



**INSTALLATION OR ABANDONMENT OF
MONITORING WELLS IN RIGHT OF WAY
CHECKLIST**

KIVA #: _____ **Project Name:** _____

Reviewed By: _____ **Phone:** _____ **Date:** _____

Professional Engineer: _____ **Phone:** _____

The purpose of this checklist is to offer comments on plan design for monitoring wells to be installed or abandoned in City of Phoenix right-of-way and to set the minimum submittal requirements for Monitoring Wells in Right-Of-Way plans. The source of the Monitoring Wells in Right-Of-Way plan requirement is City Code Article XI – Water Environmental Charge.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers on plans for construction of monitoring wells within City of Phoenix right-of-way. Plan approval and issuing permits depend on compliance with the comments made on the check prints and this checklist. Professional Engineers or Geologist of record shall satisfy themselves of the completeness and accuracy of the design.

Plan review correction cycles and/or approvals are valid for 180 days. Additional review fees (see Fee Schedule – Phoenix City Code, Chapter 9, Appendix A.2) shall be charged for extensions/reinstatements to update expired plan reviews.

A completed checklist must be attached to the Monitoring Wells in Right-Of-Way plans when submitted for first review. The following Certification Statement must be signed by the Professional Engineer or Geologist of record certifying that all applicable requirements on this checklist have been met.

CERTIFICATION

I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

Registered Engineer's or Geologist's Name: _____

Registered Engineer's or Geologist's Signature: _____ **Date:** _____

Please complete and return this checklist and the check prints with each submittal. Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Professional Engineer or Geologist of record (**ENG**) must fill out all boxes in the first column as (Addressed).

Civil plan reviewer (**RVW**) shall check the second column as (Required) when requirements have not been properly addressed.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

ENG RVW

- Plan sheets shall be 24" X 36"; submit three (3) sets of Monitoring Wells plans, a copy of the revocable permit from Street Transportation or the revocable permit number shown on the Monitoring Well plan cover sheet, and a completed and signed Monitoring Wells in Right-Of-Way Plan Checklist.

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

GENERAL INFORMATION

- Each well with a distinct address must have an individual permit.
- The applicant must obtain a revocable permit for new installation within City right of way and show the revocable permit number on the Monitoring Well plan sheet. Revocable permits are issued by the Street Transportation Department.
- A performance or cash bond or a letter of credit from a bank is required in the amount of potential replacement cost of existing improvements.
- Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm. The size of lettering and symbols shall be 1/8-inch minimum.

PLAN SHEET REQUIREMENTS

- Indicate plan types:
- Monitoring Well or Abandonment of Monitoring well in Right-Of-Way Plans.
- Provide a project title block with name and address of project.
- Provide well features and section.
- For abandonments provide a well feature and section showing method of abandonment, filling material, limits of filling, backfill and pavement backfill section.
- Provide a well head detail.
- In traffic areas, please provide a traffic rated vault.
- Provide an identification plate. Show the A.D.W.R. well I.D. number on the identification plate and in the information block in the lower right hand corner of the plan.
- All wells shall be dimensioned from street monument lines.
- Provide a vicinity map with north arrow.
- Scale selected for each sheet. One inch equals 40 feet (maximum) for all projects.
- Provide the contracting agency's name, address, phone number, and contact person in a separate information block.
- Provide a legend identifying grades, symbols, lines, and right-of-way lines.
- Show all existing surface improvements.
- Show general topography of existing improvements, clearly differentiating between asphalt, concrete, and other features. Show asphalt shaded in light gray and concrete cross-hatched.
- Provide elevation datum and bench marks (City datum required). Please dial (602) 495-2050

Voice or (602) 534-5500 TTY, to obtain City datum for existing benchmark closest to the project site. Equations cannot be used. Note on Plans NGVD '29 (National Geodetic Vertical Datum)

- Provide the Civil Engineer's or Geologist's name, address, and telephone number.
- Provide the Civil Engineer's or Geologist's Arizona seal and original signature (on each sheet).
- Provide a Blue Stake notification decal.
- Show and label all existing and proposed easements, dedications, right-of-way, streets, and alleys with dimensions and offsets. Streets shall be identified by name. Streets, alleys, and easements shall be dimensioned at least once and at all breaks. Monument line of streets shall be shown.

