



**SUBDIVISION APPLICATION FOR DRT SUBMITTAL  
ENGINEERING SERVICES DEPARTMENT**

171 North Ross Street, Suite 200  
Auburn, AL 36830

**(334) 501-7390 ~ Fax: (334) 501-7294**

Applicant Name: _____	Project Name: _____
Mailing Address: _____	Site Address: _____
_____	Phone Number: _____
Engineer's Email Address: _____	

Please provide any additional email addresses below, for people who should be copied on the DRT comments letter:

\_\_\_\_\_

**A COPY OF THE DEED TO THE SUBJECT PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION. If the applicant is not the owner, then a letter allowing the applicant to act as an "authorized agent" must be on file. All associated fees will be charged to the applicant unless otherwise arranged.**

General Location: \_\_\_\_\_

Gross Area of Subject Property: \_\_\_\_\_ Number of Individual Lots: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Will this be developed as *Performance*?  Yes  No

Will this development require Lee County review?  Yes  No

Has a Preliminary Plat Been Approved?  Yes  No

Has the Preliminary Plat changed since it was approved by the Planning Commission?  Yes  No

If yes, describe the changes: \_\_\_\_\_

\_\_\_\_\_

**Required Documents**

For a complete list of the submittal requirements, see section 1.3.4 of the Engineering Design and Construction Manual.

DRT Submittals can be made online through the Auburn Permit Portal. The portal can be found at <https://webgis.auburnalabama.org/permits>.

*I, the applicant, certify that all of the above facts are true and correct to the best of my knowledge. I understand that any development approval(s) granted pursuant to this application shall be subject to all applicable regulations of the City of Auburn, and that such approval(s) shall expire unless construction has commenced within eighteen (18) months following date of approval.*

Applicant's Signature: _____	Date: _____
Applicant's Name (Please print): _____	

----- FOR OFFICE USE ONLY -----	
<b>Received By:</b> _____	<b>Date:</b> _____
<b>Submittal Approved?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comment (if rejected):</b> _____	
<b>DRT Meeting Date:</b> _____	

# DRT Checklist for *Subdivision* Construction Plans



**Project Name:** \_\_\_\_\_

**DRT Case No:** \_\_\_\_\_

This checklist must be submitted with every set of engineering construction plans for subdivision improvements. All items on the checklist shall be addressed. If the item is not applicable to this project check the box next to the item labeled "N/A", and provide comment. Items preceded by an asterisk (\*) are required for the submittal to be considered complete. If one of these items is missing from the submittal without a valid explanation, the entire submittal will be rejected. Note that this checklist is not intended to be all-inclusive, and fulfillment of this checklist does not alleviate the obligation of the designer to meet all City of Auburn code, regulations, ordinances, and specifications. The purpose of this checklist is to facilitate a more efficient plan review process for the designer and the review team.

	Description	Check	N/A	Comments
<b>Required Plan Sheets</b>				
	These are the basic sheets we expect to see in a set of plans. Some sheets may be combined on certain projects, or have different names (for example, storm water profiles shown on the street plan & profile sheets).			
*	Title/Cover Sheet			
*	Project Notes			
*	Existing Conditions/Demo Plan			
*	Preliminary Plat			
*	Water Plan			
*	Sanitary Sewer Plan			
*	Sanitary Sewer Profiles			
*	Grading & Drainage Plan			
*	Storm Sewer Profiles			
*	Erosion & Sediment Control Plan			
*	Street Plan & Profiles			
*	Miscellaneous Details, Cross-sections & Other Sheets			
*	City of Auburn Standard Details			
<b>Title Sheet</b>				
Title Sheet - Title Sheet - Title Sheet	Project Title			
	Permit Numbers (USACE & ADEM)			
	Relevant Contact Information			
	Sheet Index			
	Vicinity Map (legible)			
	Engineer's Seal			
<b>Project Notes</b>				
Notes	Verify that project notes do not conflict with City of Auburn specifications			
	Provide Legend			
<b>Existing Conditions / Demo Plan</b>				
Existing Conditions - Existing Conditions - Existing Conditions	Include North arrow			
	Show locations of existing structures			
	Indicate if structures are being removed			
	Show existing topography with clearly labeled contours lines			
	Minimum 2ft contour intervals with every 10ft line labeled			
	Show existing water features including wetland areas			
	Show existing easements and right-of-ways			
	Show existing utilities			
	Indicate if being removed/abandoned			
	Show all property lines			
Show the limits of clearing & grubbing				
<b>Preliminary Plat</b>				
Preliminary Plat	Include a copy of the approved Preliminary Plat			
	Indicate any changes from the approved plat			
	Verify planning commission resolutions were addressed			
<b>Water Plans</b>				
Water Plans - Water Plans - Water Plans	*Required water service submittals prior to or with plan submittal:			
	Development Application for Water and Sewer Service			
	Backflow Protection Information Sheet			
	Fire flow calculations (where applicable, coordinate with the WRM Department)			
	Include North arrow			
	If water layout requires multiple pages, include an overall plan sheet			
	The following <b>existing</b> water infrastructure should be shown:			
Location, size, and material of all water mains and service lines				

