



**TOWN OF QUEEN CREEK
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION**

PAVING PLAN REVIEW CHECKLIST

PROJECT: _____

LOCATION: _____

<u>LEGEND</u>	<u>REVIEW BY</u>	<u>DATE</u>
✓ = Compliance		
○ = Non-Compliant		
N/A = Non Applicable		

<u>ITEM</u>	<u>REQUIREMENT</u>	<u>COMMENTS</u>
<input type="checkbox"/>	1. The improvement plans must be submitted on 24" x 36" sheets.	
<input type="checkbox"/>	2. The name on the proposed development must be shown on the cover sheet.	
<input type="checkbox"/>	3. The developer's name, address, and phone number must be shown on the cover sheet.	
<input type="checkbox"/>	4. The engineer's name, address, and phone number must be shown on the cover sheet.	
<input type="checkbox"/>	5. A vicinity or site location map is needed on the cover sheet.	
<input type="checkbox"/>	6. Add the following approval block to the cover sheet:	

APPROVED:

TOWN ENGINEERING MANAGER DATE

PAVING PLAN REVIEW CHECKLIST
PAGE 2 OF 6

ITEM	REQUIREMENT	COMMENTS
------	-------------	----------

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | 7. The following current Town Standard notes must be shown, or corrected, on the cover or detail sheet.
A) General notes
B) Paving notes
C) Signing and Striping notes | |
| <input type="checkbox"/> | 8. All elevations shown on the plans must be referenced to an approved Maricopa County benchmark (NAVD 88 datum). | |
| <input type="checkbox"/> | 9. Please coordinate the plans with all of the appropriate utility companies . Place a “utility coordination block” on the cover sheet. Show the names of the utility companies and the date plans were submitted to them. | |
| <input type="checkbox"/> | 10. All portions of the development within the FEMA 100-year flood zones (Zone A) and adjacent to the Sonoqui Wash or Queen Creek Wash must be identified. If any such areas are identified, submit plans to Flood Control District of Maricopa/Pinal County for their approval. | |

FLOOD CONTROL DISTRICT OF MARICOPA/PINAL COUNTY	DATE
--	------

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | 11. The development is adjacent to a current Town Project/Improvement District. These plans shall be coordinated with the improvement district. | |
| <input type="checkbox"/> | 12. A portion of the improvements shown on plans is within the jurisdiction of the State/County. Acquire the appropriate permit. Indicate the permit number on the cover sheet. | |
| <input type="checkbox"/> | 13. The overhead utility lines on, or adjacent to , this site must be undergrounded. Please add the following note to the cover sheet: | |

The improvements shown on this set of plans will not be fully approved by the Town, and the Certificate of Occupancy will not be issued, until the overhead utility line undergrounding and/or 69KV pole relocation requirement has been satisfied.

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | 14. The existing irrigation facilities on or adjacent to this site must be undergrounded. | |
|--------------------------|---|--|

PAVING PLAN REVIEW CHECKLIST
PAGE 3 OF 6

ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	15. Please add the following note to the cover sheet: The existing retention and drainage facilities on this site will not be removed from service until the permanent retention and drainage facilities are functional.	
<input type="checkbox"/>	16. The minimum height of all text and symbols on the plans must be 0.1" (one tenth of one inch).	
<input type="checkbox"/>	17. Each sheet of the improvement plans must be sealed, including signature and date, by the engineer preparing the plans.	
<input type="checkbox"/>	18. This project includes arterial frontage. In addition to the design of the arterial frontage adjacent to the project, provide conceptual design of the arterial from the project boundaries to 1/4 mile to each direction or to the nearest arterial intersection; whichever is the lesser distance. Provide cash in lieu for ultimate half street improvements if they cannot be constructed with the project.	
<input type="checkbox"/>	19. A soils report containing the following items must be submitted. A) Soil Classification B) Atterburg Limits test results. C) Sieve analysis, gradation, test results. D) Swell test results per Town standards. E) "Fissure" Evaluation and analysis, if required by the Town Engineering Manager F) Pavement & sub base analysis & recommendations. G) Percolation test for retention basins.	
<input type="checkbox"/>	20. The swell test results and compaction density requirements for all areas under concrete must be noted on the Town paving notes.	
<input type="checkbox"/>	21. Typical sections for each street to be improved must be shown on the detail sheet. The sections must include the following items: A) Right-of-Way width B) Width of sidewalk C) Width of improved surface D) Type of curb and gutter (vertical or ribbon) E) Minimum allowable pavement cross-slope. Inverted crowns are not allowed under any circumstances. F) Pavement structural sections—must conform to soils report test results and Town standards.	

