



Sanitary Review Checklist

Project Name

Applicant

Project Number

Date of Application

Instructions: Please review all of the following checklist items and fill out the Sanitary Review Checklist as it applies to the above referenced project. Click on the arrow next to the drop down and select an applicable answer. A comment will be generated if the selected answer does not follow Citizens standards. If a comment is generated, please refer to the [Citizens Sanitary Manual](#) and the references below to make the appropriate changes to the plan set prior to submittal to a Citizens' plan reviewer.

Review Checklist Item	Comment	Reference
Pipelines in the Area?		Use pipeline map to determine location of nearby pipelines
Frontage Covered?		At least one entire frontage of development must be covered
Subsequent connector fees owed?		Connections to developer installed sanitary mains within the last 10 years are subject to fees
Variance request required?		Unusual designs or requests that do not meet standards may need variance requests
Unusual construction?		Unusual construction requires additional REACH review
Contract Documents		
Public Main?		
Private Main?		
Type of System		
Gravity Sewer		
Low Pressure System		
Plan Review Documents		
Design summary form missing?		Either the Citizens or IDEM Design Summary Form is acceptable
Units incorrect on design summary?		
Peaking factor equal to 4.0?		Citizens Sanitary Manual Section 202.04.2
Offsite design flows and areas not provided on design summary?		
Design does not match design summary?		
Design summary form incomplete?		
Design summary form unsigned/unstamped?		
Plans Incomplete?		
Cover Sheet		
Cover sheet missing?		
Project name missing?		
Site location map missing?		
Sheet index missing?		
Engineering firm's contact information missing?		
Developer's contact information missing?		
Citizens' contact information incorrect/missing?		Brad Hostetler should be listed as the Citizens utility contact
Plans unsigned/unstamped?		
Service Area Map		
Service area map missing?		Citizens Sanitary Manual section 104.04.01
Onsite service area boundaries not shown?		Citizens Sanitary Manual section 202.03.01
Offsite undeveloped service area map boundaries not shown?		Citizens Sanitary Manual section 202.03.01
Offsite developed service area boundaries not shown?		Citizens Sanitary Manual section 202.03.01
Contour lines/relevant topographic information not shown?		Citizens Sanitary Manual section 202.03.01
Existing sanitary facilities not shown?		Citizens Sanitary Manual section 202.03.01

Gravity Sewer	Comment	Reference
North arrow missing?		Citizens Sanitary Manual section 202.03.01
North arrow pointing wrong direction?		Citizens Sanitary Manual section 204.01
Vertical scale missing?		Citizens Sanitary Manual section 204.01
Vertical scale incorrect?		
Horizontal scale missing?		Citizens Sanitary Manual section 204.01
Horizontal scale incorrect?		
Sewer too shallow?		Citizens Sanitary Manual Section 202.05
Standard notes missing?		Citizens Sanitary Manual section 104.04
Standard notes incorrect?		
Pipe and structure table missing?		Citizens Sanitary Manual section 104.04
Profile sheets missing?		Citizens Sanitary Manual section 104.04
Other utilities missing?		Citizens Sanitary Manual section 204.04
Utilities shown incorrectly?		
Separation not met?		Citizens Sanitary Manual section 204.03 (10' horizontal, 18" vertical)
Crossing angle not met?		45 degree minimum angle
Invert elevations incorrect?		Citizens Sanitary Manual section 204.02
Top of casting/rim elevations missing from profile?		
Top of casting/rim elevations incorrect?		
Slope too shallow?		Citizens Sanitary Manual section 202.05.2
Slope too steep?		Citizens Sanitary Manual section 202.05.2
Pipe too small?		Citizens Sanitary Manual section 202.05
Pipe too big?		Citizens Sanitary Manual section 202.05
Pipe material incorrect?		Citizens Sanitary Manual section 302.02
Located outside the R/W or exclusive easement?		If easement is required see Citizens Sanitary Manual section 204.02 for width requirements
Easements not shown and dimensioned?		If easement is required see Citizens Sanitary Manual section 204.02 for width requirements
Easement too small?		If easement is required see Citizens Sanitary Manual section 204.02 for width requirements
Too close to public well?		Citizens Sanitary Manual section 204.03.2
Too close to private well?		Citizens Sanitary Manual section 204.03.2
Drainage crossing too shallow?		Citizens Sanitary Manual section 204.06
Floodways not shown?		
Located within floodway?		Citizens Sanitary Manual section 202.08
Manhole rim elevations incorrect?		
Drops required by missing?		Citizens Sanitary Manual section 203.06
Manholes too far apart?		Citizens Sanitary Manual section 203.04
Manhole angle greater than 90 degrees?		Citizens Sanitary Manual section 203.02
Manhole dimensions incorrect?		Citizens Sanitary Manual section 203.05
Connection manhole may require rehab?		Citizens Sanitary Manual section 202.12
Too many connections to manhole?		Citizens Sanitary Manual section 202.12
Incorrect abandonment of main?		Citizens Sanitary Manual section 401.09
Lateral stubs not shown?		
Lateral stubs not provided with every lot		Apartments and condos are exceptions
Lateral stationing missing?		
Lateral lengths missing?		
More than 3 lateral connections to a terminal manhole?		Citizens Sanitary Manual section 201.05

