

**APPENDIX B**  
**HAMILTON-SOUTHEASTERN UTILITIES, INC.**

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**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, individual grinder stations, I&A tanks, force mains, force main fittings, isolation/service valves, air/vacuum relief manholes, 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).
  - 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 near 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 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:** HSEU 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. If lateral stub is to be cut back, add note that reads “Contractor to cut (number)’ off lateral and begin from that point and connect to house following plan.”
  - 3. Place the following required notes on the plot plans:
    - a. First cleanout downstream of building to contain backwater valve.
    - b. HSEU does not permit clear water discharge into sanitary sewers.
    - c. TC’s of sanitary structures to be four tenths (0.40) foot above surrounding grade.
    - d. Unless approved otherwise by HSEU, the final pad and finished floor elevations for lots in this development cannot exceed those shown hereon by more than five tenths (0.50) of a foot.
    - e. HSEU recommends lateral maintains a minimum horizontal separation of five (5) feet when running parallel to any structure.
    - f. Pavement/concrete must not be constructed on or within one (1) foot of any sanitary sewer casting.
  - 4. 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 HSEU the ability to scale dimensions. If HSEU has difficulty scaling dimensions or reading the data, HSEU may request the plot plan be re-plotted at a different scale.
  - 5. All dimensions, distances, elevations, etc. shall be displayed in English units.
  - 6. Elevations on the Plot Plan must be on the same vertical datum as the HSEU approved construction plans. **Note:** Record drawings created for HSEU 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.
  - 7. Indicate lateral size as a minimum of six (6) inches in diameter, except I&A tanks shall be (4) four-inch diameter.
  - 8. 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.
  - 9. When extending service laterals to the house connection point, it is recommended lateral maintain a minimum of five (5) feet from the face of any structure for portions of the lateral that parallels a structure.
  - 10. When laterals are extended into side yards, HSEU recommends a ten (10) foot separation between the lateral and lot line be maintained.
  - 11. 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).
  - 12. If the building sewer involves construction of a force main, include Grinder Pump Details sheet. This document can be found on HSEU’s website: [www.hseutilities.com](http://www.hseutilities.com).

13. For further information regarding building sewers refer to HSEU's "Standards for Design and Construction of Laterals."
14. Plot plan shall be prepared and electronically submitted to HSEU in PDF format and AutoCAD 14 (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 HSEU for review and approval.