



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

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CITY OF NEWARK LINES AND GRADES CHECKLIST

STANDARD SUBMISSION REQUIREMENTS

1. Completed checklist signed, sealed and certified by a Delaware P.E. /P.L.S.
 - a. All boxes checked complete unless otherwise noted (describe why item is not applicable).
2. One copy of all relevant calculations signed, sealed and certified by a Delaware P.E. /P.L.S.
3. Plans on 24" x 36" sheets, signed, dated, sealed and certified by a Delaware P.E. /P.L.S.
4. All related review fees, payable to City of Newark.
5. A minimum of five (5) paper sets and a CD containing a PDF copy are enclosed.

PLAN REQUIREMENTS

6. Location Map (maximum scale 1" = 800', bearing a north arrow and street names).
7. Title Block:
 - a. Name and address of the subdivision or project including County and State.
 - b. Names, mailing addresses, telephone and fax numbers of the owner/developer and the consulting engineer.
 - c. Plan and/or profile scale (1" = 30' or larger scale).
 - d. Date (include revision dates).
8. General Notes / Site Data:
 - a. Tax parcel number.
 - b. Acreage of lot, existing and proposed Zoning.
 - c. Wastewater flow generation summary showing existing and proposed average and peak wastewater flows using New Castle County Department of Special Services flow generation standards and peaking factor.
 - d. Required and proposed parking requirements (including handicap parking and bike parking).
 - e. Limit of land disturbance in acres to the nearest hundredth.
 - f. All existing and proposed utility owner information.
9. Legend for all symbols used.
10. North Arrow.

11. Owner's certification: (signed and dated):
'I [Name] certify that I am the owner of the property which is subject of this plan and that the land use action proposed by this plan is made at my direction.'
12. Professional Engineer/Land Surveyor certification block: (signed, dated, and sealed):
'I [Name] certify that I am a registered Professional [Engineer/Land Surveyor] in the State of Delaware with a background in civil engineering. To the best of my knowledge and belief, I certify that the information on this plan is true and correct to the accuracy required by accepted surveying standards and practices, the proposed construction as shown on this plan complies with applicable laws and regulations, and this plan includes all information required by the latest revision of the 'City of Newark Lines and Grades Checklist.'
13. If a Standard Plan is applicable, add all conditions, including runoff reduction practices, to the Lines and Grades Plan and provide a complete Standard Plan Approval application. Otherwise a detailed plan is required. If a Best Management Practice (BMP), Conveyance Mitigation Area or Runoff Reduction Practice, collectively referred to as a BMP, include all design and construction details and provide the following note on the plan:
'A P.E./P.L.S. must certify that the Best Management Practice is installed and functioning as designed and identify any discrepancies from the regulations and/or approved plans and any design changes from the original design prior to issuance of a Certificate of Occupancy.'
14. Existing and proposed contours at one (1) foot intervals, with labeling of at least every fifth contour. Two (2) foot intervals may be acceptable for areas of 15% or steeper slopes.
15. Existing and proposed spot elevations at all high and low points and elsewhere as necessary with associated flow arrows to illustrate drainage patterns in compliance with the City of Newark Drainage Code. (max. and min. slopes for pervious and impervious areas).
16. Slopes no steeper than 3:1.
17. Delineate the limits of any protected resource(s) on the plan. Include documentation of the source used to determine and/or delineate any protected resource(s) and the method by which the delineation is depicted on the plan. Floodplains are protected resources that apply to existing parcels and all building permit applications.
18. A ten-foot buffer between the limits of grading as well as all sediment control practices and the designated resources to be protected. (i.e. WRPA, wetlands and floodplains).
19. Type, size, length and invert elevations at inlets and outlets of all pipes and culverts.
20. Show profiles for proposed water, sanitary sewer, and storm sewer piping. Include labels for pipes and connecting structures consistent with those required in the plan view, including invert elevations, all pipe crossing shown and dimensioned, and stationing on both plan and profile views. Requirement is waived for single family residential construction and projects with less than 2,000 GPD sanitary flows at the discretion of the Public Works Department.
21. Delineate and label metes and bounds for all property lines, easements, and landscape buffers of the subject parcel(s).
22. Include all streets with names, widths, and limits of R.O.W.
23. Dimension building setback lines (front, sides and rear).
24. Label all existing structures and their uses.

- 25. Label all proposed structures and their intended uses.
 - a. Dimension locating the proposed structures to the property lines.
 - b. Provide top of foundation wall and/or top of slab elevation(s).
- 26. Provide all necessary details (driveways, retaining walls, etc.) - 14% max. slope for driveways. If a retaining wall is proposed over 4'-0" in stem height, include the structural design and computations signed, dated, and sealed by a Delaware P.E.
- 27. Show the sanitary sewer lateral and cleanout(s), with invert elevation at main sewer line and at cleanout(s). All laterals shall be 6" PVC with cleanout(s) located just outside the right-of-way.
- 28. Show all roof drains and stormwater cleanouts.
- 29. The lowest floor elevation with sewer is at least 5-feet higher than the corresponding sewer lateral invert elevation.
- 30. Full construction details and design calculations for any grinder pump and/or force-main, if applicable.
- 31. Location of existing/proposed well and septic system in accordance with all approved DNREC permits. Show 100-ft radius between well and septic (if applicable).
- 32. Provide on-lot erosion and sediment control measures:
 - a. Silt Fence, Stabilized Construction Entrance per the Delaware E&S Handbook.
 - b. Other measures as required per the Delaware E&S Handbook.

NOTE REQUIREMENTS:

- 33. 'This plan accurately reflects site conditions and the proposed development and is in compliance with the latest Delaware Sediment and Stormwater Regulations and the City of Newark Drainage Code.'
- 34. 'This plan was prepared in compliance with the Subdivision Plan dated dd/mm/yyyy and approved on dd/mm/yyyy.'
- 35. 'The total land disturbance proposed by this plan is _____ square feet.'

CERTIFICATION OF ENGINEER / LAND SURVEYOR

I, the undersigned, hereby certify that I am a Professional Engineer / Land Surveyor registered in the State of Delaware and it is my opinion that, to the best of my knowledge, each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines and policies.

Signature and Seal of Professional

Date

Use of this checklist does not relieve the Applicant from the responsibility to comply with all applicable regulations, codes, standards, guidelines and policies. The City of Newark Public Works Department reserves the right to revise this checklist at any time. **Last revised: October 2018.**