Description	Check	N/A	Comments
Location and size of all water meters			
Location of the nearest main line valves for isolation of the site			
Location of the nearest fire hydrants			
Location of all blow-off valves and air release valves			
The following <b>proposed</b> water infrastructure should be shown:			
Location, size, and material of all water mains and service lines			
Location and size of all water meters (place at edge of ROW or easement)			
Location of all isolation valves, blow-off valves, and air release valves			
Location of all fire hydrants			
Location of FDC within 125 ft of a fire hydrant			
Location of all backflow prevention devices, and vaults			
Location of all bends, tees, and fittings (specify type and degree)			
Location and detail of all necessary thrust restraint			
Location of vault drain to grade or to storm sewer			
Show all existing and proposed easements			
Provide a general layout of other utilities (existing and proposed)			
Clearly differentiate between existing and proposed utilities			
Detail all main line connections showing appropriate tap configuration and fittings			
Provide backflow prevention for all main line connections			
Provide estimated static pressure (normally 820 - FFE / 2.31)			
Use pressure reducing valves where static pressure > 70 psi			
Size pipes to maintain a velocity not to exceed 10 ft/sec			
Provide minimum cover of 30 inches for lines 8 inches and smaller			
Provide minimum cover of 36 inches for lines larger than 8 inches			
Provide minimum 18 inches vertical separation where water & sewer cross			
Provide minimum 10 feet horizontal separation between water & sewer lines			
Provide sprinkler count			
Provide the following notes where applicable:			
"Existing services to be abandoned shall be terminated at the main."			
"Notify AWWB of any scheduled outages 7 days prior to the outage."			
"Only AWWB personnel are authorized to operate AWWB valves."			
<b>Sanitary Sewer Plans</b>			
*Required sewer service submittals prior to or with plan submittal:			
Development Application for Water and Sewer Service			
Grease Trap Sizing Worksheet			
Approved pump station design (coordinated with the WRM Department)			
Include North arrow			
The following <b>existing</b> sewer infrastructure should be shown:			
Location of all manholes with rim, and all invert elevations provided			
Location, sizes, materials, and slopes of all sewer mains and laterals			
Location, and size of grease traps and/or oil & grit separators			
The following <b>proposed</b> sewer infrastructure should be shown:			
Location of all manholes with rim, and all invert elevations provided			
Location, sizes, materials, and slopes of all sewer mains and laterals			
Location and size of grease traps where required			
Location and size of oil & grit separators where required			
Location of cleanouts at the edge of ROW or easement			
If sewer layout requires multiple pages, include an overall plan sheet			
Show all existing and proposed easements			
Provide a general layout of other utilities (existing and proposed)			
Clearly differentiate between existing and proposed utilities			
Label all manholes and pipes (correspond with labels on profile sheets)			
Provide contours or specify finish floor elevations			
Indicate how existing sewer mains or services are to be abandoned			
Manholes shall be locked down if less than 1 foot above the 100-yr BFE			
<b>Public</b> sanitary sewer main requirements:			
Manholes shall be located in the center of the street where possible			
Design sewer lines for maximum capacity at half full			
DIP required where cover is greater than 12 feet or less than 3 feet			
DIP required where less than 2 feet of clearance between utilities			
DIP required within the 100-yr BFE or where bouyancy is a concern			
Provide consistent pipe material between manholes			

