

## Plan Acceptance Checklist

Include a copy of this completed checklist with your 1<sup>st</sup> submittal only

Enter your 5-digit Denver Water Project No. that you received at your Pre-Submittal Review

If you have not had a Pre-Submittal review, **STOP!** And go to [STEP 1: PRE-SUBMITTAL REVIEW](#).

*Plans will not be accepted for review if ALL items are not included*

Please label your documents as **highlighted** below and use the plan id # for all your communications and DropBox links

### WATER PLAN SUBMITTAL – Electronic Submittals using DropBox

- Transmittal** letter with name, phone number and email address of person responsible for drawing revisions.
- AutoCAD files as a zipped file w/**Standard Audit Report** & a **multi-sheet .DWF** of Plans in compliance with [CAD Standards](#)
- Include a copy of the paid review fee receipt. To pay with a credit card (Visa, Master Card or Discover) please call 303.628.6100 #3, if mailing a check send to:  
Denver Water  
1600 W 12<sup>th</sup> Ave  
Denver CO 80204  
Attn: MC352 *Name of your assigned Plan Review Coordinator*
- Include a multi-sheet .PDF of the **complete plan set** with the Fire Marshall's signature and overall site flow requirement on the cover page. Denver Fire signs Denver Water drawings from 7:30 through 8:30 a.m. Tuesday through Thursday with no appointment required, at Webb Building, 200 W Colfax Ave, 2<sup>nd</sup> floor.
- Comment Response** addressing all Pre-Submittal comments as a .PDF or .DOC.
- [Fire Line/Domestic/Irrigation Connection Demand Form](#) for each tap or combination of taps.

### Note

The **Water Supply License** (for each 3" & larger fire line) and **Stub-in Permit** (for 3" & larger Domestic) items have been deliberately deleted from this checklist. They will be required later in the review process after the size(s) have been reviewed and approved by DW's Hydraulics section.

### General Information

All communications on this plan should be through your assigned Plan Review Coordinator [PRC] unless it is a CAD inquiry. For CAD assistance, please call 303-628-6826 or email [CADStandards@denverwater.org](mailto:CADStandards@denverwater.org)

If your plan requires an easement – prepare a complete Electronic Easement Package in accordance with [Chapter 4](#) of the Engineering Standards (separate folder in Dropbox from civil plan) with your 2<sup>nd</sup> Submittal

If you are submitting a new plan, please email to [watersalesplanreview@denverwater.org](mailto:watersalesplanreview@denverwater.org) not individual PRC. You may copy a PRC if you have been working with one prior the pre-submittal.

To reach a Plan Review Coordinator please call 303.628.6100 #2