

APPENDIX B

HAMILTON-SOUTHEASTERN UTILITIES, INC.

PLOT PLAN STANDARDS

1. Name of the company that prepared the plot plan.
2. Date of drawing/revision dates.
3. Subdivision name/section/lot number.
4. Street address of home/building.
5. North arrow and scale.
6. All drawings must be drawn to scale and plotted with a horizontal scale of 1" = 10', 20', 30', 40', 50' or 60'. **Note:** The scale of the plot plan shall present the information clearly and allow HSE the ability to scale dimensions. If HSE has difficulty scaling dimensions or reading the data, then HSE may request that the plot plan be re-plotted at a different scale.
7. All drawings must be submitted on letter or legal size paper. For more complex projects 24" x 36" sheets will be acceptable.
8. All dimensions, distances, elevations, etc. shall be displayed in English units.
9. Entire boundary of lot or parcel with dimensions labeled per recorded plat or deed. **Note:** If the lot or parcel is not platted, provide the recording information of the deed.
10. Easements, building lines and right-of-ways per recorded plat. **Note:** If the parcel is not platted, provide pertinent information from the zoning requirements. (i.e., building set back requirements, etc.)
11. Graphically indicate all revisions due to certificates of correction and provide the recording information.
12. Graphically indicate all easements and right-of ways recorded against the deed and provide the recording information.
13. Elevation of the first floor **and** lowest point of gravity service (if other than the finished floor elevation).
14. As-built top of casting elevation of the nearest upstream **and** downstream sanitary sewer manhole. **Note:** Do not provide the top of casting elevation of sanitary sewer manholes installed with bolted and gasketed castings, instead label the manhole as having a "bolted casting." Contact HSE to discuss the specific situation in more detail. **Manholes with bolted and gasketed castings can not be used as a relief manhole.**

15. The plot plan must comply with and indicate the following note, “The lowest elevation to have gravity sanitary sewer service must be more than one (1) foot above the lowest top of casting elevation of either the first upstream or downstream manhole on the main line sewer to which the connection is to be made.” **Note:** If the vertical separation can not be maintained, then the home or building owner must install *either an I&A Tank or a grinder/effluent pump*.
16. All elevations on the Plot Plan must be on the same vertical datum as the HSE approved construction plans. **Note:** Record drawings created for HSE are typically prepared on the NAVD 1988 vertical datum; therefore, the entity preparing the plot plan should consider that as-built elevations may be on a different vertical datum. Conversions between different datum may be necessary.
17. Provide the as-built location of the upstream and downstream manholes, the sanitary sewer main to which the building sewer connects and the wye/lateral. Provide the entire route of the building sewer with all Type 1/2/3 clean-outs identified. **Note:** Clean-outs installed in grass or landscape areas **and** located within three (3) feet of the buildings exterior wall can be installed as Type 1 clean-outs. All other clean-outs must be installed as Type 3 clean-outs, except hardscape surfaces require a Type 2 clean-out. *The Top of Casting (TC) must be shown for both Type 2 and Type 3 clean outs.*
18. Provide the location of all proposed or existing sanitary sewer facilities contained within the boundary of the lot or parcel including, gravity sewers and manholes, lift stations (wet well and valve vault), individual grinder stations, I & A tanks, force mains, force main fittings, isolation/service valves, air/vacuum relief manholes, force main or lateral (Type 1, 2 or 3) clean-outs, grease traps, grit traps, oil/water separators, neutralization tanks, end of stubs (no matter the length of the stub), etc. If more than one wye/lateral exists on the site, identify which lateral is to be abandoned.
19. Indicate the lateral size as a minimum of six (6) inches in diameter, except I & A tanks shall be (4) four inch diameter.
20. *The proposed elevation of the lid (“TC”) for I&A Tanks or grinder/ effluent pumps must be shown.*
21. All sanitary sewer manhole top of casting (TC) elevations and sanitary sewer/lateral locations indicated on the plot plan will be considered as as-built information unless otherwise noted. HSE will not permit “plan” information, but if this information is permitted then it must be labeled as “plan.” **Note:** *If plan information is permitted, the F.F.E must be at least two (2) feet above the lower TC elevation of either the first upstream or downstream manhole on the main line sewer to which the connection is to be made.*
22. *When extending service laterals to the house connection point the lateral must be a minimum of five feet from the face of the structure (both house and garage) for portions of the lateral that parallels the structure. The lateral must be a minimum of three feet from the face of a porch if it is adjacent.*
23. *When laterals are extended into side yards a ten (10) separation between the lateral and the lot line must be maintained. If this separation can not be maintained an additional easement must be granted on the adjoining lot.*

24. Home/building and out-buildings dimensioned and tied down.
25. Center line of adjoining streets with street names.
26. Driveway, sidewalk and curb line locations. **Note:** *Pavement or concrete, including driveways and sidewalks, must not be constructed on or within one (1) foot horizontal distance of any sanitary sewer casting. The only exception is a Type 2 Cleanout casting in a sidewalk.*
27. If applicable, the proposed sump pump/roof drain connection into the sub-surface drain. **Note:** HSE does not permit clear water sources (foundation drains, sump pumps, roof drains, etc.) to discharge into the sanitary sewers.
28. For *all* homes or buildings:
 - a. The plot plan shall be prepared and electronically submitted to HSE on *PDF format or AutoCAD Release 14* (or higher) or be capable of being converted to a DXF file. If this presents a problem, then contact HSE to discuss possible alternatives.
 - b. Indicate well and septic field locations.
 - c. Identify the location(s) at which the plumbing exits the home/building.
29. If the building sewer involves construction of a force main then include HSE's Small Diameter Specifications sheet and either HSE's Common Force Main Details sheet or Grinder Pump Details sheet. These documents can be found at the download zone of HSE's web page – www.hseutilities.com.
30. For further information regarding building sewers refer to HSE's "Standards for Design and Construction of Building Sewers (Laterals)."
31. Laterals with less than eighteen (18) inches of vertical separation from other utilities or crossing below streams and other drainage ways must be concrete encased/capped.
32. Laterals shall be located to avoid the following situations:
 - a. Installation below pavement or concrete, including streets, driveways, parking lots, etc.
 - b. Installation below storm sewers or water ways.
 - c. Installation below other utilities.
 - d. Installation below mounding, landscaping, and retaining/landscaping/entrance walls.
 - e. Horizontal separations from utilities, streets, storm sewers, water ways, buildings, etc. of less than ten (10) feet.