PAVING PLAN REVIEW CHECKLIST
PAGE 4 OF 6

ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	22. An index map with the following information is needed on the cover sheet: A) Street names B) Sheet numbers and limits C) Town limits where applicable D) Phase limits and numbers if applicable E) Model home area.	
<input type="checkbox"/>	23. If a model home area is part of the project, an all-weather fire apparatus access roadway must be provided prior to constructing any structure or bringing combustibles on-site. The roadway must be a minimum of 20 feet unobstructed width. The surface must consist of a minimum of 6 inch ABC at 100% compaction, on sub grade compacted to 95%.	
<input type="checkbox"/>	24. Bus bays or deceleration lanes are required,	
<input type="checkbox"/>	25. The following layout items must be shown on each sheet: A) North arrows B) Scale, plan and profile C) Phase limits and numbers	
<input type="checkbox"/>	26. The following utility reference items must be shown on each sheet. A) All existing utilities must be shown in plan view B) All proposed utilities must be shown in plan view C) Utility crossings must be shown in profile view when the crossings are not shown on utility plan sheets. D) All existing and proposed manholes under new pavement must be adjusted to grade per TOQC 422M Standard Detail E) All existing and proposed valve boxes and covers affected by construction must be adjusted to grade per M.A.G. Standard Details	
<input type="checkbox"/>	27. The following design items must be shown on each sheet in plan view: A) Existing pavement, curbs, sidewalk, right-of-way, with width dimensioned B) Existing sidewalk ramps. C) Proposed right-of-way, pavement, curbs, sidewalk with width dimensioned D) Proposed sidewalk ramps (MAG Standard Details) E) Existing items "to be protected in place" must be noted F) All existing water wells within the right-of-way must be shown on the plans with their Department of Water Resources registration number. If not registered, so note on the plans.	

ITEM	REQUIREMENT	COMMENTS
------	-------------	----------

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | 28. The following design items must be shown on each sheet in profile view:
A) Existing grade at right, left curb line, and centerline
B) Proposed grade at right, left curb line, left, right median curb and centerline
C) Proposed centerline elevation at curb return station on crown run-outs. Inverted crowns are not allowed.
D) The proposed longitudinal grades must be labeled. Longitudinal grades on curves must be computed based on their true lengths. The longitudinal grades must comply with Town standards, 0.25% min.
E) Storm drain crossings
F) Utility crossings and other crossings having minimal cover (1' or less below sub grade) | |
| <input type="checkbox"/> | 29. The following additional items must be shown on each sheet in plan view:
A) Valley gutters at all locations where storm water will cross the street, with width and standard detail number called out or detailed. Valley gutters shall not be allowed to cross Arterial or Collector streets. Catch basins should be provided to collect drainage (100% of Q-10 storm event) and prevent it from crossing a street or intersection.
B) Curb transitions, with standard MAG detail number call-out.
C) Curb joint spacing at 5 ft.
D) Curb return radii per Town standards
E) The Town requires use of MAG Standard Detail 231, with a minimum of the bottom 2 ft. of the ramp being the truncated dome design. The Town requires the use of 2'x 2' Truncated Dome Tiles with 2"x 2" inch spacing and the color shall be Terracotta.
F) Curb radii at cul-de-sacs and "bubbles" per Town Standards or as approved by Engineering Manager
G) Vertical Curb & Gutter shall be required on all median and island designs.
H) Town requires an ADA compliant ramp and/or signing at all sidewalk terminations.
H) Survey monuments, with standard detail number called out.
I) Town limits, where applicable. | |
| <input type="checkbox"/> | 30. The following traffic engineering items must be shown in plan view:
A) Street sign base per Town of Queen Creek Standard Details and/or MAG detail or as approved by the Engineering Manager
B) Traffic control devices.
C) Signing and striping plans for arterials and /or special conditions
D) Signal conduit, 3" diameter schedule 40 P.V.C. with ADOT # 7 pull boxes at future signalized intersections (four-way) | |
| <input type="checkbox"/> | 31. The following survey design items must be shown on each sheet:
A) Station numbers with sheet reference at all matchlines in plan or profile
B) Centerline survey data.
C) Station numbers at all changes in street alignment, intersections, curb returns, and grade breaks in profile.
D) Gutter and centerline spot elevations at all grade breaks. | |

