



Right of Way Permitting and Plan Review Section

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

Project Name: _____

Engineer/Phone No. _____

DPS Project No. _____

Address _____

Preliminary Plan No: _____

Assigned/Phone No. _____

Street Names: _____

	Submittal Date	Review Date	Initial
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Expedite Plan Review

Legend:

INC Incomplete/Incorrect
N/A Not Applicable

_____ Design Acceptable _____ Date

This checklist has been designed to provide specific instruction to engineers. All items are expected to be addressed in the first submittal. Failure to do so will result in a less than full first review. If any items marked with an asterisk (*) are not addressed, no further review of the first submittal will be made. The plan will be returned to the engineer for completion and will have to be resubmitted for a new first review.

TO THE ENGINEER:

Your submission for Grade Establishment Plan approval has been reviewed. The review was made based on the items shown on this checklist. **Please return the checklist and grade establishment plan comment sheets with your resubmittal.** If you do not address a checklist item, including comments on the grade establishment plan sheets, explain your reasoning in your transmittal letter.

SUPPORTING INFORMATION

- * _____ Transmittal specifically explaining purpose of submission.
- * _____ If requesting expedited service, attach letter explaining request and check box located above.
- * _____ Copy of approved Preliminary Plan (if applicable).
- * _____ One print of drainage study as approved by MCDPW&T.
- _____ Copy of Record Plat, if existing.
- * _____ Copy of MCDPW&T Preliminary Plan approval letter.
- _____ Engineers estimate (at final approval).

GRADE ESTABLISHMENT PLAN REVIEW CHECKLIST

PLAN VIEW - GENERAL

- ___ ___ ___ North Arrow.
- * ___ ___ ___ Scale: 1" = 50'.
- ___ ___ ___ Classification of Roads.
- ___ ___ ___ Lot and Block numbers.
- ___ ___ ___ Drainage arrows in blocks and at intersections.
- ___ ___ ___ One street per sheet, except short cul-de-sacs (maximum of two cul-de-sacs per sheet).
- ___ ___ ___ 100' stations along centerline.
- ___ ___ ___ Intersections.
- ___ ___ ___ Critical points on centerline (ie. PC & PT of horizontal curves).
- ___ ___ ___ PC & PT of fillets at intersections.

TITLE BLOCK

- * ___ ___ ___ Name, address and phone number of engineering firm.
- * ___ ___ ___ Name of street.
- * ___ ___ ___ Subdivision name.
- ___ ___ ___ Number of sheets (if more than one).
- ___ ___ ___ Date prepared.

PLANS – EXISTING FEATURES

- ___ ___ ___ Right of way width for all previously dedicated streets and roads including intersecting streets.
- ___ ___ ___ Width of intersecting streets.
- ___ ___ ___ Type, size and elevations of drainage structures including road side ditches and outfall ditches.
- ___ ___ ___ Drainage rights of way.
- ___ ___ ___ Permanent structures – buildings and utilities.
- ___ ___ ___ Type and width of existing paving.
- ___ ___ ___ Type and width of existing sidewalk.
- ___ ___ ___ Type and width of existing curb.
- ___ ___ ___ Type and width of existing driveway.
- ___ ___ ___ All existing utilities.

PLANS – PROPOSED FEATURES

- ___ ___ ___ Paving and right of way width.
- ___ ___ ___ Typical sections of roadway.
- ___ ___ ___ Curb and gutter.

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- ___ ___ ___ Ditch location with transitions as required.
- ___ ___ ___ Top of curb stations and elevations at intersections and cul-de-sacs.
- ___ ___ ___ Top of curb stations and elevations at warped sections.
- ___ ___ ___ Limit of warped section (station) (cul-de-sac).
- ___ ___ ___ Paving elevation ant warped section (cul-de-sac).
- ___ ___ ___ Drainage facilities.
- ___ ___ ___ Public Improvement and Public Utility Easements.
- ___ ___ ___ Drainage rights of way.
- ___ ___ ___ Pedestrian paths.
- ___ ___ ___ Typical path sections.
- ___ ___ ___ Capacity and velocity at discharge points.+
- ___ ___ ___ Driveway culvert size for each lot where required.+
- ___ ___ ___ Spot elevations shall be shown at island, edge of paving and ditch line at quarter points and breaks in grade.+
+applies to open section roads only.

PROFILE ITEMS

- * ___ ___ ___ Scale: Horizontal 1" = 50' Vertical 1" = 5'.
- ___ ___ ___ Legend clearly labeling all symbols utilized.
- * ___ ___ ___ One street per sheet except for short cul-de-sacs.
- ___ ___ ___ Existing centerline profile.
- ___ ___ ___ Building Restriction Line profiles. Note: existing centerline profile and building restriction line profiles are to be at all breaks in grade with maximum 50' interval.
- ___ ___ ___ Spot elevations 30' back of B.R.L. at all breaks in grade with maximum 100' interval.
- ___ ___ ___ Elevations on property line at existing driveways.
- ___ ___ ___ Centerline elevations at intersections and connections with existing paving.
- ___ ___ ___ Elevations and MNCPPC File No. where connection or revision is made.
- ___ ___ ___ Centerline profile for minimum of 500' beyond approval request limits.
- ___ ___ ___ Centerline of existing intersecting road, minimum of 500' in each direction.
- ___ ___ ___ Rates of grade.
- ___ ___ ___ PVC, PVI and PVT stations and elevations shown, also POC and offset.
- ___ ___ ___ Stations and elevations of high points and low points.
- ___ ___ ___ Profile elevations every 25 feet.
- ___ ___ ___ Proper sight distance based on Montgomery County Road Code or AASHTO requirements.

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- ___ ___ ___ If compound or unsymmetrical vertical curves are used, computations for sight distances must be submitted.
- ___ ___ ___ Path profiles.
- ___ ___ ___ Existing and proposed storm drains, including pipe sizes.
- ___ ___ ___ Limit of requested approval.

CERTIFICATION

___ ___ ___ Plans for approval must be signed and sealed by a Professional Engineer or Registered Land Surveyor licensed in the State of Maryland.

___ ___ ___ Engineer/Surveyor Certification stating as follows:

I hereby certify that

The information shown hereon has been compiled from accurate field surveys.

There is (no) existing paving, sewer or water in this right of way.

(A) (No) Portion of this right of way lies within, crosses or connects with an existing or proposed state road.

This design conforms to the Montgomery County Road Code, "Requirements for Profiles," Section I, paragraph 6 (A) through (H).

Date: _____ Signature: _____

Where the Engineer's certification indicates the absence of existing paving, sewer or water, or intersecting state road the Department of Permitting Services will perform the review and grant approval on behalf of all agencies after any required revisions or corrections are made. The approved plan will be forwarded to the Maryland National Capital Park and Planning Commission who will assign a permanent file number and distribute prints to the interested agencies. Where the Engineer's or Surveyor's certification indicates there is existing sewer, water or an intersection with a state road, each of the interested agencies shall perform an independent review prior to issuance of the final approval.

MISCELLANEOUS

- ___ ___ ___ Sheet size to be 24" X 36".
- ___ ___ ___ Minimum grades on open drainage roadways is 2%.
- ___ ___ ___ Minimum grades on curb and gutter roadways is 1%.
- ___ ___ ___ Maximum grades are to be as specified in the Road Construction Code.

ADDITIONAL REQUIREMENTS:

COMMENTS
