



Preliminary Utility Report Checklist

The Preliminary Utility Report must be in conformance with the latest Town of Castle Rock Water and Wastewater System Design Criteria Manuals, available on the Town's website.

For the Preliminary Utility Report, information contained in the Concept Utility Letter shall be updated to reflect the latest projections for land use and densities. Hydraulic modeling shall only be required for the site proposed in the Site Development Plan (SDP). This modeling may be waived on a case-by-case basis at the discretion of the Utilities Department if it is adequately demonstrated that the SDP is already consistent with the Town's Water/Wastewater Master Plans and that the existing adjacent water/wastewater infrastructure is adequate to support the development without modifications or if the SDP is for a commercial structure on a single lot. The modeling shall accurately reflect the sizes and locations of all proposed water mains associated with the SDP layout. In addition to providing updated land use and density information, the following items shall be specifically addressed:

- Further analysis of any concerns raised in the Concept Utility Letter regarding the Town's ability to serve the development.
- Updated discussion of appurtenant water/wastewater facilities other than distribution mains that will be necessary to serve the development, and the principal design parameters that will be utilized in the final design of such facilities.
- Status of any variances that have been obtained, or will be pursued.
- Updated discussion of maintenance access and any associated concerns.
- Updated status of permitting requirements.
- Updated appendices.

The following outline sets forth the **required minimum** content to be provided in the Preliminary Utility Report that shall be submitted with the SDP. This report must be prepared by, or the report preparation supervised by a registered Professional Engineer licensed in Colorado. A copy of this checklist must be submitted with the Preliminary Utility Report.

Please check off the following items to assure your report is complete. Appropriate notations shall be provided with the checklist. For example, if a specific item is not addressed or not applicable, an explanation needs to be provided.

Included	N/A	
		TITLE SHEET
		A. Name of Project, including legal name of development
		B. Address
		C. Owner
		D. Developer
		E. Engineer
		F. Submittal date and revision dates as applicable

Preliminary Utility Report – Formatting Checklist

Included	N/A	
		APPROVAL BLOCK SHEET (Available on Town's website)
		TABLE OF CONTENTS
		PROJECT LOCATION AND DESCRIPTION
		A. Site Location
		B. Description of Property and Land Use
		CALCULATED WATER DEMANDS
		A. Average Day Demands (ADD)
		B. Max Day Demands (MDD)
		C. Peak Hour Demands (PHD)
		EXISTING WATER SYSTEM
		A. Existing Distribution System
		B. Existing Supply Facilities
		PROPOSED WATER SYSTEM
		A. Proposed Distribution System
		B. Proposed Supply Facilities
		C. Land Dedication Requirements
		PROPOSED WATER SYSTEM ANALYSIS AND MODELING
		A. Hydraulic Models
		B. Hydraulic Modeling Scenarios
		C. Hydraulic Modeling Output and Required Schematics
		CALCULATED WASTEWATER FLOWS
		A. Average Day Wastewater Flows (ADF)
		B. Peaking Factor
		C. Peak Design Flows (PDF)
		EXISTING WASTEWATER SYSTEM
		A. Existing Collection System
		PROPOSED WASTEWATER SYSTEM
		A. Proposed Collection System
		B. Proposed Wastewater Facilities
		C. Land Dedication Requirements
		PROPOSED WASTEWATER SYSTEM ANALYSIS AND MODELING
		A. Hydraulic Models
		B. Hydraulic Modeling Scenarios
		C. Hydraulic Modeling Output and Required Schematics

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Included	N/A	
		POTENTIAL PERMITTING REQUIREMENTS
		REFERENCES
		APPENDICES
		Appendix A — Water Demands
		Appendix B — Water Storage
		Appendix C — Water Hydraulic Analysis and Modeling
		Appendix D — Wastewater Flows
		Appendix E — Wastewater Hydraulic Modeling
		Appendix F — Maps and Plans
		A. Vicinity Map
		B. Utility Map(s) provided by the Utilities Department
		C. Site Development Plan
		D. Water/Wastewater Utility Plan(s)

Notes/Comments: