

APPENDIX B

HAMILTON-SOUTHEASTERN UTILITIES, INC.

PLOT PLAN STANDARDS

1. Plot plans must indicate the following:
 - a. Name of company that prepared the plot plan.
 - b. Builder/person(s) the plot plan was prepared for.
 - c. Date of drawing/revisions dates.
 - d. Subdivision name/section/lot number.
 - e. Street address of home/building.
 - f. North arrow and scale.
 - g. Entire boundary of lot or parcel should be labeled with dimensions per recorded plat or deed. **Note:** If the lot or parcel is not platted, provide the recording information of the deed.
 - h. Graphically indicate all easements, building lines, and rights-of way per recorded plat. **Note:** If parcel is not platted, provide pertinent information from the zoning requirements. (i.e., building set back requirements, etc.)
 - i. Graphically indicate all revisions due to certificates of correction and provide the recording information.
 - j. Provide 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, backwater valves, 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.
 - k. As-built top of casting elevations of the nearest upstream and downstream sanitary sewer manholes (include manhole number). **Note:** Do not provide top of casting elevation of sanitary sewer manholes installed with bolted and gasketed castings, label manhole as “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.**
 - l. Provide as-built locations of the upstream and downstream manholes (with manhole numbers), sanitary sewer main to which the building sewer connects and the wye/lateral. Provide 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 building’s 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. Top of Casting (TC) must be shown for both Type 2 and Type 3 clean outs.
 - m. Elevation of the first floor and lowest point of gravity service (if other than the finished floor elevation).
 - n. Home/building and out-buildings dimensioned and tied down.
 - o. 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.

- p. Centerline of adjoining streets with street names.
 - q. If applicable, 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 sanitary sewers.
 - r. Proposed elevation of the lid (TC) for I&A Tanks or grinder/effluent pumps must be shown.
2. 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, HSE may request the plot plan be re-plotted at a different scale.
 3. All dimensions, distances, elevations, etc. shall be displayed in English units.
 4. HSE typically will not permit "plan" information, 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 TC elevation of the first downstream manhole on the mainline sewer to which the connection is to be made.
 5. 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 as-built elevations may be on a different vertical datum. Conversions between different datum may be necessary.
 6. Indicate lateral size as a minimum of six (6) inches in diameter, except I&A tanks shall be (4) four inch diameter.
 7. All sanitary sewer manhole top of casting (TC) elevations and sanitary sewer/lateral locations indicated on the plot plan will be considered as-built information unless otherwise noted.
 8. When extending service laterals to the house connection point, lateral must be a minimum of five (5) feet from the face of the structure (house and garage) for portions of the lateral that parallels the structure. Lateral must be a minimum of three (3) feet from the face of a porch if it is adjacent.
 9. When laterals are extended into side yards, a ten (10) foot separation between the lateral and lot line must be maintained. If this separation cannot be maintained, an additional easement must be granted on the adjoining lot.
 10. 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 four tenths (0.40) foot above finish grade."
 11. There shall be NO label or breaks on water or sewer lines, all labels shall be placed beside the line.
 12. For all homes or buildings:
 - a. Indicate well and septic field locations if applicable.
 - b. Identify location(s) at which the plumbing exits the structure(s).
 13. If the building sewer involves construction of a force main, 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.
 14. For further information regarding building sewers refer to HSE's "Standards for Design and Construction of Laterals."
 15. Plot plan shall be prepared and electronically submitted to HSE in PDF format and AutoCAD 14

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(or higher) or be capable of being converted to a DXF file.

NOTE: Any changes made to a plot plan will require a resubmittal to HSE for review and approval.