



Review Process and Agency Roles

Both the **Delaware County Engineer's Office (DCEO)** and the **Delaware County Regional Sewer District (DCRSD)** are responsible for reviewing sanitary plans. Please note that the **DCRSD** serves as the lead agency for these specific submittals.

Jurisdictional Structure

While our offices coordinate closely, they are distinct entities under different jurisdictions:

- **DCEO** operates under the jurisdiction of the **County Engineer**.
- **DCRSD** operates under the jurisdiction of the **County Commissioners**.

Technical Focus and Requirements

Each agency reviews specific, separate elements of the plans based on their respective areas of responsibility and technical focus. To advance the project toward approval, it is mandatory that comments from both agencies are addressed in their entirety.

Submission Guidelines

Initial Submission: should be to both agencies concurrently.

- The DCEO requires that all plan review documents should be submitted digitally via email to cgreen@co.delaware.oh.us. All development submittals are required to include a completed "Review Submission Coversheet". DCEO fees to be paid at the time of submission. (see coversheet for amount)
- Please contact DCRSD for their submission requirements

Backcheck Submission: Please review the feedback from both agencies and submit revised plans accordingly. To ensure efficiency, if you have questions regarding specific comments, please coordinate directly with the respective agency that issued the feedback.



Sanitary Sewer Checklist

Revised: 09/04/2026

PROJECT NAME:

YES	NO	N/A	DEVELOPMENT PLAN
☐	☐	☐	Review Submission Coversheet.
☐	☐	☐	Review fees submitted before beginning the review.
☐	☐	☐	All sheets labeled correctly and match the Sheet Index.
☐	☐	☐	A sanitary profile is shown for each section displayed on the title sheet.
☐	☐	☐	All storm line crossings are shown.
☐	☐	☐	All water line crossings are shown.
☐	☐	☐	At least 10.0 feet of horizontal separation (outside of pipe to outside of pipe) exists between water lines and all sanitary lines and between water lines and all storm lines.
☐	☐	☐	At least 1.5 feet of vertical separation exists between water lines and all sanitary lines and between water lines and all storm lines.
☐	☐	☐	On each sheet, all sanitary lines are labeled and a pipe size is shown on both the plan and the profile.
☐	☐	☐	On each sheet, all storm lines within the vicinity of the roadway have been labeled and a pipe size is shown on both the plan and the profile.
☐	☐	☐	On each sheet, all water lines within the vicinity of the roadway have been labeled and a pipe size is shown on both the plan and the profile.

☐	☐	☐	All sanitary lines, storm lines, and water lines have been labeled consistently on the plan and the profile on each sheet.
☐	☐	☐	Areas of compacted granular backfill have been appropriately illustrated with influence line limits and shading or hatch/symbol.
☐	☐	☐	Sanitary Drawing Sa.S-2 or DCED R-100 has been included, which shows adequate compaction distances being a 1:1 slope within the influence of the right-of-way. Note: If Sanitary Drawing Sa.S-2 is included, a reference to DCED R-100 is not necessary.
☐	☐	☐	All manholes are labeled on both the plan view and the profile.
☐	☐	☐	All sanitary sewer intersections have been notated with an ellipse on the profile.
☐	☐	☐	All downstream sanitary lines are larger in diameter than the upstream sanitary lines.
☐	☐	☐	A sanitary sewer computations sheet has been provided.
☐	☐	☐	All invert elevations for sanitary lines have been labeled.
☐	☐	☐	Each Matchline is correctly labeled.
☐	☐	☐	A sanitary service table has been included for all sanitary lines.
☐	☐	☐	Graphic and written scale on each applicable sheet.
☐	☐	☐	North arrow on each applicable sheet.
☐	☐	☐	Any trenchless inspection manholes have been labeled.
☐	☐	☐	If applicable, a boring method is shown instead of an open cut method. Note: Trenchless construction is required for all public roads.
☐	☐	☐	Existing grade (EX. GRADE)/existing ground (EX. GROUND) and proposed grade (PR. GRADE) have been labeled on each profile.

☐	☐	☐	All manholes are shown to be above the finished grade elevation.
☐	☐	☐	A pipe type is included for each run on the profile.
☐	☐	☐	All lines of influence have been labeled.
☐	☐	☐	Ohio Utilities Protection Service (OUPS) – Ohio 811 stamp.
☐	☐	☐	All road centerlines and edges of pavement have been labeled on the profile.
☐	☐	☐	The plan is shown without text conflicts.
YES	NO	N/A	FOR INTERNAL USE ONLY
☐	☐	☐	County Engineer Plan Markups stamp has been applied.
☐	☐	☐	Notice to Proceed has been completed.