

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY
PLAN SUBMITTAL CHECKLIST**

Project Name: _____ Tax No. _____

Date: _____ Design Engineer: _____

1. ___ Obtain Availability Letter. (Water / Sewer Availability Application)
2. ___ Complete and submit "Sizing Water Service Lines and Meters" form. (Available in Water and Sewer Regulations manual)
3. ___ Non-residential sanitary sewer facilities shall complete and submit a Non-Residential Sanitary Sewer Checklist. (Available in Water and Sewer Regulations manual)
4. ___ Submit 2 sets of plans to the PSA office located at 755 Roanoke Street Christiansburg, VA 24073. Plans will be reviewed and comments issued in conjunction with the Montgomery County Planning Department process.
5. ___ Submit appropriate water and sewer design calculations (2 sets) as required by the Water and Sewer Regulations.
6. ___ Plans shall include plan and profile sheets for all water and sewer facilities.
7. ___ Provide table of sewer lateral invert elevations at the service clean-out at the property line and minimum sewer service elevation for each proposed building.
8. ___ Include all relevant PSA standard details. (Available in Water and Sewer Regulations manual)
9. ___ Show and label all adjoining and adjacent property lines, public right-of-way lines, streets and easements.
10. ___ Show and label all adjoining property owners including address, tax map number and tax parcel ID.
11. ___ Show and label all surveying benchmarks and monuments.
12. ___ Show and label existing and proposed water meter locations and sizes.
13. ___ Show and label existing and proposed sewer cleanouts and sizes.
14. ___ Show and label all existing and proposed water facilities, mains, valves, appurtenances, fittings, wet taps, etc. with stationing on plan and profile.
15. ___ Show and label all existing and proposed sewer facilities, mains, manholes, force mains, etc. with stationing on plan and profile.
16. ___ Show flow straight through sampling structures (vertical and horizontal).
17. ___ Label deflection angles of sewer lines at manholes.
18. ___ Provide details for all special water or sewer facilities (stream crossings, thrust blocks, slope anchors, abandonments, etc.)
19. ___ Show and label utility crossings and dimension separation distances.
20. ___ Provide static pressures at point of connection, high point, low point and fire hydrants on profile.
21. ___ Submit copy of completed Plan Submittal Checklist.

Developments will not be approved until all items on this checklist have been verified or waived by the PSA.