state, zip code, phone number (with area code), and the name of a contact person.			
B-31	Is there an ‘UNDERGROUND SERVICE ALERT’ section on the front sheet in accordance with Figure 2, Section 2 in Procedures Guide?			
B-32	On Sheet #1 (space permitting) or Sheet #2, is there an itemized materials list entitled “CONSTRUCTION NOTES”? each item shall be sequentially numbered, accurately described, and specify quantity, linear footage, area or volume. Items shall be broken down into the following categories: 1. Domestic Water 2. Recycled Water 3. Sewer			
B-33	On Sheet #1 (space permitting) or Sheet #2, is there an “INDEX MAP” (Scale 1 inch = 100 feet) of the project site? It shall show names of all streets within and bordering the project, existing and proposed utilities, pipelines sizes, and type (material) of pipe. (see Section 2.3.1.D for full requirements.)			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
B-34	If the project is for multi-family residential development, is there a descriptive information table on Sheet #2? The table shall list each assigned building number (#1, #2, #3, etc.), the proposed use of each building (e.g., rental apartment, condominium, recreation building, etc.), the number of stories of each building, the number of dwelling units of each building, the gross square footage of each building, the average square footage per dwelling unit, and the overall gross acreage of the property.			
B-35	If the project is for non-residential development, do the plans show the footprint of each building pad, along with descriptive information? The descriptive information shall include the building's proposed use, the building's gross square footage, the number of actual dwelling units (or the number of equivalent dwelling units (EDU's), and the gross acreage of the property.			
B-36	If the project is for multiple family residential development, do the plans clearly specify whether the project involves construction of rental apartments, condominiums, or townhomes?			
B-37	Are north arrows shown on all maps and drawings, including vicinity maps, index maps, and plan views? North arrows shall point vertically upward, where possible, and be aligned toward "True North", not "Magnetic North".			
B-38	Does Sheet #1 (space permitting) or Sheet #2 contain a legend which defines all shorthand nomenclature?			
B-39	Additional requirements satisfied (as follows)?			
a)				
b)				
c)				
d)				

