

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 Department of Energy and Environment

DOEE Plan Submission Checklist

This form must be fully completed and submitted with all Stormwater Database applications. To ensure a quick and efficient process, a design professional (e.g., project architect or engineer) familiar with the details of the project must complete this form.

Name of registered design professional completing this checklist: _____

SW Database Plan Number: _____

You must indicate the following information when completing this form:

- Page number of the plan on which the item is shown. If the item is shown on multiple pages, please list all applicable pages.
- If an entire section (e.g., "Stormwater Management and Compliance") is not applicable to the project, you must mark ALL of the "N/A" boxes for that section.

GENERAL REQUIREMENTS	APPLICANT CONFIRMATION	
	YES	NO
No pencil drawings, no white out or tape, no red ink		
Dimensions in ft/in and scale is at least 1/8" = 1'		
24" x 36" drawing size		
Profiles drawn to horizontal scale using 1" = 10', 1" = 20', 1" = 30', 1" = 40', 1" = 50', or 1" = 80'		
Profiles drawn to vertical scale using 1" = 2', 1" = 4', 1" = 5', or 1" = 10'		
Minimum of size 4 font (1/8")		
All required information entered into the Stormwater Database		

ALL PLANS MUST INCLUDE		APPLICANT		DOEE ONLY	
		PAGE	N/A	YES	NO
1	Title(s) indicating the plan sheets for Erosion and Sediment Control (ESC) and Stormwater Management (SWM)				
2	Includes project narrative for ESC and/or SWM (with existing conditions and proposed work)				
3	Full property address including lot, square, or parcel numbers				
4	Name, address, and contact information for developer and designer				
5	Vicinity map, north arrow, scale, symbols, abbreviations, and key reference				
6	Seal and signature of a DC-licensed professional engineer, professional surveyor, or architect				
7	Location and size of existing utility lines				
8	Location of existing and proposed topography, vegetation, and wildlife habitat				
9	Summary of soil conditions and location of area of disturbance				
10	Location of existing streams, wetlands, and other natural features				
11	Location of drainage areas within the area of disturbance and 100-year floodplain boundaries				
12	A proposed construction inspection schedule and maintenance plan for both ESC and SWM practices				
13	A geotechnical report conducted by a DC-licensed professional engineer, soil scientist, or geologist				
14	A blank area reserved in the upper left hand corner of the first sheet (must be 7" wide by 9.5" tall and have a 1" margin from top and left edge of page)				

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EROSION AND SEDIMENT CONTROL (ESC)		APPLICANT		DOEE ONLY	
		PAGE	N/A	YES	NO
15	Indicates the area of disturbance and grading plan				
16	Identifies all site conditions around the site's surface water discharge points				
17	Indicates all grading practices and structural control measures that will be used to minimize on-site erosion and prevent off-site sedimentation				
18	Indicates volumes of excavation, fill, and backfill				
19	Describes the sequence of construction				
20	Includes DOEE ESC General Notes and ESC construction details				

PUBLIC RIGHT-OF-WAY (PROW)		APPLICANT		DOEE ONLY	
		PAGE	N/A	YES	NO
21	Indicates if any portion of the project is in the public right-of-way				

STORMWATER MANAGEMENT AND COMPLIANCE		APPLICANT		DOEE ONLY	
		PAGE	N/A	YES	NO
22	Describes type of activity—major land disturbance, major substantial improvement, or voluntary retrofit				
23	Indicates type of permit submitted				
24	Includes the Required General Compliance Plan sheet from the Stormwater Database with timestamps and page numbers				
25	Estimates runoff hydrographs before and after development using an acceptable methodology or computer with Hydrologic Soil information				
26	Calculates time of concentration and pre- and post-project curve number computation				

STORMWATER PIPES AND STRUCTURES		APPLICANT		DOEE ONLY	
		PAGE	N/A	YES	NO
27	Bases the pipe size, material, and installation on DC Water Standards and Specifications				
28	Provides a Hydraulic Grade Analysis of the system for the 15-year storm, and indicate the system profile line with the initials HGL				
29	Includes detailed design of all stormwater structures				

GREEN AREA RATIO (GAR)		APPLICANT		DOEE ONLY	
		PAGE	N/A	YES	NO
30	Includes completed GAR exemption form if GAR does not apply and the project is a new building, addition, or interior renovation; the exemption form must also be signed by appropriate DCRA official(s) prior to uploading to the Stormwater Database				
31	Identifies lot number(s), square, address(es), lot boundary, zone district, and dimensions for lot and landscape elements; includes Scoresheet				
32	Indicates type of permit submitted				
33	Indicates area of coverage or quantity, depth, location and specifications of all credited landscape elements; refer to the GAR Guidebook for additional submittal requirements for specific landscape elements				
34	Includes landscape maintenance plan (may submit outside of plan document if referenced as such in drawing)				
35	Includes signature of Certified Landscape Expert on Signature Template, with reference to all sheet numbers that support the GAR plan				
36	Provides Certified Landscape Expert contact information in the SW Database				
37	Includes percolation tests or underdrains for infiltration BMPs For projects that do not require an SWM Plan				
38	Shows that all infiltration BMPs meet the design guidelines in the Stormwater Management Guidebook				