



GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

November 2021

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 Grade Establishment 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 REQUIRMENTS. 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

GRADE ESTABLISHMENT 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 (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	_____	_____	_____
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 REQUIRMENTS				
1 _____	Transmittal explaining purpose of the submission and limits of requested approval for each sheet	_____	_____	_____
2 _____	One digital (PDF) copy of the Signature Set and approval letter for the related PDS Plan	_____	_____	_____
3 _____	Sight Distance Study with Professional Engineer's Seal and Certification for proposed connections to existing streets	_____	_____	_____
4 _____	State of MD Professional Engineer certification for each grade establishment plan per street	_____	_____	_____
5 _____	AutoCAD file of all base information, suitable for use in ESRI ArcMap. Required upon City's request prior to as-built approval	_____	_____	_____
C) GENERAL INFORMATION				
1 _____	Scale 1" = 50' 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 and email of firm or individual that prepared the plan	_____	_____	_____
4 _____	Name, address, telephone number and 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 _____	City classification of street	_____	_____	_____
9 _____	Label public and private streets. Include street names and use match lines on profile and plan view if needed	_____	_____	_____
10 _____	Seal, signature and license number of a Maryland Professional Engineer on all sheets [mylar submission]	_____	_____	_____

GRADE ESTABLISHMENT REVIEW CHECKLIST - PAGE 3

Initial Submission	Rockville's Review		
	1st	2nd	3rd
C) GENERAL INFORMATION (Continued)			
11 _____			
Grade Establishment Certification as follows, I hereby certify that:			
1. The information shown hereon has been compiled from field surveys utilizing acceptable City datum requirements.	_____	_____	_____
2. There is existing paving, sewer or water in this public right-of-way or private road parcel. ___Yes ___No			
3. A portion of this public right-of-way or private road parcel lies within, crosses or connects with an existing or proposed county or state road ___Yes ___No			
4. The design conforms to the Rockville City Code.			
D) PROFILES			
1 _____			
One street per sheet except short cul-de-sacs	_____	_____	_____
2 _____			
Scale: Horizontal 1" = 50' and Vertical 1" = 5', or greater	_____	_____	_____
3 _____			
Legend, North arrow with Datum - Note: Orientation of profile must match the plan view orientation with the lowest station located on the left hand side	_____	_____	_____
4 _____			
Limit of requested approval	_____	_____	_____
5 _____			
Rates of grade. Minimum grade is 1%. For maximum grade refer to City of Rockville construction standards	_____	_____	_____
6 _____			
Existing centerline profile, 50' maximum intervals and all breaks in grade	_____	_____	_____
7 _____			
Existing building restriction line (BRL) profiles, 50' maximum intervals and all breaks in grade	_____	_____	_____
8 _____			
Existing spot elevations 30' beyond BRL, 100' maximum intervals and all breaks in grade	_____	_____	_____
9 _____			
Proposed stations and centerline elevations, 50' maximum intervals, 25' in vertical curves	_____	_____	_____
10 _____			
Proposed stations and centerline elevations at intersections and connections with proposed and existing roads (field verify all existing elevations)	_____	_____	_____
11 _____			
Elevations on property line at existing and proposed driveways	_____	_____	_____
12 _____			
Centerline profile for a maximum 300' beyond limits of requested approval (proposed and existing)	_____	_____	_____
13 _____			
Station Profiles - West to East, North to South or South to North	_____	_____	_____
14 _____			
Stations and elevations of PVC, PVT and PVI	_____	_____	_____
15 _____			
Stations and elevations of high points, low points and grade breaks	_____	_____	_____
16 _____			
Existing and proposed culverts and pipe crossings, as requested	_____	_____	_____
17 _____			
Proper sight distance and vertical curve length based on AASHTO requirements	_____	_____	_____

GRADE ESTABLISHMENT REVIEW CHECKLIST - PAGE 4

Initial Submission	Rockville's Review		
	1st	2nd	3rd
D) PLAN			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____
7 _____	_____	_____	_____
8 _____	_____	_____	_____
9 _____	_____	_____	_____
10 _____	_____	_____	_____
11 _____	_____	_____	_____
12 _____	_____	_____	_____
13 _____	_____	_____	_____
14 _____	_____	_____	_____
15 _____	_____	_____	_____
16 _____	_____	_____	_____
17 _____	_____	_____	_____
18 _____	_____	_____	_____
19 _____	_____	_____	_____

COMMENTS:
