

UTILITY SERVICE PLAN (USP) CONSTRUCTION PLAN CHECKLIST

Complete this checklist for all irrigation and commercial water and wastewater service lines and submit with initial construction plans to Utilities Development Services construction [review portal](#).

NOTICE!! Starting in 2025 **construction project reviews may be subject to a review fee.**
Please see page at end of checklist for fee structure information.

- A. General Requirements
- B. Plan Annotations
- C. Water Service Lines
- D. Wastewater Service Lines
- E. Grease and Sand/Oil Interceptors

PROJECT NAME:

IMPORTANT NOTES, read carefully:

- Additional design requirements not included in this checklist can be found in the Water and Wastewater Line Extension and Service Standards.
[Water Line Extension and Service Standards \("Water LESS"\)](#)
[Wastewater Line Extension and Service Standards \("Wastewater LESS"\)](#)
- Call-outs are required. Keynote legends may be lightly used if approved by reviewer.
- Combine entire project set (W, S, USP) into one digital file and also combine checklists into their own digital file.
- Plan set digital files, after combining, must be below 18MB. For review and inspection efficiency, DOWNSIZE ALL plan set files keeping each individual pages less than 1MB.

A. Cover Sheet General Requirements - *By completing this checklist you are required to have a Utility Services (USP) plan set with its own coversheet. Exceptions must be approved by Utilities Development Services staff.*

A N/A

- 1) Use 24" X 36" format.
- 2) Show north arrow and scale. Choose scale (approximately 1" = 50') to properly show details.
- 3) Include site map.
- 4) Include vicinity map.
- 5) Include title of project.
- 6) Provide addresses and lot numbers for all lots/buildings.
- 7) If multi-family, label as townhomes, apartments, duplexes or condominiums.
- 8) Add Owner/Developer signature block to cover sheet only.
See Water LESS 3.6.B or Wastewater LESS 3.6.C.
- 9) Add CSU Signature block for Utility Service Plan Approval. One block for each phase; applies to all pages of plan set. See Water LESS 3.6.A or Wastewater LESS 3.6.A.
- 10) Add Utility Service Plan notes. See Water LESS 3.6.H or Wastewater LESS 3.6.I.
- 11) Utilize Plan Information Block detailed in Water LESS 3.6.F.
 - a. FIMS map number (<https://www.csu.org/Pages/GISMapping.aspx>)
 - b. Tax Schedule number
 - c. Water pressure zone
 - d. Max static pressure (see Fire Flow Report and calculate the max static pressure)
 - e. UAP file number or plat reception number
 - f. Development Plan number and date of approval
 - g. Notice of Private Water System reception number

B. Plan Annotations:

A N/A

- 1) Text call-outs are required, no symbol legends allowed.
- 2) Show and label all existing utilities including gas and electric.
 - a. Include diameter and material for water, wastewater and storm sewer. Indicate as public or private.
 - b. Label Colorado Springs Utilities Project Number for existing water and wastewater mains to which connections are proposed.
 - c. Label all existing valves and fire hydrants. If public, include numbers.
 - d. View information at <https://www.csu.org/Pages/GISMapping.aspx>. If you still need help contact Infrastructure Records at (719) 668-4426 for "as-builts" and FIMS maps, and City Engineering at (719) 385-5402 for existing storm sewer plans.
- 3) Label existing and proposed rights of way and/or easements with reception number and widths.
- 4) Label street names (note if private).
- 5) Label subdivision boundaries and adjacent filings.
- 6) Label phase lines, separate plan set required per phase.
- 7) Label match lines with stations and corresponding sheet numbers.
- 8) Label all existing and proposed pavement, curb and gutter, sidewalks and medians.
- 9) Label all existing or proposed surface improvements, including but not limited to signs, retaining walls, fences, water quality features, etc.
- 10) For townhomes, show driveways and all proposed utility service lines. Include gas and electric meter locations and transformer locations. See Water LESS Detail Drawing A3-14 and A3-15.
- 11) For single-family residential, provide a typical lot layout detail showing all utilities.