GENERAL NOTES (City of Phoenix)

ENG RVW

- Construction within right-of-way shall conform to the latest applicable Maricopa Association of Governments (M.A.G.) Uniform Standard Specifications and Details and the latest City of Phoenix Supplement to M.A.G. Uniform Standard Specifications and Details.
- Compaction shall comply with M.A.G. Section 601.
- Obstructions to proposed improvements in the right-of-way shall be removed or relocated before beginning construction of the proposed improvements.
- The actual point of pavement matching and/or termination shall be determined in the field by the City of Phoenix, Planning & Development Department field inspector.
- Trees and shrubbery in the right-of-way that conflict with proposed improvements shall not be removed without approval of the City Landscape Architect or his assignees. The permittee shall be responsible for obtaining authorization to remove and/or relocate said trees or shrubbery by calling the Parks and Recreation Department at (602) 262-6501 and Transportation Department at (602) 534-9898.
- Applicable to all abandonments and at inspector discretion: Per the City of Phoenix Ordinance G-6308. All street pavement cuts will require asphalt resurfacing treatments based on the age of the pavement. For streets less than two years old, the permittee must apply an asphalt mill and overlay pavement treatment. For streets greater than two years old, the permittee must apply a crack and slurry seal and/or microseal treatment.

Note: Provide a sealed and signed Professional Engineer's Estimate upon abandonment plan submittal.

- Pavement replacement thickness and type are to be per M.A.G. and City of Phoenix Supplement Section 336 and City of Phoenix Detail P1200 - Type B. Curb and gutter replacement shall be a minimum of one (1) full section, per M.A.G. Standard Detail 220. Sidewalk replacement shall be a minimum of one (1) full panel per City of Phoenix Detail P1230.
- The City of Phoenix Planning & Development Civil/Site Inspection Group, 602-262-7811 Voice or 602-534-5500 TTY shall be notified 48 hours prior to any construction work within the public right-of-way.

- Obstructions to proposed improvements in the right-of-way shall be removed or relocated before beginning construction of the proposed improvements.
- The developer or permit holder shall arrange for the relocation and relocation costs of all utilities including any street lights, water meters, etc. and submit a utility relocation schedule prior to the issuance of a construction permit.
- Existing or newly damaged and/or displaced concrete curb, gutter, sidewalk, or driveway slab that is within the right-of-way shall be repaired or replaced, as noted by City inspectors, before final acceptance of the work.
- Top of well head shall be finished off flush with the ground surface. Raised or depressed finish grade will not be approved.
- Adjacent property owners shall be notified 48 hours in advance of drilling well.
- Traffic control shall be operated in accordance with City of Phoenix Barricade Manual, latest edition.
- For all well abandonments, prior to any work, the owner shall have filed a Notice of Intent to Abandon (NOIA) from the Arizona Department of Water Resources (ADWR) and the contractor shall have the abandonment card issued from ADWR at the job site at all times. Well abandonments shall comply with Arizona Administrative Code (A.A.C.) R12-15-816 and Handbook (<https://new.azwater.gov/sites/default/files/AbandonmentHandbook2008.pdf>)
- Plan approval is valid for twelve months. Prior to plan approval expiration, all associated permits shall be purchased or the plans shall be resubmitted for extension of plan approval. The expiration, extension, and reinstatement of Civil Engineering plans and permits shall follow the same guidelines as those indicated in the Phoenix Building Construction Code Administrative Provisions Section 105.3 for Building permits.

PLANS FOR REVISION

- All original plan approvals, signatures, and seals are to remain on the revised plans.
- All plans revised after the original approval shall be resubmitted for review and approval. The nature of the revisions must be called out on the cover sheet and on the sheet(s) which have been revised. The revision number itself shall consist of a numeral within a triangle next to each revision. Δ Changes on each plan sheet shall be highlighted with "clouding".
- All revised sheets, including the cover sheet are to be re-sealed, signed and dated.

EXTENSIONS

ENG RVW

- All plans submitted for extension require a new signature block and are to be re-signed by the submitting designer. Plan extensions are to be highlighted with "clouding" as specified in the plan revision process above. The plan sealant shall note that this change is a plan extension. A new approval signature block is required to be added to the coversheet for approval of the extension. All plan extensions must have prior approval by completing the Plan Review Extension Application. The Plan Review Extension Application can be found at the following site: <http://www.phoenix.gov/development/siteandcivil/civil/>. Provide a copy of the approved application with the plan submittal.
- Plan approvals for extension are valid for a period of 180 days from the date of plan approval.