



**City of Lakeland – Water Utilities  
 Water Engineering Division W-ADMN/ENG  
 501 E Lemon Street, Lakeland, FL 33801  
 Project Checklist**

Project: \_\_\_\_\_ Location: \_\_\_\_\_ COL/WE Project #: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Lakeland, Water Operations Plan Review Checklist**

All proposed Site or Construction plan sets or plans for specific applications must be submitted to the City of Lakeland for approval by the Water Operations Group, and requires date, signature and seal on 24-in x 36-in drawings that include the items outlined below. All applicable plans should be included with your submittal and may be combined if the size or complexity of the project allows. All design and construction must be in conformance with requirements as identified in the City of Lakeland, Water Operations Policies, Standards and Procedures for Subdivisions and Commercial Developments.

**All plans submitted shall show / state :**

- North arrow
- Scale of drawing
- Title and address of project
- Existing and proposed streets (minimum of nearest intersection)
- Existing and proposed Rights of Way
- Existing and proposed sidewalks (and types)
- Existing and proposed easements
- All worked to be performed by the City of Lakeland
- All work to be performed by others

**All specific plans shall show / state items described above in addition to the below listed requirements for the described applications:**

**Site Plan shall show:**

- Inside or outside city limits
- Name, address and telephone number of:
  - Owner
  - Engineer
  - Contractor (also emergency phone number)
- Location map
- Section, Township, Range
- Existing and proposed grade elevations in water line locations
- Property lines
- Lot numbers
- Lot or building address
- Property setbacks

**Drainage Plan shall show/state:**

- Existing and proposed drainage facilities clearly labeled
- Existing and proposed grade elevations of water line locations
- Sections of driveways and swales in areas of existing and proposed water lines
- Proposed culverts across driveways



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**Utilities Plan shall show /state:**

- Existing and proposed utilities clearly labeled
- Existing and proposed grade elevations of water lines
- Existing and proposed walls
- Existing and proposed backflow prevention devices and sizes
  - RPZ
  - DDC
  - DC
- Existing and proposed meters including size and what is served
- Desired tap locations
- Sections of driveways and swales in areas of existing and proposed water lines
- Size, location and type (domestic, fire, irrigation) of proposed and existing water lines
- Desired capacity (GPM) for all proposed water lines by type (domestic, fire, irrigation)
- Sanitary and storm sewers which cross or run parallel to new water lines and separations to be maintained (new sewer or water)
- Proposed line extensions and sizes
- Pipe materials to be used
- Changes in piping material
- Cross-sections of water and sewer crossings
- Road crossing details for water lines crossing roadways
- Standard and specific details (City of Lakeland Details, Backflow, ET.)
- Notation that all work is to be performed to current City of Lakeland standards and specifications
- Dimensions to all proposed work
- Service line sizes

**Plumbing Plan shall show / state:**

- Existing and proposed plumbing. Show all kitchens, showers, snack shops, vending machines, laboratories, chemical storage areas, hose bibs, and any other systems which connect to tot the plumbing system.

**Fire Protection Plan shall show / state:**

- Existing and proposed fire protection layout
- Hydraulic calculations, either on plans or submitted separately
- If modifications are to be made to an existing system estimate present fire flow demand
- Desired tap location
- Backflow preventer location, size and type. (A backflow preventer is required)
- Size, location and type of proposed and existing water lines
- Proposed line extensions and sizes
- Statement on whether system is chemically treated

**Landscape and Irrigation Plan shall show / state:**

- Placement, size and type of trees and shrubs
- Existing and proposed grade elevations in water line locations
- Existing and proposed irrigation system and service line connected to
- If irrigation meter and backflow preventer is to be installed show size, location and configuration
- Size, location and type of proposed and existing water lines
- Backflow prevention devices and sizes



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**New Commercial Developments & Remodeling Projects must submit the following:**

- State whether new facility or remodeling
- If no new water meters required or building future expansions to have no water needs, please state so on the drawings.
- Existing and proposed domestic and irrigation meters
- Existing and proposed backflow preventers (size must be the same as the meter), indicate types of BFP (i.e. RPZ or DDC)
- Location, length and size of proposed service lines
- Location, length and size of proposed fire lines
- Design system fire flow conditions (max. flow in GPM versus pressure in psi)
- Show sprinkler system
- Show location of private hydrants
- Show location of hosebibs
- Identify Chemical Injection System
- Identify method of freeze protection of system
- Show location of storage tanks
- Description of building use
- Existing and proposed pumps (indicate type of service, i.e.; fire, booster, jockey)
- Existing and proposed wells

**New Subdivisions/Developments with water line extensions must also include the following:**

- Location of cables, electric or other above ground boxes
- Type of fittings and angles
- Show sample point locations (not from hydrants)
- Restraint limits
- Existing or proposed walls and fences to be built which cross or parallel water lines
- Location of all new valves (must be out of curb lines and roads, where possible)
- Location of all new fire hydrants (must be on property lines)
- State whether single or double phase electric
- Cross-section of roads
- Service lines on property lines
- Trees along water main route
- Single services when other items on same property line