PAVING PLAN REVIEW CHECKLIST
PAGE 6 OF 6

ITEM	REQUIREMENT	COMMENTS
<input type="checkbox"/>	32. Street geometrics must meet Town standards as indicated in the Sub-division Ordinance	
<input type="checkbox"/>	33. Sufficient existing off-site elevations required to determine grade and direction of slope.	
<input type="checkbox"/>	34. Complete and submit the Certificate of Quantities, sealed, including signature and date, by the Civil Engineer.	
<input type="checkbox"/>	35. An easement or right-of-way dedication is required by separate instrument. Please provide the following exhibits and/or information along with the Easement Document: A) Subdivision name B) Type of easement/R.O.W. C) Reason or purpose of the easement/R.O.W. and why required D) Vicinity Map showing major cross street E) Legal description with RLS certification F) Detail map showing the easement/R.O.W. and why required G) A current title report	
<input type="checkbox"/>	36. The following statement shall be a standard Engineering Stipulation for projects abutting to an SRP site:	
	Should the project abut with an SRP site, the applicant shall be required to participate with SRP in providing aesthetic block fencing for the SRP substation site. The decorative screening walls for the areas are to be coordinated with staff and match design elements of the overall development. Details shall be coordinated by the applicant with SRP, and reviewed and considered by staff for approval as part of the final plat process. Applicant may apply for aesthetic funds from the Town of Queen Creek for finding of the wall, if that has been the precedent set.	

**TOWN OF QUEEN CREEK
DEVELOPMENT & COMMUNITY SERVICES DEPARTMENT
DEVELOPMENT SERVICES DIVISION**

PAVING NOTES

1. THE BASE COURSE WILL NOT BE PLACED ON SUBGRADE UNTIL BASE REQUIREMENTS HAVE BEEN COMPLETED AND ACCEPTED BY THE ENGINEERING MANAGER AND/OR HIS REPRESENTATION
2. BLUE REFLECTIVE SPOTTERS SHALL BE INSTALLED ON THE STREET PAVEMENT AT FIRE HYDRANT LOCATION IN ACCORDANCE WITH MAG STANDARDS.
3. STREET NAME SIGNS WILL BE INSTALLED AT THE DEVELOPERS' EXPENSE.
4. ALL WORK UNDER THE ENCROACHMENT PERMITS SHALL BE DONE IN ACCORDANCE WITH LATEST REVISIONS OF THE MARICOPA ASSOCIATION OF GOVERNMENTS UNIFORM STANDARD SPECIFICATION AND DETAILS (MAG SPECIFICATION AND DETAILS), TOWN OF QUEEN CREEK SUPPLEMENT TO THE MAG SPECIFICATION AND DETAILS, AND MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
5. A RIGHT-OF-WAY ENCROACHMENT PERMIT ISSUED BY THE TOWN ENGINEERING DIVISION SHALL BE REQUIRED FOR ALL WORK IN THE TOWN OF QUEEN CREEK RIGHT-OF-WAYS.
6. THE PUBLIC WORKS DEPARTMENT (480-358-3003) SHALL BE NOTIFIED 24 HOURS PRIOR TO STATRING THE DIFFERENT PHASES OF CONSTRUCTION FOR SCHEDULING INSPECTIONS.
7. ACCEPTANCE OF THE COMPLETED RIGHT-OF-WAY IMPROVEMENTS WILL NOT BE GIVEN UNTIL 4 MIL MYLAR REPRODUCIBLE AS-BUILTS AND CD IN PDF FORMAT HAVE BEEN SUBMITTED TO AND APPROVED BY THE TOWN'S ENGINEERING DIVISION.
8. LOCATION OF ALL WATER VALVES, MANHOLES AND CLEANOUTS MUST BE REFERENCED AT ALL TIMES DURING CONSTRUCTION AND ACCES MADE AVAILABLE TO THE PRIVATE WATER COMPANYS AND THE TOWN PUBLIC WORKS DEPARTMENT.
9. NO PAVING CONSTRUCTION SHALL BE STARTED UNTIL ALL UNDERGROUND UTILITIES WITHIN THE ROADWAY PRISM AND ON-SITE ARE COMPLETED.
10. STAKING SHALL INCLUDE:
 - A. RIGHT-OF-WAY LINES AT 100'
 - B. PRE-GRADE AND REFERENCE CONTROL –AS NECESSARY
 - C. CULVERT, STORM DRAIN AND DITCH INVERTS AT 50' INTERVALS AND BREAKS IN GRADE
 - D. BLUETOP SUBGRADE AT CENTERLINE AND UNCURBED EDGE OF PAVEMENT AT 50' INTERVALS
 - E. BLUETOP ABC AT CENTERLINE, UNCURBED EDGE OF PAVEMENT AND 1/4 POINTS AT 50' INTERVALS.
 - F. STRADDLE POINTS FOR PERMANENT MONUMENTS. PUNCH THE MONUMENT CAP AFTER SETTING.
 - G. STRUCTURE LOCATION AND GRADES.