PART C: REQUIREMENTS FOR DOMESTIC (POTABLE) WATER FACILITIES

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
C-01	Is the preparer aware that public domestic water mains must be approved in the Subdivision master plan. Check the subdivision master plan for sizes and verify service elevation versus pad elevation to confirm min. pressure for each lot.			
C-02	Is it stated whether the domestic water system within the project is “public” (MCWD owned and maintained) or “private” (property owner owned and maintained)? The jurisdictional boundary must be clearly delineated.			
C-03	If the domestic water system is “private”, is it depicted as showing one or more master-meters for the entire site, located in the public right-of-way or in an MCWD easement at the property entrance?			
C-04	Are crossing (invert) elevations given when a domestic waterline crosses another pipeline?			
C-05	Are section views of all domestic water mains (which cross sewer mains) shown in the profile view of the sewer main?			
C-06	Do domestic water mains and water service laterals conform to MCWD Standards (with respect to following)?			
a)	Correct size (Mains: 6”, 8”, 10”; Service Laterals: 1”, 2”, 4”, 6”, 8”, or 10”).			
b)	Correct material (PVC C-900 Class 200 or DIP Class 250 for mains and large laterals; Copper or Polyethylene for 1” and 2” laterals).			
c)	Acceptable radius of curvature of pipeline layout (for main lines, allowable curvature dependent on pipe size and material; service laterals must be straight).			
d)	Minimum depth of cover (Public Facilities: 42” for residential, 48” for nonresidential; Private Facilities: governed by local building codes or by Uniform Plumbing Code).			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
e)	Horizontal clearance with other utilities (minimum 10 feet from sewer, storm drain, recycled water, and hydrocarbon; otherwise, protective encasing or higher grade pipe material required).			
f)	Vertical clearance with other utilities (minimum 1 foot without joints, with domestic waterlines above all other pipelines). If storm drain must be above the domestic water, add the note "Center one joint of pipe underneath the Storm drain".			
g)	Distance off curb face (6 feet for domestic waterlines, where possible, but never less than 4 feet).			
C-07	Are street station numbers shown for appurtenances coming off of main line (e.g., for fire hydrants, blow-offs, service laterals, valves, etc.) where applicable?			
C-08	Are easements for domestic water facilities properly sized? Domestic waterline easements to MCWD must be a minimum of 20 feet wide, and must provide a minimum of 5 feet of clearance around all above-ground facilities. Actual easement width shall be twice the average pipe depth, rounded upward to the nearest 10 feet.			
C-09	A minimum of 2 adjacent meters are required for manifolding domestic water meters. Otherwise, each meter must come off the main line with individual service laterals.			
C-10	MCWD does not allow water service laterals connected to firelines. Do plans reflect this requirement?			
C-11	Are domestic water shut-off valves spaced such that no more than 2 fire hydrants are shut off at one time?			
C-12	Dead-end waterlines are limited to 28 dwelling units or 600 feet (whichever comes first). Otherwise a looped water system with at least 2 points of connection is required.			
C-13	Are service laterals for fire hydrants straight? They cannot be bent, curved, or elbowed.			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
C-14	Do all non-residential domestic (potable) water service laterals have reduced pressure backflow devices on the customer side of the meter?			
C-15	Domestic water service laterals cannot be run across an adjacent property line (except under certain hardship cases). Is this requirement met?			
C-16	Each building receiving water must have at least one water service lateral, coming directly off the main line, or off of a manifolded service assembly. Is this requirement met?			
C-17	Water service laterals cannot come off of other water service laterals. Is this requirement met?			
C-18	On single-family residences water service laterals may be dimensioned from the property line or by street stations. Is this requirement met?			
C-19	Are the proper types of fire hydrants installed? (MCWD Std. W-8)			
C-20	On single family residences, water service laterals shall not go under driveway approaches. Is this requirement met?			
C-21	Are blowoffs installed at the end of all mains and large water service stubouts? They are required for testing and flushing purposes.			
C-22	Are air vacuum release valves installed at all water main high points for 10-inch pipe and larger?			
C-23	Do fire hydrant spacing and coverage comply with MCWD Standard Section 3, Fig. 1, and with the requirements of the local Fire Marshal?			
C-24	If project is residential or medium to large-scale commercial/industrial, are there at least 2 points of connection to MCWD's water system?			
C-25	Are all existing MCWD domestic water facilities completely and correctly depicted?			
C-26	Are all existing and proposed points of connection to existing domestic water facilities properly depicted?			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
C-27	Are all proposed domestic water facilities in conformance with the appropriate MCWD Subdivision Master Plan?			
C-28	Are MCWD's conditions of approval on the subdivision map and "will-serve" letter satisfied?			
C-29	Cross-connections between recycled water facilities and potable water facilities are forbidden. Is this requirement complied with?			
C-30	Additional requirements satisfied (as follows)?			
a)				
b)				
c)				
d)				
e)				

