

Water Service Application Check List

1. Dates on plans and applications, including revision dates (on plans)
2. Clear and legible plans
3. Plans size in 24" x 36" (Arch D)
4. A graphical scale on each sheet that reflects the scale of the drawing
5. A North arrow on each sheet containing plan view
6. Project name, location map, project address, parcel number on plans and applicable documents
7. Design engineer's name, address, phone number on plans and applicable documents. Must be a Delaware licensed professional engineer
8. Owner's name, address and phone number on plans and applicable documents
9. Name, address, and phone number of applicant on application and supporting documents
10. Plans signed and sealed by Delaware design professional(s) who prepared or approved them
11. Maximum scale 1"=40' for plans and maximum vertical scale of 1"=10'
12. Name of water system and county in which the project is located
13. Location, size and material of all water lines and appurtenances relative to the project – both existing and new. Please check with Water Distribution Engineer for existing pipe materials.
14. Location of valves, fire hydrants, tees, reducer/enlargers, bends and other appurtenances
15. Location of proposed water lines in relation to roads, bridges and other identifiable objects and all utilities
16. Location of proposed service connections
17. The water service material and size
18. Notes and details for the connection of the water service to the main.
19. Details for the water service trench, installation of water service, curb valve and box, water meter and meter pit, in conformance with the City standard details
20. Show trust blocks in conformance with City standards
21. Show location and type of backflow preventer device
22. Notes should be provided on the plan stating that upon completion of the water line installation and prior to backfilling and connecting the customer service, the curb valve shall be closed and the corporation stop opened. After all air is expelled, a visual leakage test will be conducted. The customer's service shall then be connected and the curb valve shall be opened. An additional leakage test shall then be conducted under "system pressure." The City Engineer or his representative must be present during the connection of the water service to the main. The water service connection shall be tested for leakage before backfilling of the trench.

Important:

*The items presented in this guideline do not constitute all items required for plan review of all possible circumstances. The City of Wilmington's Public Works personnel shall review the submissions under the applicable conditions and request more information if need be.