	Check	N/A	Comments
<b>Description</b> Minimum slope requirements:			
4"=2%, 6"=1%, 8"=0.60%, 10"=0.35%, 12"=0.30%			
Provide a minimum 0.10' drop across all straight through manholes			
Provide a minimum 0.25' drop across all turning manholes			
Manhole spacing should not exceed 400 feet			
Services tied into mains shall have a 3 feet minimum separation			
Service lines should connect to manholes where possible			
Use standard 4 inch drop for service lines into manholes			
Service lines angled against the flow use a minimum 6 inch drop			
If angle against the flow >135 degrees connect lateral directly to main			
No more than four laterals connected to a pass through manhole			
No more than five laterals connected to a beginning manhole			
Cleanouts to be located in traffic rated enclosure in paved areas			
Backflow prevention is required when any sewer portion of a building is less than 12 inches above the rim elevation of the nearest <b>upstream</b> manhole. Such lots shall be identified on the plans and the plat.			
<b>Sanitary Sewer Pipe Profiles</b>			
Indicate pipe material, size, slope and length			
Show all utility crossings			
Show existing and proposed grades			
Show all rim and invert elevations			
Show outside drop manhole where drop is 2 feet or greater			
Label all manholes and pipes (correspond with labels on plan sheets)			
Show existing mains and structures at all connection points			
Clearly differentiate between existing and proposed utilities			
Clearly differentiate between material types			
<b>Grading &amp; Drainage Plans</b>			
Include North arrow			
If plans require multiple pages, include at least one overall plan sheet			
Show existing topographic contours			
Maximum 2ft contour intervals with every 10ft line labeled			
Used lighter or dashed line type for existing contour lines			
Show proposed contours			
Maximum 2ft contour intervals with every 10ft line labeled			
Proposed contour lines should tie-in to existing contour lines			
Show streams and other water features			
Show stream & wetland buffers			
Show 100-yr flood zone boundaries			
Indicate minimum FFE's for lots adjacent to water features			
Show all existing structures, utilities, and easements that will remain			
Show mitigation areas			
Indicate steep slope areas as defined in the City of Auburn Zoning Ordinance			
Show curb & gutter (2ft City of Auburn Std. C&G)			
Show Inlets (single & double winged)			
Max access spacing 500ft for 15in to 48in pipe			
Max access spacing 800ft for 54in or greater			
Double-wing inlets only used in sags			
Show all proposed culverts			
Indicate type and dimensions			
Show headwalls and energy dissipaters			
Show all storm sewer pipe			
Show headwalls at discharge points			
Show all manholes and junction boxes			
Extend discharge points 10 ft beyond rear building lines			
Show rip-rap or other energy dissipators at discharges			
Show all proposed drainage & utility easement			
Show detention system(s)			
Fencing required around ponds for slopes steeper than 3:1			
Pipes discharge at bottom of pond slopes			
Show outlet structure(s)			

