

BOARD OF PUBLIC SERVICE

PUBLIC IMPROVEMENT APPLICATION CHECKLIST*

PART I -- PROJECT INFORMATION

Project Name: _____

Applicant Name: _____ Date Submitted: _____

PART II – DRAWING REQUIREMENTS

Indicate whether the item is included on the plans with an (X) or whether the item is not applicable (N/A.)

I. GENERAL – ALL PLAN SHEETS

- ____ 1. Plans shall be submitted as a single PDF at the size of 11" x17" minimum dimension.
- ____ 2. 1/8" minimum text.
- ____ 3. Title block per Missouri Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects Board Rules 20 C.S.R. 2030-2.050, <https://pr.mo.gov/boards/apelsla/sample.pdf>.
- ____ 4. Include the M.S.D. P# and Base Map# in the titleblock, when applicable.
- ____ 5. Site benchmark tied to USGS datum.
- ____ 6. Professional Engineer or Architect seal and signature with a State of Missouri license on every sheet.

II. COVER/TITLE SHEET

- ____ 1. Name of the project.
- ____ 2. Address.
- ____ 3. Sheet index.
- ____ 4. Location map.
- ____ 5. General notes on title sheet or subsequent sheet.
- ____ 6. Legend.
- ____ 7. List of abbreviations.
- ____ 8. Name of owner/developer/applicant.
- ____ 9. List of utility companies.

III. STANDARD NOTES

- ____ 1. Improvements are to be constructed per the City of St. Louis Standard Specifications, Bid Items, and Standard Details for Street and Alley Construction, November 2015, and the Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG.)
- ____ 2. Contractor to obtain all relevant street blocking and excavation permits from the City of St. Louis Street Department.

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- ___ 3. Underground utilities have been plotted from available information, and therefore location shall be considered approximate only. The verification of the location of all underground utilities, either shown or not shown on these plans, shall be the responsibility of the Contractor and shall be located prior to any grading or construction improvements. Contractor to call Missouri One-Call to receive utility locates prior to beginning work.
- ___ 4. Contractor to maintain erosion and sediment control devices in good order. The Contractor shall sweep the adjacent streets and sidewalk at the end of each workday as necessary and otherwise prevent mud and construction debris from entering the existing sewer system.
- ___ 5. All existing site improvements that are disturbed, damaged, or destroyed shall be repaired or replaced closely to match pre-construction conditions.
- ___ 6. All fill, including places under proposed storm and sanitary sewer lines and paved areas within and off the road right-of-way, shall be compacted to 95 percent of maximum density, as determined by the Standard Proctor Test (ASTM-D-698). All tests shall be verified by a soil engineer concurrent with grading and backfilling operations. The compacted fill shall be free of rutting and shall be non-yielding and non-pumping during proof rolling and compaction. All trench backfills in paved areas shall be granular fill.
- ___ 7. All sewer construction shall be per the Standard Construction Specifications for Sewers and Drainage Facilities of the Metropolitan St. Louis Sewer District, current edition.
- ___ 8. All water lines shall be constructed per the City of St. Louis Water Division Specifications.
- ___ 9. All water lines shall be laid at least 10 feet horizontally from any sanitary or combined sewers or manholes. Whenever water lines must cross sanitary or combined sewer laterals, the waterline shall be laid at such an elevation that the bottom of the water line is 18 inches above the top of the drain. A full length of water pipe shall be centered over the sewer line to be crossed so that the joints will be equally distant from the sewer and as remote as possible. This vertical separation shall be maintained for that portion of the water line located within 10 feet, horizontally, of any sewer or drain it crosses.
- ___ 10. It shall be the Contractor's responsibility to provide traffic control, both vehicular and pedestrian, per the Manual on Uniform Traffic Control Devices (MUTCD.)

IV. ALL PLAN VIEWS – GENERAL (UNLESS NOTED OTHERWISE)

- ___ 1. Engineer's scale and north arrow.
- ___ 2. Indicate City right of way (R.O.W.), show as a heavy centerline (--- - ---) and label as City R.O.W.
- ___ 3. Label street names, street width, parcels, addresses, etc.
- ___ 4. Adjacent parcel information, including address, owner, parcel number, zoning, and any site-specific conditions.
- ___ 5. Construction Limits.

V. DEMOLITION PLANS (AS NEEDED)

- ___ 1. Indicate items to be removed with hatching and denoted in the legend.
- ___ 2. Indicate existing improvements to be Used In Place (U.I.P.), To Be Removed (T.B.R.), To Be Removed + Replaced (TBR+R), or To Be Protected (T.B.P.)

