

Civil Engineering Traffic Signal Plan Review Checklist

The requirements referred to on the checklist can be found in [International Building Code](#), [International Plumbing Code](#), [City's Zoning Code](#), [Subdivision Code \(Chapter 48\)](#), [Engineering & Design Standards Manual Maricopa Association of Government \(MAG, Specifications and Standard Details\)](#).

Your application has been reviewed for completeness and has been deemed incomplete in accordance with SB1598. The following comments will need to be addressed to deem the plans correct and approvable.

GENERAL

1. **Please read the submittal guidelines for resubmittals.** IF you need to ADD sheets they **MUST** be added as the LAST pages of the file. If you need to REMOVE sheets, insert BLANK pages in their place. When pages are added or removed without using these guidelines, your submittal may be rejected, or your review may be delayed. Reviewer's markups are static to each page and inserting/removing pages within a set will throw off the comments and sketches, creating significantly increased review times. The page order can be rearranged into its proper order after the final approval is given
2. This project is required to apply for a Civil Permit through Accela Citizen Access. The permit will be a class 8. Include the project CIV number in the description. A separate permit is required for onsite vs. offsite plans. The engineer is required to complete the permit quantities during the submittal process. For permitting questions, please contact 480-782-3074 or plans.coordination@chandleraz.gov
3. Show the name of the proposed development or Capital Improvement (CIP) on the cover sheet.
4. Show the developer's or owner's name, address, phone number, and email on the coversheet.
5. Show the engineer's name, address, phone number, and email on the coversheet.
6. Add the following on the lower right corner of all the sheets over the title block:

C. O. C. Log No.
7. Place a vicinity or site location map on the cover sheet. Show adjacent jurisdictions.
8. Place a legend identifying the symbols used on the cover sheet or detail sheet.
9. Place a sheet index with the following information on the coversheet.
 - a. Sheet Numbers
 - b. Drawing Number
 - c. Description
10. Place an index map with the following information on the cover sheet or in the plans:
 - a. Street names
 - b. Lot, tracts, and parcel numbers
 - c. Sheet numbers

d. Phase limits and numbers if applicable

11. Add the following approval block to the cover sheet:

a. For Capital Improvement Projects:

APPROVED:

PUBLIC WORKS & DATE
UTILITIES DIRECTOR

CITY ENGINEER DATE

CIVIL PLAN REVIEW MANAGER DATE

b. For all other projects: (Leave 1" between all text lines for electronic stamps)

APPROVALS

APPROVED FOR COMPLIANCE WITH CITY CODE:

CITY ENGINEER

CIVIL PLAN REVIEW MANAGER

12. A portion of the improvement shown on your plans is within the jurisdiction of the state/county. Acquire the appropriate permit. Indicate the permit number on the cover sheet.

13. Add the following certification block to the cover sheet:

SETBACK CERTIFICATION:

I HERBY CERTIFY THAT THE SETBACKS TO THE NEAR FACE OF UTILITY POLES, STRUCTURES AND OTHER SIMILAR FACILITIES GREATER THAN 18 INCHES IN HEIGHT ARE SHOWN TO BE 5.5 FEET BACK OF CURB AND 1 FOOT FROM SIDEWALKS. IN CASES WHERE THE FACILITY ARE ADJACENT TO A DECELERATION LANE OR BUS BAY, THE SETBACK MAY BE REDUCED TO 2.5 FEET BACK OF CURB.

REGISTERED CIVIL ENGINEER SIGNATURE PRINTED NAME DATE

REGISTRATION NO. EXPIRATION DATE

14. Add the following certification block to the cover sheet:

ADA COMPLIANCE CERTIFICATION:

I HERBY CERTIFY THAT THE EXISTING AND PROPOSED CURB RAMPS, SIDEWALKS AND ACCESSIBLE ROUTE WITHIN THE R/W OR SIDEWALK EASEMENT MEET CURRENT FEDERAL ADA REQUIREMENTS AND THE CITY OF CHANDLER REQUIREMENTS AS SET FORTH IN SPECIFICATIONS & STANDARD DETAILS.

REGISTERED CIVIL ENGINEER SIGNATURE PRINTED NAME DATE

REGISTRATION NO. EXPIRATION DATE

15. The development is adjacent to a current City project/Improvement District. Coordinate your plans with the City Project /Improvement District Engineer. Add the following approval block to the coversheet and acquire the engineer's signature.

APPROVED FOR COORDINATION DATE
(Add Project Name and Number)

16. Add the following certification block to the cover sheet:

AS-BUILT CERTIFICATION:

I HERBY CERTIFY THAT THE "AS-BUILT" INFORMATION AS SHOWN HEREON WAS MADE UNDER MY SUPERVISION, OR AS NOTED, AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

REGISTERED LAND SURVEYOR SIGNATURE PRINTED NAME DATE

REGISTRATION NO. EXPIRATION DATE

I HERBY CERTIFY THAT THE "AS-BUILT" SHOWN HEREON SATISFIES THE INTENT OF THE DESIGN.

REGISTERED CIVIL ENGINEER SIGNATURE PRINTED NAME DATE

REGISTRATION NO. EXPIRATION DATE

17. The following City of Chandler standard notes must be shown or updated to the most current version on the coversheet.
- a. [General Notes](#)
 - 1. Complete utility coordination block
 - 2. Complete benchmark information in note 4
 - b. [Signing and Striping Notes](#)
18. Each sheet of the plan set must be sealed, with signature, by the engineer preparing the plans.
19. The minimum height of all text and lettering shall be 0.1" (one tenth of one inch).

20. Surface shading and hatching must not obscure the proposed construction work.
21. Show the north arrow on each sheet.
22. Show phase limits and numbers on each applicable sheet.
23. Show match lines and sheet references on each sheet. Show stationing if applicable.
24. Show scale on plans. See City's technical design manuals for requirements.
25. Your traffic signal and/or appurtenances are located outside of public right-of-way as shown
 - a. Relocate signal to inside of public right-of-way, minimum of 5.5 feet from the back of curb
 - b. Provide public utility easement. See the following item for requirements
26. An easement or right-of-way dedication is required by separate instrument. Please provide all items shown on the attached checklist for processing separate instrument.
27. The following information is required for each existing and/or proposed street within and adjacent to your traffic signal location:
 - a. Name
 - b. Right-of-way width
 - c. Improved width of street, typically back-of-curb to back-of-curb dimensions
28. The following existing and proposed items must be shown on the plans, with dimensional ties to proposed signal apparatus in areas of potential conflicts:
 - a. Fire hydrants
 - b. Domestic/irrigation/reclaimed water lines, meters and valves
 - c. Electrical/telephone/CATV/lines/vaults, boxes, transformers
 - d. Power poles and overhead lines
 - e. Sanitary sewer lines/manholes/cleanouts
 - f. Streetlights
 - g. Curb/gutter/sidewalk
 - h. Sidewalk ramp
 - i. Traffic signs
 - j. Public utility easements
 - k. Public utility easements
29. Provide location of each signal pole base \pm by station and offset based off the centerline of one of the intersection streets
30. Coordinate traffic signal plan with the engineer preparing other offsite improvement plans.