PART D: REQUIREMENTS FOR RECYCLED WATER FACILITIES

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
D-01	Is the preparer aware that public recycled water mains are approved in the subdivision master plan?			
D-02	Is it stated whether the recycled water system within the project is “public” (MCWD owned and maintained) or “private” (property owner owned and maintained)? The jurisdictional boundary must be clearly delineated.			
D-03	If the recycled water system is “private”, is it depicted as showing one or more master meters for the entire site, located in a public right-of-way or in an MCWD easement at the property entrance?			
D-04	Recycled water for fire hydrants is prohibited. Are fire hydrants shown connected only to the potable water system (instead of to the recycled water system)?			
D-05	Recycled water service laterals do not require reduced pressure principle (RPPD) backflow devices. Are recycled water service laterals called out w/o RPPD’s?			
D-06	Is preparer of plans aware that watering of landscape areas requires the use of recycled water (where such facilities exist)? Plans must be shown to reflect landscape areas being served by recycled water, where recycled water is available.			
D-07	Are high-rise buildings (those 55-feet and taller) using recycled water for toilet flushing, where recycled water is available?			
D-08	Are crossing invert elevations given when a recycled waterline crosses another pipeline?			
D-09	Are section views of all recycled water mains (which cross sewer mains) shown in the profile view of the sewer main?			
D-10	Do recycled water mains and water service laterals conform to MCWD Standards (with respect to the following)?			
a.)	Correct size (Mains: 4”; Service Laterals: 1”, 2”, 4”).			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
b.)	Correct material (DIP Class 250, or PVC Class C-900 for mains and 4" laterals; Copper or Polyethylene for 1" and 2" laterals).			
c.)	Acceptable radius of curvature of pipeline layout (for main lines, allowable curvature dependent upon pipe size and material; service laterals must be straight).			
d.)	Minimum depth of cover (Public Facilities: 53' for 4", 60' for 6" and larger; Private Facilities: governed by local building codes or by Uniform Plumbing Code).			
e.)	Horizontal clearance with other utilities (minimum 10 feet from storm drain, domestic water, and hydrocarbon; otherwise protective casing or higher grade pipe material required).			
f.)	Vertical clearance with other utilities (minimum 1 foot without joints, with recycled waterlines below domestic waterlines).			
g.)	Distance off curb face (4 feet or 8 feet for recycled waterlines, where possible, but never at 6 feet to avoid mistaking with potable).			
D-11	Are street station numbers shown for all appurtenances coming off of main line (e.g., for blowoffs, service laterals, valves, etc.) where applicable?			
D-12	Are easements for recycled water facilities properly sized? Recycled waterline easements to MCWD must be a minimum of 20 feet wide, and must provide at least 10 feet of clearance around all above-ground facilities. Actual easement width shall be twice the average pipe depth, rounded upward to the nearest 10 feet.			
D-13	A minimum of 2 adjacent meters are required for manifolded recycled water meters. Otherwise each meter must come off the main line with individual service laterals. Do the manifolds depicted on the plans each have a minimum of 2 meters?			
D-14	Recycled water service laterals cannot be run across an adjacent property line (except under certain hardship cases). Is this requirement met?			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
D-15	Water service laterals cannot come off of other water service laterals. Is this requirement met?			
D-16	Are air vacuum release valves installed at all water main high points for 8-inch pipe and larger?			
D-17	Are all existing MCWD recycled water facilities completely and correctly depicted?			
D-18	Are all existing and proposed points of connection to existing recycled water facilities properly depicted?			
D-19	Are all proposed recycled water facilities in conformance with the appropriate MCWD Subdivision Master Plan?			
D-20	Are MCWD's conditions of approval on the subdivision map and "will-serve" letter satisfied?			
D-21	Hose bibs on recycled water facilities are forbidden. Is this requirement complied with?			
D-22	Potable and recycled water facilities are not to be installed in the same trench, and DHS approval is required if horizontal separation is less than 10 feet. Is this requirement complied with?			
D-23	Cross-connections between potable water facilities and non-potable water facilities (including sewer) are forbidden. Is this requirement complied with?			
D-24	Are irrigation/landscape points of connection (P.O.C.'s) clearly identified and called out on the civil street improvement drawings?			
D-25	Additional requirements satisfied (as follows)?			
a)				
b)				
c)				
d)				

