



STORM DRAIN AND PAVING PLAN REVIEW CHECKLIST

August 2020

CITY OF ROCKVILLE
DEPARTMENT OF PUBLIC WORKS (DPW)
111 Maryland Avenue
Rockville, Maryland 20850
240-314-8500
www.rockvillemd.gov

Project Information:

Project Name: _____

Legal Description: Subdivision: _____ Lot(s) and Block(s): _____ Parcel(s): _____

Property Address: _____

Tax Acct. ID(s): _____

Engineering Firm: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

PDS Case No.: _____

DPW PWK Permit No.: _____ (assigned by DPW)

DPW SMP Permit No.: _____ (assigned by DPW)

DPW SCP Permit No.: _____ (assigned by DPW)

How to Use this Checklist:

This checklist has been developed to provide the engineer with guidance in preparing and submitting Storm Drain and Paving Plans. All items in this checklist must be addressed. The engineer must complete each item in the checklist prior to submittal and indicate the status by completing the left hand column entitled "Initial Submission." Use the legend below to complete this column. Any items that are marked INC (incomplete) must be explained. The engineer must sign this checklist indicating that it has been completed in accordance with this guidance and the Submission Acceptance Policy below.

Legend: = Complete or Provided, N/A = Not Applicable, INC = Incomplete (provide explanation)

Submission Acceptance Policy:

Correctly filling out this checklist will assist in the acceptance, review and approval process. All of the items in SECTION A - APPLICATION SECTION must be provided with the initial submission for the City to accept the package and forward it to the Reviewer. Incomplete submissions may be rejected. Once forwarded to the Reviewer, the Reviewer will have one week to review the package for the items listed in SECTION B - SUBMISSION REQUIREMENTS. Failure to include the required items or to explain items not included may result in the rejection of the submission without review.

Name of Firm

Date

Signature of Responsible Person

Responsible Person's Name

Title

STORM DRAIN AND PAVING REVIEW CHECKLIST - PAGE 2

Initial Submission	Rockville's Review			
	1st	2nd	3rd	
A) APPLICATION SECTION (Submissions shall be made using the City's Virtual Permit Application portal available at www.rockvillemd.gov)				
1 _____	Completed and signed Public Works Permit (PWK) Application	_____	_____	_____
2 _____	Review Fee (Check made out to City of Rockville). Fee amount is based on estimated cost of public improvement work and per the Public Works Development Fee Schedule. Estimates shall use City Standard Prices for Cost Estimating as may be updated - available at: www.rockvillemd.gov/286/Streets-Driveway-Right-of-Way A Public Improvement Plan Resubmission Review Fee is required beginning with the fourth submission	_____	_____	_____
3 _____	One digital (PDF) copy of the proposed plans. Plans must be on 24" x 36" sheets and must utilize the standard City base sheet. Vector-Based PDF files are required for all plans, calculations, reports and other supporting documentation. It is recommended that drawings created in AutoCAD are converted to Vector-Based PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."	_____	_____	_____
B) SUBMISSION REQUIREMENTS				
1 _____	Transmittal explaining purpose of the submission and limits of requested approval for each sheet	_____	_____	_____
2 _____	One digital (PDF) copy of the certified drainage study with computations. Include individual drainage areas (acres), c factors and structure numbers	_____	_____	_____
3 _____	One digital (PDF) copy of the Signature Set and approval letter for the related PDS Plan. NOTE: All conditions of approval letter including traffic and transportation requirements must be addressed prior to permit issuance	_____	_____	_____
4 _____	One digital (PDF) copy of each record plat	_____	_____	_____
5 _____	One digital (PDF) copy of approved grade establishment(s) for each street within the requested limits of approval	_____	_____	_____
6 _____	One digital (PDF) copy of storm drain and surface drainage easement documents for any proposed onsite or offsite easements [second submission]. Easements may be dedicated by plat or by separate easement and must be recorded prior to permit issuance	_____	_____	_____
7 _____	One digital (PDF) copy of Street Lighting and Street Tree Plan [second submission]	_____	_____	_____
8 _____	One digital (PDF) copy of Pavement Marking and Signage Plan, if required [second submission]	_____	_____	_____
9 _____	One digital (PDF) copy of Maintenance of Traffic Plan [second submission]	_____	_____	_____
10 _____	Public Improvement bond estimate [second submission]	_____	_____	_____
11 _____	Documentation that plans have been sent to utility companies (PEPCO, Verizon, Washington Gas, COMCAST) for coordination	_____	_____	_____
12 _____	AutoCAD file of all public improvements, suitable for use in ESRI ArcMap. Required upon City's request prior to as-built approval	_____	_____	_____
C) GENERAL INFORMATION				
1 _____	Include standard notes on the plan: City of Rockville General Notes, Geotechnical Notes, and Storm Drain and Paving Notes (available at www.rockvillemd.gov)	_____	_____	_____
2 _____	Label all existing and proposed public and private streets. Include right-of-way	_____	_____	_____
3 _____	All aspects of storm drain designed in accordance with City of Rockville, Montgomery County, or MDSHA standards, specifications and details unless otherwise indicated or directed	_____	_____	_____
4 _____	All crossings with existing utilities will required test pits to confirm adequate clearance prior to plan approval, unless otherwise allowed by DPW	_____	_____	_____
5 _____	Soils Report and supporting data with pavement recommendations	_____	_____	_____

