



**APPLICATION/CHECKLIST FOR PLAN SUBMITTAL**

		Date:	
<b>Project Name:</b>			
<b>Project Location:</b>			
<b>Anticipated Construction Start Date:</b>			
<b>Engineer:</b>		<b>Developer:</b>	
<b>Engineer Address:</b>		<b>Developer Address:</b>	
<b>Engineer Phone #:</b>		<b>Developer Phone #:</b>	
<b>Engineer Email:</b>		<b>Developer Email:</b>	
<b>Type of Development (Residential, Restaurant, Industrial, Commercial, Apt, etc):</b>			
<b>Units (# of homes/apts, # seats, square footage, etc):</b>			
<b>Who should be invoiced for Plan Review?</b>			
<b>Who should be invoiced for Construction Inspection?</b>			
<b>Signature of Applicant</b>			

**Design and Submittal Checklist**

**Contacts for Plan Review Questions and Plan Upload Access:**

<p><b>Cindy Fort, PE</b> American Structurepoint, Inc. 7260 Shadeland Station, Indianapolis, IN 46256 (317) 547-5580 cfort@structurepoint.com</p>	<p><b>Karen Saavedra, PE</b> American Structurepoint, Inc. 7260 Shadeland Station, Indianapolis, IN 46256 (317) 547-5580 ksaavedra@structurepoint.com</p>
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**Submittal Checklist:**

- One (1) digital set of stamped and signed, nominally 22" x 34" plans
- Title sheet with name of development, name of Developer and name of Developer's engineer
- Overall Plan view and general location plan of the development
- Overall utility plan view showing ALL utilities and crossings
- List of all utilities and their contact information (see below for sewer contacts)



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- Sanitary sewer plan and profile sheets showing all utility crossings, length of sanitary sewer, pipe type and depth, manholes, etc.
- Hendricks County Regional Sewer District standard details and specifications downloaded and included in plan set
- For connections to existing sewers, show a detail and state how the new sewer will connect to the existing sanitary sewer.
- Gravity sewers, force mains, and lift stations only: Completed Application for Sanitary Sewer Construction Permit Per 327 IAC 3.
- Lateral Connections only: Completed HCRSD Lateral Connection Application

**Site Plan and Profile Design Checklist:**

- Laterals to every lot for single family homes; connections for everything else
- Correct pipe size and grade meets or exceeds minimum grade specified in 327 IAC 3.
- Laterals are 6-inch SDR **26** at a minimum 1.00% slope
- Cleanouts located within 3-feet of exterior building walls
- Manholes less than or equal to maximum spacing (400 LF)
- Sewer meets minimum cover requirements
- SDR 26 PVC is used if pipe depth exceeds 15 feet
- 10-foot horizontal separation between sewers and water mains
- 18-inch vertical separation between sewers and water mains/storm sewers; if not, meet requirements of 327 IAC 3.
- Drop manholes if more than 2-foot fall between upstream and downstream invert in the manhole
- A 30-foot (preferred) sewer easement and or right-of-way provided
- Residential only: Provide shut-off valves in cleanouts located within 3- feet of exterior building walls (Sewur valve or equal)
- Commercial and Restaurant only: Grease trap shown for restaurants or other commercial kitchens
- Commercial and Restaurant only: Buildings with grease traps have separate lines for kitchens and bathrooms upstream of grease traps
- Warehouse/Industrial: Provide a sampling manhole prior to connection to HCRSD sewer.
- Complies with Hendricks County Clean Water Department rules.

**Sewer Utility Contact Information (Needs to be shown on plans along with all other utilities)**

**Hendricks County Regional Sewer District**  
Attn: Jim Mardis  
355 S. Washington, Suite #206  
Danville, IN 46122  
(317) 718-6038

**Aqua Indiana**  
Attn: Kieran Tansy  
5750 Castle Creek Parkway North Drive, Suite #314  
Indianapolis, IN 46250  
(317) 716-6026

Plans must be Approved prior to the Issuance of a Wasteload Allocation Letter or Lateral Connection Permit