PART E: REQUIREMENTS FOR SEWER FACILITIES

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
E-01	Is the preparer aware that public sewer mains must be approved in the subdivision master plan?			
E-02	Is it stated whether the sanitary sewer system within the project is “public” (MCWD owned and maintained) or “private” (property owner owned and maintained)? The jurisdictional boundary must be clearly delineated.			
E-03	MCWD requires a terminal manhole (for 8-inch laterals and larger) or a terminal cleanout (for laterals smaller than 8-inch) at the property line or jurisdictional boundary of MCWD.			
E-04	Drop manholes only allowed by exception. Is this requirement complied with?			
E-05	Reverse horizontal curves are not allowed. Is this requirement complied with?			
E-06	Vertical concave or convex curves are not allowed. Is this requirement complied with?			
E-07	Slopes in excess of 45 degrees to the horizontal are not allowed. Is this requirement complied with?			
E-08	Trees and buildings are not allowed over sewer easements. Is this requirement complied with?			
E-09	Except in special cases, block walls are not allowed over sewer easements. Is this requirement complied with?			
E-10	Are crossing (invert) elevations given when a sanitary sewer line crosses another pipeline?			
E-11	Are section views of all pipelines crossing sewer mains shown in the profile view of the sewer main?			
E-12	Do sanitary sewer mains and laterals conform to MCWD Standards (with respect to the following)?			
a)	Correct size (Mains: 8”, 10”; and Laterals: 4”, 6”).			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
b)	Correct material (SDR-35 PVC, PS-46 PVC or PS-111 PVC).			
c)	Acceptable radius of curvature of pipeline layout (for main lines, allowable curvature dependent upon pipe size and material; service laterals must be straight).			
d)	Minimum depth of cover (Public Facilities: 7 feet; Private Facilities: 6 feet under sidewalk, with 2 percent pipe slope up to property line or terminal cleanout).			
e)	Horizontal clearance with other utilities (Minimum 10 feet from domestic water, recycled water, storm drain, and hydrocarbon. Otherwise, protective encasement or higher grade pipe material required).			
f)	Vertical clearance with other utilities (minimum 1 foot without joints, with sewerlines being below all other pipelines).			
g)	Distance off street centerline (5 feet where possible, preferably at or near center of driving lane).			
E-13	Are sewer station numbers XX+XX.XX, independent of street station numbers, given for all appurtenances (e.g., manholes, laterals, etc.) along the path of the sewerline?			
E-14	Are easements for sewer facilities properly sized? Sewer easements to MCWD must be a minimum of 20 feet wide. Actual width should be twice the average pipe depth, rounded upward to the nearest 5 feet.			
E-15	Does each building have at least one (1) separate lateral coming off the main line?			
E-16	Sewer laterals cannot run across an adjacent property line (except under certain hardship cases, such as "landlocked" properties). Is this requirement met?			
E-17	Sewer laterals cannot come off of other sewer laterals. Is this requirement met?			
E-18	On single family residences, sewer laterals must be either stationed or dimensioned from the property line. Is this requirement met?			
E-19	On single family residences, sewer laterals and water service laterals should be at least 5 feet apart (10-ft preferred).			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
E-20	A manhole is required when a common sewer lateral has branches going to more than one building. A manhole is required at each junction point, along with an MCWD strip easement around the common lateral and manhole(s). Is this requirement met?			
E-21	If a sewer lateral serves one building only, is a cleanout (rather than a manhole) installed at the property line, or at the end of MCWD's sewer easement?			
E-22	Are all existing MCWD sewer facilities completely and correctly depicted?			
E-23	Are all existing and proposed points of connection to existing sewer facilities correctly depicted?			
E-24	Are all proposed sewer facilities in conformance with all applicable MCWD Master Plans?			
E-25	Are MCWD's conditions of approval on the subdivision map and "will-serve" letter satisfied?			
E-26	Are elevation differentials across manholes correct?			
a)	0.10 foot minimum for straight runs.			
b)	0.20 foot minimum for right angle turns.			
E-27	Residential sewer laterals must have backflow prevention devices or combination backflow prevention device and cleanout. Exceptions may be requested if the nearest upstream manhole rim elevation is below the pad elevation. Is this requirement complied with?			
E-28	Additional requirements satisfied (as follows)?			
a)				
b)				
c)				
d)				
e)				
f)				

