



Project: \_\_\_\_\_

**Plan Review Checklist**

Liberty Utilities is requiring that the Property Owner/Developer’s Engineer complete (answer) this checklist and submit it with the first submittal of Construction Plans for Liberty’s review. All items on this checklist must be answered and appropriately addressed within the submitted Construction Plans. **Liberty will not review submitted Construction Plans without this Checklist being completed and the Construction Plans having all Checklist Items appropriately addressed.** This Checklist is for the first plan review only, to assist the Engineer, and **does not cover all of Liberty’s requirements.** Review the Development Guide and Construction Guide carefully and in its entirety to make sure that all of Liberty’s requirements are met.

- 1) I have read and understand the requirements set forth within pages 9 through 13 of Liberty’s Development Guide which pertains to agreement requirements Initials \_\_\_\_\_
- 2) I have submitted the following agreement exhibits as part of this submittal, which include all requirements as set forth in the Development Guide: Initials \_\_\_\_\_
  - a) Legal Description Exhibit (with true point of Beginning being documented) Initials \_\_\_\_\_
  - b) Metes & Bounds Exhibit (which follows the written Legal Description) Initials \_\_\_\_\_
  - c) Facilities Map Exhibit (which shows what infrastructure is transferring to Utility) Initials \_\_\_\_\_
  - d) Cost Estimate Exhibit (for LXA only, for all infrastructure to be owned by utility) Initials \_\_\_\_\_
- 3) I have provided a copy of the development’s Preliminary Plat with this submittal Initials \_\_\_\_\_
- 4) I have read and understand Liberty’s easement requirements in the Development Guide, and Initials \_\_\_\_\_
  - a) I have submitted the Preliminary Plat which contains Liberty’s Plat Dedication Verbiage as stated on page 15 of the Development Guide, **or** Initials \_\_\_\_\_
  - b) I have submitted separate easement exhibits for all necessary easements, which contains all of Liberty’s requirements as shown on page 14 of the Development Guide Initials \_\_\_\_\_
- 5) I have read pages 34-36 of Liberty’s Development Guide pertaining to Liberty’s Minimum Construction Plan Requirements which includes some of the following items (below is not a complete list): Initials \_\_\_\_\_
  - a) The Construction Plans have a clear distinction between Developer Owned facilities and Utility owned facilities Initials \_\_\_\_\_
  - b) The Construction Plans have the correct Liberty Utility name on utility signature block Initials \_\_\_\_\_
  - c) The legal description shown on the Construction Plans is written in full & is legible Initials \_\_\_\_\_
  - d) The Key Map is shown on the Construction Plans, and is complete and legible Initials \_\_\_\_\_
  - e) The Construction Plans clearly delineate between Publicly Owned (Utility Owned) and Privately Owned (Owned by Developer/HOA/etc) facilities. In addition, Construction Plans clearly separate Publicly Owned from Privately Owned facility quantities and Plan sheet Notes Initials \_\_\_\_\_
  - f) The Construction Plans contain existing facilities and as-built information that affect the construction of the Construction Plans Initials \_\_\_\_\_
  - g) The Construction Plans contain Right of Way information, Easements, and/or Public Utility Easements on the appropriate Plan Sheets Initials \_\_\_\_\_

I understand that for Liberty to review the first submittal of the Construction Plans, that all of the above items on this checklist have been addressed and appropriately initialed off as being completed and submitted as part of my first Construction Plan Review submittal request. In addition, I understand that if any of these items are incomplete, that Liberty will not review the submitted Construction Plans until all items in this checklist for the first Construction Plan Review have been completed. Lastly, I understand that during the Construction Plan Review Liberty may request other information to be added or deleted during the Construction Plan review process.

For Liberty to sign-off on the Construction Plans I understand that I have read and have followed Liberty’s Development Guide supplied to me and understand that certain items must be completed prior to Construction Plans being signed-off by Liberty.

\_\_\_\_\_  
(signature)  
(printed name)\_\_\_\_\_

\_\_\_\_\_  
(Date)  
(Company name)\_\_\_\_\_