



City of Lakeland Water Utilities Engineering Division W-ADMN/ENG
501 E Lemon Street, Lakeland, FL 33801
Project Checklist

Project:

Location:

COL/WE Project #:

Date:

City of Lakeland, Water and Wastewater Operations Plan Review Checklist

All proposed Site or Construction plan sets or plans for specific applications must be submitted to the City of Lakeland for approval by the Water Operations Group. The plans require date, signature, and seal on 24-in x 36-in drawings that include the items outlined below. All applicable plans should be included with your submittal and may be combined if the size or complexity of the project allows. All design and construction must be in conformance with requirements as identified in the City of Lakeland, Water and Wastewater Operations Policies, Standards, and Procedures for Subdivisions and Commercial Developments.

All plans submitted shall show/state:

- ☐ North arrow
- ☐ Scale of drawing (minimum of 1" = 40" such that all notes, survey, and symbology are clearly legible)
- ☐ Title and address of project
- ☐ Existing and proposed streets (minimum of nearest intersection)
- ☐ Existing and proposed Rights of Way
- ☐ Existing and proposed sidewalks (and types)
- ☐ Existing and proposed easements (including gravity easements)
- ☐ All work is to be performed by the City of Lakeland
- ☐ All work is to be performed by others
- ☐ Plat/lot layout showing easement
- ☐ Walls/structures, fences, driveways, and sidewalks

All specific plans shall show / state items described above in addition to the following requirements for the described applications:

Site Plan shall show:

- ☐ Inside or outside city limits
- ☐ Name, address, email, and telephone number of:
 - ☐ Owner
 - ☐ Engineer
 - ☐ Contractor (also emergency phone number)
- ☐ Location map
- ☐ Section, Township, Range, and Parcel ID
- ☐ Profile views with existing and proposed grade elevations in water, gravity, and force main line locations
- ☐ Property lines
- ☐ Lot numbers
- ☐ Lot or building addresses
- ☐ Property setbacks



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The Roadway Improvement and the Drainage Plans shall show/state:

- ☐ Existing and proposed drainage facilities are clearly labeled
- ☐ Existing and proposed grade elevations of water/wastewater lines, public utilities, lift stations, and wet well areas.
- ☐ Sections of driveways and swales in areas of existing and proposed water lines
- ☐ Proposed culverts across driveways

The Utilities Plan shall show/state:

- ☐ Existing and proposed utilities are clearly labeled
- ☐ Existing and proposed grade elevations of water lines, force mains, sanitary lines, and gravity lines
- ☐ Existing and proposed walls, fences, driveways, and sidewalks
- ☐ Existing and proposed backflow prevention devices and sizes
 - ☐ RPZ
 - ☐ DDC
 - ☐ DC
- ☐ Existing and proposed meters, including size and what is served
- ☐ Desired tap locations for both water and wastewater
- ☐ Sections of driveways and swales in areas of existing and proposed water and sanitary lines
- ☐ Size, location, and type (domestic, fire, irrigation) of proposed and existing water lines
- ☐ Desired capacity (GPM) for all proposed water lines by type (domestic, fire, irrigation)
- ☐ Proposed line extensions and sizes
- ☐ Pipe materials to be used, changes in piping material, and how it transitions
- ☐ Cross-sections of water, storm, and sanitary sewer crossings
- ☐ Road crossing details for water and sewer lines crossing roadways
- ☐ Standard and specific details (City of Lakeland Details, Backflow, Lift stations, manholes, etc.)
- ☐ Notation that all work is to be performed to the current City of Lakeland standards and specifications
- ☐ Service line and lateral sizes, clean-outs, and whether single or double
- ☐ Restraint limits
- ☐ Location of all new valves (must be out of curb lines and roads, where possible)
- ☐ Location of all new fire hydrants (must be on property lines)
- ☐ Show sample point locations (not from hydrants)
- ☐ Existing and proposed grease traps, oil/sand separators, and monitoring/sampling manholes or clean-outs, and their sizes
- ☐ Existing and proposed service laterals, including size, slope, length, and invert
- ☐ Desired core or wye connection location
- ☐ Water and storm sewers that cross or run parallel to new sanitary lines and separations to be maintained (new sewer or water)
- ☐ Slopes, lengths, inverts, and elevations both existing and proposed for sanitary lines
- ☐ Profile of all water, sanitary, storm, and any other existing or proposed utilities or infrastructure around utility construction
- ☐ Indicate any proposed replacements or relocations of existing utilities and address the sequencing of the same
- ☐ Dimensions of all proposed work