PART F: REQUIREMENTS FOR SUBDIVISION (TRACT/PARCEL) MAPS

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
F-01	Are streets appropriately labeled as "PUBLIC" or "PRIVATE"?			
F-02	Does the map have standard MCWD conveyance/acceptance and notary certificates?			
F-03	Does the map have the proper acknowledgements?			
F-04	Are MCWD easements shown properly sized?			
F-05	Do MCWD easements agree with those depicted on the improvement plans?			
F-06	Has a copy of the title report been submitted to MCWD?			
F-07	Have other legal descriptions of easements (recorded after subdivision map) been submitted for review?			
F-08	Have Tentative Map Conditions of Approval been submitted to MCWD for review?			
F-09	Have bond or blueline copies, record (contact) mylar copy and digital diskette of the final recorded Tract/Parcel Map been submitted to MCWD?			
F-10	Additional requirements satisfied (as follows)?			
a)				
b)				
c)				
d)				
e)				
f)				

PART G: REQUIREMENTS FOR LANDSCAPING AND IRRIGATION

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
G-01	Has an On-site Recycled Water User Plan been prepared and submitted?			
G-02	<p>Has a Water Conservation Concept Statement been completed and attached as a cover sheet to the Landscape Documentation Package for submission to the district?</p> <p>The Water Conservation Concept Statement includes a checklist to verify that the data required by Section 700.4 of the MCWD Procedures, Guidelines, and Design Requirements has been compiled. <i>This document also includes a statement of projected water use for the project.</i></p>			
a)	Individual Meter Data			
b)	Project's Total Landscape Area			
c)	Project's Recreational Turf Area			
d)	Project's Water Budget			
e)	Project's Water Use			
f)	Effective Precipitation Disclosure Statement			
G-02	Have all the MCWD Water Use Spreadsheets been completed and submitted?			
a)	MCWD Landscape Site Data Sheet			
b)	Calculation of Maximum Applied Water Allowance			
c)	Calculation of Estimated Total Water Use for individual meters and the complete project			
d)	ET-Based Irrigation Schedule for the Establishment Period			
e)	ET-Based Irrigation Schedule for the Mature Landscape			
f)	Estimated Applied Water Use (based on the irrigation schedule)			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
G-03	Has an Irrigation System Map been created and submitted?			
G-04	Has a Valve Site Map been created and submitted?			
G-05	Have both the Landscape Maintenance and Irrigation Maintenance Schedules been created and submitted?			
a)	Landscape Maintenance Schedule			
b)	Irrigation System Maintenance Schedule			
G-06	Has a Soil Analysis been performed and a Soil Amendment Recommendation been made?			
a)	Soil Analysis			
b)	Soil Amendment Recommendation			
G-07	Is there a statement included in the plans that outlines the requirement to complete the Certificate of Substantial Completion?			
G-08	If required, has a Public Information Plan been created and submitted?			
a)	Homeowner Packet w/ publications			
b)	Landscape Demo Home			
c)	Public Demonstration Garden (optional)			
G-10	Are complete landscape plan sheets submitted?			
G-10	Has a complete cover sheet for the landscape plans been submitted?			
a)	Scale			
b)	North arrow			
c)	Vicinity Map			
d)	Contact Information			
e)	Signature block			
G-11	Has a complete planting plan been submitted?			
a)	Plant materials legend			
b)	Planting details			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
c)	Amendment and mulch schedule i) Determination of Soil Texture ii) Soil Infiltration Rate iii) Measured pH and Total Soluble Salts iiii) Mulch layer at least three inches in depth			
d)	Planting notes			
G-12	Has a complete irrigation plan been submitted?			
a)	Irrigation materials legend			
b)	Irrigation details			
c)	Pressure/flow calculations			
d)	Performance characteristics			
e)	Irrigation application schedules			
f)	Proper controller and rain switch			
g)	Flow control and alarm devices			
h)	Basket strainer			
G-13	Has a complete site grading/drainage plan been submitted?			
G-14	Have specifications for the landscape and irrigation plans been submitted?			

