

APPENDIX B

HAMILTON-SOUTHEASTERN UTILITIES, INC.

PLOT PLAN STANDARDS

1. The name of the company that prepared the plot plan and the name of the Builder/person(s) the plot plan was prepared for will be shown on the plot plan.
2. The date of the drawing and all revision dates will be shown on the plot plan.
3. The Subdivision name, section and lot number will be shown on the plot plan.
4. The street address of home/building will be shown on the plot plan.
5. A North arrow and scale will be shown on the plot plan.
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 display 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 legal (8.5"x14") or ledger (11"x17") size paper. For more complex projects, 24"x36" sheets will be acceptable.
8. All dimensions, distances, elevations, etc. shall be displayed in English units.
9. The entire boundary of the lot or parcel should be labeled with dimensions per the recorded plat or deed. **Note:** If the lot or parcel is not platted, provide the recording information of the deed.
10. All easements, building lines and right-of ways should be labeled per the 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. Display the elevation of the first floor **and** lowest point of gravity service (if other than the finished floor elevation).
14. Show manhole numbers (per GIS) and as-built top of casting elevations of the nearest upstream **and** downstream sanitary sewer manholes. **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 cannot 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 cannot 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 (with manhole numbers), 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 and 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 (5) 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 (3) feet from the face of a porch if it is adjacent.
23. When laterals are extended into side yards a ten (10) foot separation between the lateral and the lot line must be maintained. If this separation cannot be maintained an additional easement must be granted on the adjoining lot.

24. Show home/building and out-buildings dimensioned and tied down.
25. Show center line of adjoining streets with street names.
26. Show 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 clean-out casting in a sidewalk or driveway.
27. If applicable, show 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. If a manhole is located on the lot or lot line the following note must be included on the plot plan: “Elevations must be set to ensure drainage away from manholes and top of casting elevations set at two tenths (0.20) feet above finish grade.”
29. There will be **NO** label or breaks on water or sewer lines, all labels shall be placed beside the line.
30. All labels, numbers, etc. shall be designed as to not cause breaks or overlapping of water or sewer lines.
31. For all homes or buildings:
 - a. Indicate well and septic field locations if applicable.
 - b. Identify the location(s) at which the plumbing exits the home/building.
32. 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 on HSE’s website:
www.hseutilities.com.
33. For further information regarding building sewers refer to HSE’s “Standards for Design and Construction of Building Sewers (Laterals).”

NOTE: **ANY** changes made to a plot plan will **REQUIRE** a resubmittal to HSE for review and approval.