STORM DRAIN AND PAVING REVIEW CHECKLIST - PAGE 3

Initial Submission	Rockville's Review		
	1st	2nd	3rd
D) BASE SHEET			
1 _____	_____	_____	_____
Scale 1" = 30' or larger with Legend, North arrow and Datum (NAD 83/91, NGVD 88) unless otherwise approved. Provide two benchmarks with location, elevation and description. Provide two graticular tick marks per plan view sheet for georeferencing			
2 _____	_____	_____	_____
Vicinity Map (1" = 2000') with site outlined/labeled in upper right hand corner			
3 _____	_____	_____	_____
Name, address, telephone number, email of firm or individual that prepared plan			
4 _____	_____	_____	_____
Name, address, telephone number, email of Owner/Applicant on first sheet			
5 _____	_____	_____	_____
Title block containing project name, plan description, property's legal description (subdivision, lots, parcels and blocks), election district, etc.			
6 _____	_____	_____	_____
Number sheets consecutively and provide match lines if needed			
7 _____	_____	_____	_____
Miss Utility Note on first sheet			
8 _____	_____	_____	_____
Seal, signature, license number of a Maryland Professional Engineer on all sheets [mylar submission]			
9 _____	_____	_____	_____
Add note to all sheets: This Plan Is For Public Improvements Only			
E) PLAN VIEW			
1 _____	_____	_____	_____
Property outlined with bearings and distances, and/or rights-of-way within the project limits			
2 _____	_____	_____	_____
Adjacent property information with owner name, property addresses and legal description (i.e., subdivision, lot and block). If adjacent property is part of the proposed subdivision, only lot and block is required			
3 _____	_____	_____	_____
Existing easements shown and labeled with limits, use and Liber/Folio or plat and plat book. Include P.U.E.s			
4 _____	_____	_____	_____
Existing topography and proposed grading at minimum two (2) foot contour interval with spot elevations to support existing drainage patterns			
5 _____	_____	_____	_____
Natural resources including streams, drainage ways, wetlands, wetlands buffer and 100 year floodplains with sufficient topography to support proposed horizontal and vertical impacts. Note: 100 year floodplains exist when the drainage area to any point on the property \geq 30 acres. Unmapped 100 year floodplains require DPW's approval and must be shown on the NRI/FSD. Disturbance or construction in a 100 year floodplain may require a Floodplain Variance (FPV)			
6 _____	_____	_____	_____
Existing features within the project limits (buildings, paving, curb and gutter, sidewalk, etc.) shown and labeled to remain, to be removed, to be abandoned, to be relocated, etc. Layers to be lighter or screened for clarity			
7 _____	_____	_____	_____
Overhead utilities including utility poles, streetlights, traffic signal poles and equipment. Underground utilities including location, type, material and sizes. Crossings with existing utilities will require test pits to verify horizontal and vertical information			
8 _____	_____	_____	_____
Water and sewer within the project limits including location, size and material of existing/proposed manholes, water and sewer mains and individual connections, fire hydrants, valves and transition manholes			
9 _____	_____	_____	_____
All proposed work and features shown clearly with adequate construction details, including curbs and gutters, paving and sidewalks			

STORM DRAIN AND PAVING REVIEW CHECKLIST - PAGE 4

Initial Submission	Rockville's Review		
	1st	2nd	3rd
E) PLAN VIEW (continued)			
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
F) PROPOSED PAVING			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
G) PROPOSED STORM DRAINAGE			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____

STORM DRAIN AND PAVING REVIEW CHECKLIST - PAGE 5

Initial Submission		Rockville's Review			
		1st	2nd	3rd	
H) STORM DRAIN PROFILES					
1	_____	Scale: Horizontal 1" = 50' and Vertical 1" = 5', or greater	_____	_____	_____
2	_____	Structure numbers to match plan, structure schedule, and drainage study	_____	_____	_____
3	_____	Pipe lengths to be shown by stationing at each structure	_____	_____	_____
4	_____	Pipe size, material, slope, and class or gauge for each run	_____	_____	_____
5	_____	Pipe inverts, discharge, velocity and friction slope	_____	_____	_____
6	_____	Existing and proposed grades	_____	_____	_____
7	_____	Streets labeled at centerline where pipe crosses street	_____	_____	_____
8	_____	Show hydraulic gradient	_____	_____	_____
9	_____	Provide minimum one (1) foot vertical clearance between storm drain and all other utilities (measured outside to outside)	_____	_____	_____
10	_____	Provide adequate cover over pipes	_____	_____	_____
11	_____	Granite structure bottom where invert drop is greater than three feet	_____	_____	_____
12	_____	Outfall treatment - show class and length of rip-rap, filter cloth required, and cross-section of outfall channel (Provide additional stabilization on slopes beyond engineered channel, as required)	_____	_____	_____
13	_____	Outfall velocities - Provide actual velocity in last run of pipe, velocity on rip-rap	_____	_____	_____
14	_____	Top of channel banks shown on inlet/outlet of system	_____	_____	_____
15	_____	Show 10- and 100-year WSEL at outfalls	_____	_____	_____
I) APPROVALS REQUIRED					
1	_____	Maryland State Highway Administration approval and/or permit where proposed street connects to existing State highway	_____	_____	_____
2	_____	Montgomery County Department of Transportation approval and/or permit where proposed street connects to existing County road	_____	_____	_____
3	_____	Permits/letter of approval from utility companies (gas, electric, phone, cable) indicating they have reviewed plans and all private utilities will be within the Public Utility Easement	_____	_____	_____
4	_____	MDE/ACE approval and/or permit if storm drain discharges into a regulated water course of wetland	_____	_____	_____
5	_____	WSSC approval in Commission service areas	_____	_____	_____

COMMENTS:
