Public Works
Construction Document Checklist

Project Name:_____ Project Number:_____

Date Submitted:_____ Submitted By:_____

Purpose of Checklist

This checklist will help to assure that your submittal is consistent with City of Centennial standards & regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom and include with your submittal materials. Note that this checklist should be used as a guideline for information to be included on the plans. This checklist is not all-inclusive and conformity to the checklist does not guarantee that a plan set is complete.

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Construction Document Checklist

Please check off the following items to assure your plan set is complete. Sign and include this checklist with your submittal.

All Plan Sheets

Engineer	Staff	
		Key Map
		Title block (Use City template, available on the City's website)
		Project Phase (i.e. 30% Construction Documents, FIR, FOR, etc.)
		Engineer's name, mailing address, and phone number
		Sheet title
		Sheet number (consecutive, beginning with cover sheet as 1)
		North Arrow
		Graphic and written scale (Plan View: 1"=20' to 1"=100', Engineer's Scale)
		Original date of plan preparation and any subsequent revisions noted and dated
		Seal & signature of a Colorado registered PE (final plan set)

Cover Sheet

Engineer	Staff	
		Engineer's Certification (obtain from City's website. Must be sealed & signed by a Colorado registered PE on final plan set)
		Vicinity map - Include a scale (typically 1":2000')
		City of Centennial Acceptance Block in the lower right hand corner (obtain from City's website)
		City of Centennial General Notes (obtain from City's Website)
		Contact name and phone number for Utility, Fire, and Special Districts
		Sheet Index
		Design Data Table

CDOT Plan List

Engineer	Staff	
		M & S Standards Plan List taken from CDOT's website

Notes & Standard Symbols Sheet

Engineer	Staff	
		Applicable notes not included in City of Centennial General Notes
		Legend with all line types, map symbols, hatching patterns, etc.
		Survey information (benchmark, basis of bearings, notes, etc.)

Survey Control Plan

Engineer	Staff	
		2 benchmarks per each 160 acres or part thereof
		Identify range points and other survey monuments within disturbed areas that will require preservation, protection, and/or reestablishment
		Existing & proposed ROW data (show ROW line and dimension)
		Benchmark & Basis of Bearing statement
		Property lines and ownership data
		Statement of linear units

Demolition / Removal Plans

Engineer	Staff	
		Limits and quantities of pavement, sidewalk, curb & gutter, etc. removals
		Sawcut lines
		Structures to be removed or relocated
		Existing items to remain and/or be protected in place

Roadway Typical Sections

Engineer	Staff	
		Provide typical sections with labels and dimensions for each width of roadway including:
		Right-of-Way
		Sidewalk and Landscape area
		Curb and gutter / flowline
		Travel lanes including turn, bike, parking, and variable widths
		Pavement materials, depths, road base, subgrade, etc. (if known)

Roadway Plan & Profile

PLAN

Engineer	Staff	
		Existing & proposed property line & ROW line with dimensions
		Existing & proposed easements & tracts with dimensions and type
		Survey lines and stations based on centerline
		Existing and proposed surface features with labels, dimensions, and slopes (where applicable) including, but not limited to: Curb & gutter
		Limits of proposed paving
		Sidewalks
		Sight triangles
		Street lights
		Traffic signals
		Landscaping (can be provided on a separate sheet)
		Driveways within the project limits
		Bus stops and associated amenities
		Surface utility features (manhole lids, valve covers, inlets, fire hydrants, etc.)
		Street names
		Bridges or culverts
		Guardrails
		Storm drainage flow direction arrows at intersections and driveways
		Match-lines
		Complete horizontal curve data: Radius (R)
		Degree of curvature (D)
		Point of curvature (P.C.)
		Point of tangency (P.T.)
		Tangent length (L)
		Centerline stations of all intersecting roads
		Classification of intersecting roads
		Road width (flowline to flowline)

PROFILE

Engineer	Staff	
		Existing ground (dashed) and proposed ground (heavy, solid)
		Elevations based on centerline or flowline
		Continuous stations for entire portion of road shown in corresponding plan view
		Match-lines
		Station & elevation of existing and proposed vertical grade breaks
		Distance and grade/slope between grade breaks
		Complete vertical curve data: High or low point
		Point of intersection (P.I.)
		Point of curvature (P.C.)
		Point of tangency (P.T.)
		Length of curve (L)
		K = L/A labeled