Gravity Sewer	Comment	Reference
Lateral within R/W less than 6"?		Citizens Sanitary Manual section 201.06
Lateral too shallow?		Citizens Sanitary Manual section 201.06
Lateral slope too shallow?		Citizens Sanitary Manual section 201.06
Laterals cross parcel lines?		Citizens Sanitary Manual section 201.07
Lateral too close to property line?		Citizens Sanitary Manual section 201.07
Lateral too long within R/W?		Citizens Sanitary Manual section 201.07
Laterals too close together?		Citizens Sanitary Manual section 201.07
R/W cleanout missing?		Citizens Sanitary Manual section 201.08
Lateral material incorrect?		Citizens Sanitary Manual section 303.02
Jack and bore casing pipe material incorrect?		Citizens Sanitary Manual section 404.03
Jack and bore casing pipe too small?		Citizens Sanitary Manual section 404.03
Jack and bore pits not shown?		
Gravity Standard Details		
Details not current?		
100.01 (Terms Used in Trench Details)		Always required
200.01 (Minimum Elevations for Gravity Connection)		Always required
300.01 (Standard Manhole)		
300.04 (Inside Drop Manhole)		Required if inside drop used
300.05 (Outside Drop Manhole)		Required if outside drop used
300.06 (Doghouse Manhole)		Required if doghouse manhole used
300.07 (Standard Benching)		Always required
300.08 (Adjusting Ring)		Always required
300.09 (Frame and Cover)		Always required
400.01 (Flexible Pipe Bedding & Backfill)		PVC, HDPE, Centrifugally Cast Fiberglass Reinforced Polymer Mortar, and Closed Profile Large Diameter PVC
400.02 (Semi-Rigid Pipe Bedding & Backfill)		Ductile Iron Pipe
400.03 (Rigid Pipe Bedding & Backfill)		RCP and PCCP
400.05 (Shallow Service Connection)		Required for laterals less than 15' deep
400.06 (Deep Service Connection)		Required for laterals 15' deep and over
400.07 (Controlled Settlement Joint)		Required if 400.06 is required
400.09 (Clean-out/Check Valve)		Always required
400.10 (R/W Clean-out)		
Low Pressure Systems		
Justification not provided?		Citizens Sanitary Manual section 501.03
Calculation worksheet not provided?		Citizens Sanitary Manual section 504.03.4
Pump information not provided?		Citizens Sanitary Manual section 504.03.4
North arrow missing?		Citizens Sanitary Manual section 204.01
North arrow not pointing north?		
Vertical scale missing?		Citizens Sanitary Manual section 204.01
Vertical scale incorrect?		
Horizontal scale missing?		Citizens Sanitary Manual section 204.01
Horizontal scale incorrect?		
Standard notes missing?		Citizens Sanitary Manual section 104.04
Standard notes incorrect?		
Pipe size too small?		Citizens Sanitary Manual section 504.06
Pipe too shallow?		
Pipe velocity too low?		Citizens Sanitary Manual section 504.06

Low Pressure Systems	Comment	Reference
Pipe velocity too high?		Citizens Sanitary Manual section 202.02.2.B
Flushing stations missing?		Citizens Sanitary Manual section 504.06
Air relief valves missing?		Citizens Sanitary Manual section 504.06
Laterals not shown?		Citizens Sanitary Manual section 504.06
Lateral assemblies not provided for each lot?		Citizens Sanitary Manual section 504.07
Lateral stationing missing?		
Lateral lengths missing?		
More than 3 lateral connections to a terminal manhole?		Citizens Sanitary Manual section 204.05
Laterals too shallow?		Citizens Sanitary Manual section 201.06
Laterals cross parcel lines?		Citizens Sanitary Manual section 201.07
Laterals too close to property line?		Citizens Sanitary Manual section 201.07
Lateral too long within R/W?		Citizens Sanitary Manual section 201.07
Laterals too close together?		Citizens Sanitary Manual section 201.07
Profile sheets missing?		
Other utilities missing?		Citizens Sanitary Manual section 204.04
Utilities shown incorrectly?		
Separation not met?		Citizens Sanitary Manual section 204.03 (10' horizontal, 18" vertical)
Crossing angle not met?		45 degree minimum angle
Located outside the R/W or exclusive easement?		If easement is required, see Citizens Sanitary Manual section 204.02 for width requirements
Easements not shown and dimensioned?		If easement is required, see Citizens Sanitary Manual section 204.02 for width requirements
Easement too small?		If easement is required, see Citizens Sanitary Manual section 204.02 for width requirements
Pipe material incorrect?		Citizens Sanitary Manual section 302.02
Too close to public well?		Citizens Sanitary Manual section 204.03.2
Drainage crossing too shallow?		Citizens Sanitary Manual section 204.03.3
Floodways not shown?		Citizens Sanitary Manual section 204.06
Located within floodway?		
Manhole angle greater than 90 degrees?		Citizens Sanitary Manual section 202.08
Connection manhole may require rehab?		Citizens Sanitary Manual section 203.02
Too many connections to manhole?		Citizens Sanitary Manual section 202.12
Lateral material incorrect?		Citizens Sanitary Manual section 303.02
Jack and bore casing pipe material incorrect?		Citizens Sanitary Manual section 404.03
Jack and bore casing pipe too small? Jack and bore pits not shown? Directional drilling incorrect?		Citizens Sanitary Manual section 404.03 Citizens Sanitary Manual section 404.04 (minimum slope 1.5%)
Low Pressure System Standard Details		
Details not current?		
500.02 (Low Pressure System Detail) missing?		
500.03 (Low Pressure System Detail) missing?		
500.04 (Low Pressure System Detail) missing?		