



PLAN ACCEPTANCE CHECKLIST

Include a copy of this completed checklist with your 1st Formal Submittal. Enter the 5-Digit Denver Water Project # assigned at Pre-Submittal.

All of the following items are required to be in your Dropbox folder in order to be accepted and reviewed. Please label your Documents as **highlighted** below and use the plan ID # for all communications and Dropbox Links.

Water Plan Submittal--Electronic Submittal using Dropbox

- 1 **AutoCAD zip files** and **Standard Audit Report** in compliance with Denver Water's CAD Standards.
- 2 **Multi-Sheet PDF** in compliance with Denver Water's CAD Standards. Please make sure all layer information is intact in the PDF plan set.
- 3 **Multi Sheet PDF plan set with Fire Authority** stamp/signature showing overall site flow requirements and the PE stamp/signature.
Click [HERE](#) for information about Denver Fire's review process.
- 4 **Review fee paid receipt.** Please coordinate payment of the review fee with your specific Plan Review Coordinator. You may pay with Visa, MasterCard, or Discover (2.25% applies to CC payments) You can also mail payments to the following:

Denver Water
Attn:Sales Administration and Plan #
1600 W 12th Ave.
Denver, CO 80204
- 5 Property Legal Description required on the cover sheet
- 6 **Written Comment Response**, in PDF format addressing all Pre-Submittal comments.
Greenline Response to the plan redlines.
- 7 **Demand Form** for each tap or combination of taps.
- 8 **Fixture Count calculation** for all domestic connections.
- 9 **Complete Easement Package** (including Geo Tech report for contaminated soils)
Please submit a Zip File for the easement documents per the ROW/Easement Checklist.

General Information

All communication on this plan should be directed through your assigned Plan Review Coordinator. To reach the Plan Review Department, call 303-628-6100, option 2.