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VI. CIVIL SITE IMPROVEMENT PLANS

- ___ 1. Existing and proposed improvements within the R.O.W. and 5 ft beyond the property line, including but not limited to:
 - ___ a. Sanitary, storm, and combined sewers and laterals (indicate whether public or private).
 - ___ b. Water lines, hydrants, valves, and meter settings.
 - ___ c. Street and alley pavement.
 - ___ d. Microdetention / rain gardens.
 - ___ e. Streetlights.
 - ___ f. Street signs.
 - ___ g. Sidewalks (minimum sidewalk widths: 5 ft or match existing, whichever is greater.)
 - ___ h. Utility relocations or lowering.
 - ___ i. Show objects protruding or encroaching on the R.O.W.
- ___ 2. Show proposed improvements with dark hatching or dark solid lines and denoted in the legend.
- ___ 3. Proposed underground utilities shall include the associated plan and profile sheet(s).
- ___ 4. Proposed improvements affecting tree lawns or other vegetated areas require a landscaping plan showing proposed vegetation.

VII. STRUCTURAL PLANS (AS NEEDED)

- ___ 1. Architectural scale and north arrow.
- ___ 2. Foundation, substructure, and superstructure plans as needed.
- ___ 3. Elevation views.
- ___ 4. Detail sheets.

VIII. GRADING PLANS

- ___ 1. Provide existing and proposed contours at 1-ft or 2-ft intervals.
- ___ 2. Existing and proposed spot elevations.
- ___ 3. Indicate grading limits.
- ___ 4. Siltation and erosions control and details.
- ___ 5. Location of 100-year flood plain and floodway.
- ___ 6. Proposed retaining walls and construction details.
- ___ 7. Show and dimension about the centerline of all existing and proposed topographic features and improvements., including but not limited to:
 - ___ a. Sanitary, storm, and combined sewers and laterals;

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- ___ b. Call out/label all sewer structures with top and flowline elevations, M.S.D. structure #;
- ___ c. Indicate the length, grade, size, and type of pipe;
- ___ d. Water lines, hydrants, valves, and meter settings;
- ___ e. Utility relocations;
- ___ f. Pavement;
- ___ g. Street signs;
- ___ h. Streetlights;
- ___ i. Traffic Signals.

IX. UTILITY PLANS (SEPARATE FROM IMPROVEMENTS PLANS, AS NEEDED) AND PROFILES

- ___ 1. Show existing and proposed utilities and subsurface improvements, including:
 - ___ a. Sanitary, storm, and combined sewers, and laterals;
 - ___ b. Label all sewer structures with top and flowline elevations, M.S.D. structure #;
 - ___ c. Indicate length, grade, size, and type of pipe;
 - ___ d. Indicate Water lines, hydrants, valves, and meter settings;
 - ___ e. Utility relocations;
 - ___ f. Streetlights;
 - ___ g. Traffic Signals;
 - ___ h. Downspouts;
 - ___ i. Microdetention / rain gardens;
 - ___ j. Swales.

X. LANDSCAPING PLANS (AS NEEDED)

- ___ 1. Show hardscape indicating material type, texture, and color.
- ___ 2. Include an inventory of plants planted, removed and replaced, or removed and relocated.
- ___ 3. Indicate tree caliper of existing and proposed trees.
- ___ 4. Call out staking, typical digging depths, and details for larger plants.

XI. ELECTRICAL PLANS (AS NEEDED)

- ___ 1. Provide conduit and wire run from improvement to the location of power source, to include path under or across the public right of way.
- ___ 2. Include a schedule of materials conforming to City of St. Louis Lighting Division specifications.
- ___ 3. Use full cutoff luminaires.

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- ___ 4. Photometric study for developments replacing more than 3 adjacent fixtures showing a 1 ft-candle minimum on the public street and sidewalk.

XII. DETAIL SHEETS

- ___ 1. Storm, sanitary, and combined sewer details.
- ___ 2. Pavement details, including jointing patterns.
- ___ 3. Curb and gutter details.
- ___ 4. Driveway details.
- ___ 5. Building stairs and entrance ramps details (in City R.O.W.)
- ___ 6. Tree well grates and sidewalk grates;
- ___ 7. Sidewalk ramps.
- ___ 8. A.D.A. curb ramps.
- ___ 9. Street, driveway entrances, and sidewalk details.
- ___ 10. Bump-outs, on-street parking, passenger loading zones.
- ___ 11. Retaining wall profiles and details.
- ___ 12. Fence elevations and details.

PART III -- APPLICATION DOCUMENTS

Indicate that the following item is included with the application with an (X) or whether the item is not applicable (N/A.)

- ___ 1. Completed B.P.S. Public Improvement Application Checklist;
- ___ 2. Completed Public Improvement Application;
- ___ 3. Drawings, signed and sealed by a Missouri registered professional A/E;
- ___ 4. A statement from the adjacent property owner of record indicating their consent if the adjacent property owner is different from the applicant. (See form: Public Improvement Adjacent Owner Consent.)

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