

## ENGINEERING PLANS CHECKLIST

The following checklist is designed to assist applicants in preparing the plan for review. Items which are omitted may cause a delay in the review process. Plans should be drawn to scale with adequate resolution for verification of measurements. The engineering plans should include the items listed below:

- 1. Date, north arrow, and graphic scale which is easily interpreted.
- 2. Reference to vertical datum and conversion equation to City's vertical datum.
- 3. Existing and proposed easements based on title search.
- 4. The proposed development, as shown on the site plan.
- 5. Existing and proposed land use breakdown, including: building area, other impervious area, pervious area and total area.
- 6. Available utilities owned by the City of West Palm Beach within the public right-of-way for the entire extent of the limits of the project. Identify type of utility, location, pipe material, age and size. A formal records request (with Sunshine Design Ticket number) should be submitted to:

Janice Tarbill  
City of West Palm Beach  
Engineering Services Department  
Email: [jtarbill@wpb.org](mailto:jtarbill@wpb.org) | Phone: 561.494.1079 | TTY: 800.955.8771

Proof of the formal records request shall be included with the application submittal.

**▲ IMPORTANT: Record information provided by the City is for reference only. Perform field verification of exact location and depth by soft-digs, pot-holing, etc. It is recommended that the engineer of record meet with the City's Engineering Services Department for a pre-design meeting.**

- 7. Identify street names, alleys, railroads, and other public rights-of-way within or immediately adjacent to the project.
- 8. Indicate the functional classification of every street within or adjacent to the project.
- 9. Show structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed improvements.
- 10. Call out watercourses, water bodies, groundwater table elevation, flood hazard areas, significant tree masses, slopes, or other natural features within the area to be developed.
- 11. Show conditions on immediately adjacent property that have a direct impact on the proposed development.
- 12. Identify type of utility/ownership, location and depth, pipe material, size and other appropriate descriptions of the following existing or proposed utility facilities:
  - Water mains, service connections and any special structures such as valves, meters, irrigation, above-ground appurtenances, backflow connections, wells, and pump stations, etc.
  - Sanitary sewer mains, service connections and any special structures or facilities such as laterals, wyes, manholes, cleanouts, lift stations, etc.
- 13. Show stormwater drainage mains, structures, channels, retention or detention ponds, and other major drainage facilities, flow direction of surface runoff.
- 14. Engineering plans must be prepared by a Florida licensed professional engineer.
- 15. Engineering plans shall be provided in 24" x 36" format, at a legible engineering scale.

**▲ IMPORTANT: At time of formal engineering plan submittal, profile views of all proposed utilities within the right-of-way to be owned and maintained by the City shall be provided. Vertical clearances of utility crossings with City and dry/franchise utilities and all related easements on the site or on immediately adjacent property shall be called out.**