PART H: WATER CONSERVING APPLIANCES AND FIXTURES

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
H-01	Are High Efficiency Toilets (HET's) that meet the District's <i>Standard Specifications</i> installed in the New Construction project?			
H-02	Is there one control valve, or one set of hot and cold valves for each Low Flow Showerhead?			
H-03	Do all showerheads have a maximum flow capacity of 2.5 gallons per minute?			
H-04	Are all urinals zero water use urinals in that they do not use water to flush waste?			
H-05	Do all residential units equipped with clothes washer connections have High Efficiency (HE) Clothes Washer(s) meeting district <i>Standard Specifications</i> installed?			
H-06	Are all newly constructed multifamily dwelling units, including condominiums, detached units (carriages houses/granny units) and time-share units metered individually?			
H-07	Are all newly constructed hotel/motel units greater than or equal to one thousand (1000) square feet separately metered?			
H-08	Do all new additions, renovations or remodels include the retrofitting of all existing toilets and showerheads with low-flow showerheads, ULFT's, or HET's?			
H-09	Are all multifamily units converted into condominiums or timeshare units individually metered?			
H-10	Are all motel/hotel units converted into multifamily units, time-share units or condominiums individually metered?			
H-11	Are all time-share units converted into multifamily units, condominiums, or motel/hotel units individually metered?			
H-12	Are all condominium units converted into multifamily units, time-share units or motel/hotel units individually metered?			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
H-13	Are all other uses, such as landscape irrigation systems and laundry, other than domestic household use in multifamily dwelling complexes metered separately and approved by the District Engineer or his/her designee?			
H-14	Have the submittals for water conserving appliances and fixtures required by MCWD been prepared?			
a)	Materials list showing materials utilized.			
b)	Certificates of Compliance.			

PART I: REQUIREMENTS FOR HOT WATER RECIRCULATION SYSTEMS

Reviewer Name:	
Results	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Exceptions <input type="checkbox"/> Not Approved. Revise and Resubmit

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
I-01	Is the Hot Water Recirculation System or Point-of-Use Hot Water Heater that supplies water to hot water fixtures further than ten linear feet of pipe away from the hot water heater?			
I-02	Do the On-Demand Controlled Recirculation Systems have pumps sized to move the water between 5 and 8 gpm in the recirculation loop?			
I-03	Are Hot Water recirculation pumps and point-of-use Hot Water Heaters being installed with unions and manual isolation valves to facilitate repair and replacement?			
I-04	Is there one activation mechanism installed for each hot water location when using an On-Demand Hot Water System?			
I-05	Is the manufacturer of the Hot Water Recirculation System components acceptable to the District?			
I-06	Do all time and temperature controlled recirculation systems include a thermostatic control (aquastat)?			
I-07	Do all the hot water systems have a dedicated hot water return line preferably connected to the water heater drain outlet?			
I-08	is there a check valve installed in the recirculation loop, as close to the water heater as possible to prevent unintentional circulation?			
I-09	Does the recirculation loop have a minimum diameter of ¾" nominal?			
I-10	Do all branch lines off the recirculation loop have a maximum length of 10 lineal feet? Authorized exceptions include island sinks, tubs, and washing machines.			
I-11	Is each fixture served with its own branch line? Exceptions must be authorized by the District.			
I-12	Is the entire recirculation loop insulated according to California code?			

No.	Item	App. Init.	Rev. Init.	Reviewer Comments
I-13	Are operational instructions and directional stickers provided for activation devices and recirculation timers and controls?			
I-14	Has the designed equivalent length of the recirculation loop been kept to a minimum by minimizing the number of fittings and using manufactured wide sweeping elbows and bendable copper?			
I-15	Is the hot water system designed to meet the requirement that less than two cups of cool water come out of each fixture before hot water arrives at that fixture?			
I-16	Do all hot water recirculation systems have a minimum two year guarantee from the date of manufacture?			