Intersection Detail Plans (If Applicable)

Engineer	Staff	
		Horizontal design dimensions
		Intersection grading including contours, grade breaks, etc.
		Spot elevations and slopes in roadway, sidewalk, and curb ramps
		Flow direction arrows at flowlines and grade breaks
		Station and elevation of all curb returns: existing and proposed horizontal PC, PT etc.; high or low point of all vertical curves
		Existing and proposed curb return radii
		Signal locations
		Median design dimensions

Roadway Grading Plans

Engineer	Staff	
		Existing and proposed contours
		Spot elevations at high or low points, inlets, grade breaks, and other important points
		Spot elevations at curb ramps, driveways, curb returns, and other areas of interest

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Traffic Signals, Signage, & Striping Plan

Engineer	Staff	
		Based on AASHTO's Manual on Uniform Traffic Control Devices (MUTCD)
		Location of each sign (by station and side of road)
		Label MUTCD sign designation of each sign
		Typical detail of installation dimensions (height, distance from curb) and any variations
		Detail post and base dimensions and installation plan (show wedge or sleeve, depth below surface, materials). Breakaway posts only
		Striping information including, but not limited to: Color designation
		Lane width
		Stall width and length (and angle if applicable)
		Stripe/skip with width
		Material type
		Typical treatment for accel/decel lanes, turn lanes & crosswalks (reference City details for striping where applicable)
		Station and offset information for tapers

Utility Plan

Engineer	Staff	
		Refer to owner's standards and regulations
		Type, size, and location of all proposed utilities
		Sufficient surface features such as curb, walk, structures etc. to evaluate encroachment and access concerns & potential utility conflicts. Surface features should be faded back to emphasize utilities
		Existing and proposed utilities and structures, including, but not limited to: Water lines
		Water valves
		Fire hydrants
		Sanitary and storm sewer manholes
		Sanitary & storm sewer lines
		Storm drainage facilities
		Telephone
		Fiber optic cable
		Gas

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		Electric
		Roads with road names labeled and ROW dimensioned
		Service lines and meter locations
		Proposed storm & sanitary sewer lines with pipe size, length, type and slope
		Angles at proposed alignment changes (if not shown on plan and profile)
		Proposed manhole locations with dimension to nearest gutter lip (minimum of 3' separation between edge of manhole and gutter on roadways)

Cross-Sections

Engineer	Staff	
		Required every 50 feet
		ROW line, curb, gutter, sidewalk, roadway, landscaping areas, etc. with dimensions and labels
		Cross-slope arrows and percentages

Construction Phasing Plan

Engineer	Staff	
		Schematic phasing plan
		Note proposed detours (actual detour will be shown on MHT's)
		Include required work time and other access requirements

Detail Sheets

Engineer	Staff	
		Applicable City of Centennial Standard Details should be included within the plan set. These can be found in the City of Centennial Roadway Design and Construction Standards on the City's website
		Drainage facility details – per SEMSWA's requirements
		CDOT details do not need to be included within the plan set, but should be referenced

Regulatory Approval

Engineer	Staff	
		Water and Sanitary districts
		SEMSWA
		Agencies adjacent to or included in project limits (Cities, counties, etc.)
		CDOT (for state highways)
		Cherry Creek Basin Water Quality Authority (when applicable)
		Urban Drainage (maintenance eligible projects)

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The following are the *minimum* submittal requirements for a Construction Document submittal. Please check off the following items to assure your submittal is complete.

Applicant	Staff	
☐	☐	Construction Documents (PDF format)
☐	☐	Construction Document Checklist
☐	☐	Engineer's Estimate of Probable Cost
☐	☐	Necessary Stormwater Documents (vary by project)

STAFF WILL NOT ACCEPT SUBMITTAL MATERIALS THAT ARE INCOMPLETE.

REVIEW SUBMITTALS ARE ALL ELECTRONIC. DISKS, USB DRIVES, AND FILE SHARES (VIA EMAIL) ARE ACCEPTED.

COORDINATE WITH THE PROJECT MANAGER FOR CD SUBMITTALS.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

_____ _____

Signature Date

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