C. Water Service Lines:

- 1) Label length, diameter, and material of proposed service line. Refer to Water LESS 2.7.D.1 for allowed sizes and materials.
- 2) Identify meter location (size if known).
- 3) Label tap size; 3" taps and 3" diameter services are not allowed.
- 4) No service taps allowed on mains 16".
- 5) No taps allowed on fire service lines or fire hydrant laterals.
- 6) Show and label curb stops.
- 7) For lines 4" see Water Plan Checklist.
- 8) Label fittings and distances between them.
- 9) Maintain all required vertical and horizontal separations. See Water LESS 2.6.G.3 & 4.
- 10) For service lines 2", call out caution note for utility crossings and label minimum required clearance.
- 11) Unused service connections to be abandoned at main per Water LESS 2.7.G.
- 12) If crossing other parcels prior to main connection, provide private service line easement and label reception number on plan.

D. Wastewater Service Lines:

- 1) Label length, diameter, slope and material of proposed service line.
- 2) Label tap size and show connection perpendicular to main, required minimum of 5' from manhole.
- 3) Label invert elevation of service line at building and main at connection point.
- 4) No service taps allowed on mains 15".
- 5) Label fittings and distances between them (all pipe segments with slopes must be labeled).
- 6) Maintain all required vertical and horizontal separations. See Wastewater LESS 2.5.D.3 & 4.
- 7) Call out caution note for utility crossings to maintain 18" of separation. Add pipe elevations for water main and stormwater pipe crossings.
- 8) Unused service connections to be abandoned at main per Wastewater LESS 2.6.I.
- 9) If connecting to VCP or truss pipe, add caution note for connection.
- 10) Service connections minimum of 5' from outside edge of manhole; minimum 2' between connections.

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A N/A

- 11) For wastewater service lines with <6' of cover, refer to Wastewater LESS 2.6.F.1.
- 12) If project has a swimming pool, add 100 GPM max discharge note.
- 13) One-way cleanouts are required every 100' and two-way cleanouts every 200'. Two-way cleanouts required at building.
- 14) If possible, minimize cleanouts within drivable areas, traffic-rated cleanouts required in these areas.
- 15) Show service locations in accordance with drawing.
- 16) Check minimum slopes, refer to Wastewater LESS 2.6.B.3.
- 17) If existing service is to be reused include the following note: "The owner/developer, at their expense, shall clean and CCTV the existing service line to the public main. After review of the video by Colorado Springs Utilities, if it is found that the line has no deficiencies, or that the deficiencies are corrected, the existing service line may be reused. Service lines found to be unacceptable shall be capped at the public main."
- 18) If crossing other parcels prior to main connection, provide private service line easement and label reception number on plan.

Pressurized Wastewater Service Lines:

- 19) Specify DR11 HDPE or SCH 40 PVC.
- 20) Add applicable detail drawings from manufacturer for pump and service line.
- 21) If service transitions to gravity prior to main connection, label transition point and specify one-way cleanout.
- 22) Provide recorded document for Notice of Private Wastewater Pump System and label reception number on plan. See Wastewater LESS 7.3.B.2 and 7.10.E.

E. Grease and Sand/Oil Interceptors:

- 1) Provide copy of Colorado Springs Utilities sizing form to determine size, see links under wastewater header:
 - [Sand Oil](#)
 - [Grease](#)
- 2) Show and label size, manufacturer and model number of interceptor on plan; refer to Wastewater LESS Detail Drawings C4-1 through C4-12 for grease and sand/oil interceptor design specifications; refer to LESS 4.3.F & 4.3.G for approved plastic interceptors.
- 3) Label whether traffic or non-traffic rated.
- 4) Ensure the interceptor is accessible for maintenance.
- 5) Grease interceptor must be located within 50' of last fixture.
- 6) Ensure outlet is a minimum of 2" and a maximum of 4" lower than inlet. Provide invert in and invert out elevations on the plan.
- 7) Grease Interceptors - include cleanouts upstream and downstream.
 - Label Sample Tee's and vent pipes per required Wastewater LESS C4-2.
- 8) For car wash facilities, backwater valve required downstream of the sand/oil interceptor. See Wastewater LESS Detail Drawings C4-7 and C4-8.
 - Location of sand oil interceptor in alignment with reclaim tanks.

Signatures of engineering firm:

Plan drawn by:

Date:

Plan reviewed by:

Date:

REVIEW FEE STRUCTURE

Construction Drawing Review

First three submittals	No charge
Additional submittals, per submittal	\$500
Submittal for signatures	\$100
Revisions, per revision	\$200
Utility Service Plan (service lines only, per submittal, no signature fee required)	\$300