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The Plumbing Plan shall show/state:

- ☐ Existing and proposed plumbing. Show all kitchens, food prep areas, food service areas - sinks and drains, showers, snack shops, vending machines, laboratories, chemical storage areas, hose bibs, and any other systems which connect to the sanitary and plumbing system
- ☐ Grease lines shall be shown separately and show the exterior grease trap/sand oil separator and monitoring sampling manhole or clean-out as designated by Water Utilities Engineering

The Fire Protection Plan shall show/state:

- ☐ Existing and proposed fire protection layout
- ☐ Hydraulic calculations, either on plans or submitted separately
- ☐ If modifications are to be made to an existing system, estimate the present fire flow demand
- ☐ Desired tap location
- ☐ Backflow preventer location, size, and type (A backflow preventer is required)
- ☐ Size, location, and type of proposed and existing water lines
- ☐ Proposed line extensions and sizes
- ☐ Statement on whether the system is chemically treated

The Landscape and Irrigation Plan shall show/state:

- ☐ Placement, size, and type of trees and shrubs
- ☐ Existing and proposed grade elevations in water line locations
- ☐ Existing and proposed irrigation systems and service lines connected to
- ☐ If an irrigation meter and backflow preventer are to be installed, show size, location, and configuration
- ☐ Size, location, and type of proposed and existing water lines
- ☐ Backflow prevention devices and sizes

New Commercial, Remodeling, and Subdivisions Developments must submit the following:

- ☐ State whether the facility is a new facility or a remodeling project
- ☐ If no new water meters are required or building future expansions are to have no water needs, please state so on the drawings
- ☐ Existing and proposed domestic and irrigation meters
- ☐ Existing and proposed backflow preventers (size must be the same as the meter), and indicate types of BFP (i.e., RPZ or DDC)
- ☐ Location, length, and size of proposed service lines
- ☐ Location, length, and size of proposed fire lines
- ☐ Design system fire flow conditions (max. flow in GPM versus pressure in psi)
- ☐ Show sprinkler system
- ☐ Show the location of private hydrants
- ☐ Show the location of the hose bibs
- ☐ Identify Chemical Injection System
- ☐ Identify the method of freeze protection of the system
- ☐ Show the location of storage tanks



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- ☐ Description of building use
- ☐ Existing and proposed pumps (indicate type of service, i.e., fire, booster, jockey)
- ☐ Existing and proposed wells
- ☐ Location of cables, electric, or other above-ground boxes
- ☐ Type of fittings and angles
- ☐ Show sample point locations (not from hydrants)
- ☐ Restraint limits
- ☐ Existing or proposed walls and fences to be built that cross or parallel water lines
- ☐ Location of all new valves (must be out of curb lines and roads, where possible)
- ☐ Location of all new fire hydrants (must be on property lines)
- ☐ State whether single or double phase electric
- ☐ Cross-section of roads
- ☐ Service lines on property lines
- ☐ Trees along the water main route
- ☐ Single services when other items are on the same property line
- ☐ Show existing and proposed wheelchair ramps

Bypass plan shall show / state:

- ☐ EOR shall complete and submit a Bypass Plan form.
 - ☐ Signed and sealed by EOR
 - ☐ Bypass pump operation
 - ☐ Vac Truck operation
 - ☐ Sequence of bypass operations
 - ☐ Contractor's contact information