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GENERAL

1. All final plans shall be prepared on standard double-matte mylar sheets. The standard sheet size is 24 inches x 36 inches x 3 mil thick. All sheets shall be original or archival quality, Dayrex Dx11 copy or equal.
2. The Professional Engineer's seal, signature, address and phone number shall be placed in the title block area, along the bottom of the page.
3. The drawing shall be in ink on approved mylar. No "sticky-back" or pasted pieces shall be allowed.
4. Use of Chelan County approved datum (NGVD 29) for survey reference is required.
5. All existing and proposed improvements shall be located and dimensioned to the Government Land Office monument system, State Plane Coordinates, or Chelan County survey monuments, or a monumentation system approved by Public Works. Proposed improvements should be referenced to the monument lines and street centerlines. Dimensioning must be done by stationing and offset from these control lines.
6. Scales: The Scale shall be a standard engineering ratio.
7. Draw the plan so the North Arrow points to the left or to the top of the sheet.
8. The minimum lettering size is 1/10th inch. This is to ensure the plan is legible after microfilming or reduction.
9. Use the standard Washington State Chapter of the American Public Works Association symbols.
10. Match lines with matched sheet number shall be provided where plan is drawn on two or more sheets. Where plan is shown on three or more sheets, include a total site plan key map at scale 1" = 100' or 1" = 200' to cross reference portions of the project with their corresponding plan sheet location.
11. All division or phase lines shall be indicated showing proposed limits of construction.
12. Existing and proposed topography contours shall cover the entire site and a minimum of 30' beyond the site boundary. Topography contours should be shown at 2 foot intervals (5 foot intervals for slopes greater than 15%, 10 foot intervals for slopes greater than 40%). Elevation labeling shall be shown at 10 foot intervals maximum for 2 foot contour intervals, maximum 25 feet for 5 foot contour intervals.
13. Show and clearly label property lines (with distances and bearings), right-of-way lines, sensitive areas and set backs and all existing and proposed easements with their recording numbers. Show existing and proposed building footprints.

14. Label all streets by City of Chelan names.
15. Plans shall include a key for abbreviations and a legend for symbols where such are used.
16. All final plats and construction as-builts to be in electronic form, on CD media in a format readable by AutoCAD (.dwg or .dxf).
17. Preliminaries should be submitted on a standard size paper. We will not accept anything larger than 36 x 24.
18. When both plan and profile views are necessary, they will be on the same page with the plan view for a particular segment appearing just above the profile of that segment.

In addition to the drafting standards listed above, the following information should be included within the utility and transportation plans as appropriate:

DRAFTING STANDARDS (Plan, Profile and Cross Section Information Required):

1. Each submittal shall contain the following project information on the cover sheet or first sheet:
 - a. Title: Project name (add explanatory note if project name has changed).
 - b. Table of Contents (if more than 3 sheets).
 - c. Vicinity Map (Scale sufficient to cover project limits on one sheet or 1" = 200' whichever is greater).
 - d. General description of site, including Quarter Section, Township and Range.
 - e. Name and phone number of architect/engineering firm preparing plans.
2. Existing Improvements and Topography: Show all existing underground and surface improvements and topography in proximity to the project. The information must be shown for the full width of the right of way or the easement and for a sufficient distance on either side of the right of way or easement to show possible impacts on adjacent properties and/or the relationship to related facilities. Information on existing surface and underground City of Chelan facilities may be obtained from the Public Works offices. For information regarding the location of underground utilities, call 1-800-424-5555. Other utility information may be obtained from the respective utility owners (i.e. Chelan Public Utility District, U.S. West, Cascade Natural Gas, etc.).
3. Sewer, Water and Drainage Improvements: Provide profiles of all proposed sewer, water and drain lines. Show existing underground improvements within ten (10) feet of where they cross or connect to the new improvements. Show the storm water drainage discharge point to a public system or natural water course. Provide drainage system details whether or not detention of storm water is required, including biofiltration swales.

4. Grades: All profiles and cross sections will show the proposed and the existing grade.
5. Infrastructure not within street right of way shall be within easements granted to the City or the appropriate utility.
6. Easements shall be shown on plan sheets.
7. Label all manholes, clean outs and catch basins in sequential number. Label rim and invert elevations and catch basin and manhole size and type.
8. Include flow direction arrows on all gravity lines.
9. Label pipe size, length, material and slope.
10. Include datum and benchmark information on each plan and/or profile sheet.
11. Show spot elevations of pavement in parking lots, and run off flow direction arrows.
12. Show roof leaders and footing drains connecting into conveyance system.
13. Show all stub-out locations for future connections.
14. Include section details for rockeries in grading/paving plans.
15. Show the following for all storm water facilities:
 - a. Show and label at least two cross-sections through detention pond. One cross-section shall show the control structure.
 - b. Show location and detail of emergency overflows and spillways.
 - c. Provide invert elevations of all pipes, inlets, tanks, vaults and spot elevations of the pond bottom. Call out pond volume and dimensions, and design surface elevation.
 - d. Provide plan and section views and details of all rock protection and energy dissipaters.
 - e. Section and plan view on restrictor/control structure must be shown and adequately detailed, including size and elevation of orifices, overflow weirs, etc.
 - f. Show length, width, and bottom width dimensions for all biofiltration and water quality swales and storm water conveyance swales. Include sectional view, showing side slopes and design depth of flow.
 - g. Include seeding material information.
16. The Erosion and Sedimentation Control Plan (ESCP) should provide all necessary details to illustrate how the plan is to be implemented.