STAKING CONTINUED:

H. CONCRETE CURB AND GUTTER AT 50' INTERVALS MAXIMUM. ON HORIZONTAL OR VERTICAL CURVES, AND ON GRADES LESS THAN 05%, STAKE AT 25' MAXIMUM INTERVALS. STAKE ALL CURB RETURNS AT THE P.C. AND THE 1/4 POINTS OF RETURN.

11. GUTTERS SHALL BE WATER TESTED IN THE PRESENCE OF THE PUBLIC WORKS DEPARTMENT TO INSURE PROPER DRAINAGE PRIOR TO THE FINAL APPROVAL BY THE TOWN ENGINEERING DIVISION AND PUBLIC WORKS DEPARTMENT.
12. EXACT POINT OF MATCHING, TERMINATION AND OVERLAY, IF NECESSARY, MAY BE DETERMINED IN THE FIELD BY THE TOWN ENGINEERING DIVISION AND/OR THE PUBLIC WORKS DEPARTMENT.
13. NO JOB WILL BE CONSIDERED COMPLETE UNTIL ALL CURBS, PAVEMENT AND SIDE WALKS HAVE BEEN SWEEPED CLEAN OF ALL DIRT AND DEBRIS AND ALL SURVEY MONUMENTS ARE INSTALLED ACCORDING TO THE PLANS.
14. THE TOWN WILL NOT PARTICIPATE IN THE COST OF CONSTRUCTION OR UTILITY RELOCATION UNLESS OTHERWISE SPECIFIED ON THESE PLANS.
15. THE CONTRACTOR SHALL UNCOVER ALL EXISTING LINES BEING TIED INTO TO VERIFY THEIR LOCATIONS. THE CONTRACTOR SHALL LOCATE OR HAVE LOCATED ALL EXISTING UNDERGROUND PIPELINES, TELEPHONE AND ELECTRICAL CONDUITS, AND STRUCTURES IN ADVANCE OF CONSTRUCTION AND WILL OBSERVE ALL POSSIBLE PRE CAUTIONS TO AVOID DAMAGE TO SAME. CALL BLUE STAKE AT 1-800-STAKE-IT.
16. FACILITIES WHICH ARE NOT SPECIFICALLY LOCATED WITH ACTUAL VERTICAL AND HORIZONTAL CONTROLS, ARE LOCATED ONLY APPROXIMATELY AND TO THE BEST AVAILABLE KNOWLEDGE.
17. CONSTRUCTION LIMITS— ADEQUATELY STAKE, FENCE, AND SIGN THE CONSTRUCTION LIMITS. THE CONSTRUCTION LIMITS SHALL REMAIN MARKED THROUGHOUT THE CONSTRUCTION PERIOD.
18. EARTHWORK SHALL BE PERFORMED ACCORDING TO THE GEOTECHNICAL REPORT DONE BY _____ DATED _____. ALL COMPACTION UNDER PAVEMENT AREAS SHALL BE PREFORMED ACCORDING TO MAG SPECIFICATIONS AND/OR THE SOILS REPORT RECOMMANDATIONS.
19. PRIOR TO CONSTRUCTION:
 - A TRAFFIC CONTROL PLAN FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PROVIDED TO THE TOWN PUBLIC WORKS DEPARTMENT FOR REVIEW AND APPROVAL.
 - PAD COMPACTION CERTIFICATION SHALL BE SUBMITTED TO THE PUBLIC WORKS DESIGNATED INSPECTOR PRIOR TO ANY BUILDING CONSTRUCTION.
 - SCHEDULE ALL PRECONSTRUCTION MEETINGS THROUGH THE TOWN PUBLIC WORKS DESIGNATED INSPECTOR.
20. AN APPROVED (SIGNED-OFF) GRADING, DRAINAGE AND PAVING PLAN SHALL BE ON THE JOB SITE AT ALL TIMES. DEVIATIONS FROM THE PLANS MUST BE PRECEDED BY AN APPROVED PLAN REVISION, OR SUBJECT TO “WORK STOP ORDER” BY THE TOWN PUBLIC WORKS DEPARTMENT INSPECTOR TO REMOVE ANY WORK THAT DOES NOT REFLECT THE APPROVED IMPROVEMENT PLANS.