Description		Check	N/A	Comments
<b>Storm Water Pipe Profiles</b>				
Storm Profiles - Storm Profiles	Indicate pipe size, material, slope and length			
	Pipe beneath streets shall be RCP			
	Show rim & invert elevations			
	Show 25-yr Hydraulic Grade Line			
	Show existing and proposed grades			
	Show all other utility crossings			
	Show existing pipe & structures at tie-ins			
<b>Erosion &amp; Sediment Control Plans</b>				
E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans - E&SC Plans	Used a phased plan when applicable			
	Show clearing limits			
	Show stream & wetland buffers. Drainage basin of stream should be delineated from the commencement point of the stream, to the point that it leaves the property. Basin area determines buffer widths (see ZO)			
	Provide an ES&C legend			
	Identify project sign location and provide project rain gauge on site			
	All silt fencing shall be Class "A" (wire reinforced, metal staked, trenched) or C-POP			
	Construction Entrance Pad (min 20ft x 50ft) Use #1 stone with geotextile fabric underneath. One CEP per site at any given time.			
	Hay bales may not be used as stand-alone inlet protection. They can be used in conjunction with silt fence, silt savers, etc			
	Use rock check dams, wattles, or silt fence check dams (rather than hay bales) where applicable.			
	Design and show outlet protection at all discharges			
	Show curb inlet protection devices (no stand-alone hay bales)			
	Slopes greater than 3:1 require erosion control blankets. Specify types of blankets being used.			
	Show all sediment basin locations, filter structures, and sediment volumes			
	*Submit sediment storage calculations			
	Attach City of Auburn standard erosion & sedimentation ctrl. details			
	Include the following notes on the E&SC Plans <sup>1</sup>			
<b>Street Plan &amp; Profiles</b>				
Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles - Street Plan & Profiles	<b>Plan view</b>			
	Include North arrow			
	Show existing and proposed topography			
	Show edge of pavement and curb/gutter			
	Show ROW & easements			
	Show station line			
	Show horizontal curve radii			
	Indicate tangent lengths (minimum 100ft between curves)			
	Indicate street width (b/c to b/c)			
	Indicate intersection corner property line radii (minimum 20ft)			
	Show proposed sidewalks			
	<b>Profile View</b>			
	Show existing and proposed centerline grades Max grade for local streets = 15% Max grade for collector streets = 12% Max grade for minor arterial = 8% Max grade = 5% within 100ft of intersection			
	Show vertical alignment with all vertical curve data			
	Indicate the design speed used (see PW Manual)			
	Align stationing with the plan view station line			
<b>Miscellaneous Details, Cross-sections, &amp; Other Sheets</b>				
Miscellaneous Details, Cross-sections, & Other Sheets	Collector or arterial (or other special) striping			
	Show details for improvements to off-site infrastructure Turn lanes - including buildup and striping (meet with City on widening) Off-site sewer, water, or storm water improvements			
	Detention outlet control structure details			
	Culvert details			
	Tail ditch and/or swale details			
	Traffic control plan and detour plan			
	Proposed street classifications & buildups			

Description	Check	N/A	Comments
<b>City of Auburn Standard Details</b>			
Include all relevant City of Auburn standard details with the final plans			
<b>Miscellaneous Design Requirements</b>			
Sight distance analysis needed?			
Storage/taper length calculations for turn lanes (can be shown on plans)			
No trees within 10ft of center line of utilities			
Are any waivers or variances required?			
The following note should be added to all utility plans and plats <sup>2</sup>			
Easements shall be the greater of 20ft or 2 times the depth to the bottom of the utility. Easement widths shall be in increments of 10ft.			
Slope and grades of easements shall be passable by vehicles (maximum easement cross slope of 4:1)			
All topography should be relative to MSL (no assumed datum)			
Utility stub outs for future development should be placed in easements extending to the edge of the property line			
There are no points of storm water discharge from the property that exceed the pre-development conditions at those points			
<sup>1</sup> a. Any area that has been disturbed and will remain so for more than 15 days shall be seeded and mulched within 5 days of being disturbed. b. Additional BMPs may be required by the QCP and/or City of Auburn over the course of the project to minimize sediment release from the site c. All BMPs shall be designed and installed in accordance with the Alabama Handbook for Erosion Control, Sediment Control, and Storm water Management on Construction Sites and Urban Areas and the City of Auburn standard erosion and sediment control details. d. The use of floc-blocks, polyacrylamide (PAM), or other settling enhancement materials may be required by the QCP or City of Auburn during course of construction to minimize turbidity and sediment release from the site.			
<sup>2</sup> No permanent structures may be constructed or placed on easements. Fences may be erected perpendicularly across the easement provided there is a minimum 12-foot wide access gate installed. If the gate is to be locked there must be a City-approved lock installed in conjunction with the owners lock. No trees shall be planted within 10 feet of utilities.			

SIGNED: \_\_\_\_\_  
(engineer of record)