



City of Virginia Beach

Development Services Center

Checklist for **PUMP STATION PLAN PACKAGE** Submittal

Date: _____

Consulting Firm: _____ Email: _____

Contact Person: _____ Phone: _____ Fax: _____

Owner or Developer: _____

Owner/Developer's Address: _____

Site Plan Title: _____

The following items are required in the Pump Station Plan submittal package. Each item must be included or the submitted package will be rejected and returned to the consultant without review or comment.

- Mandatory Pre-Submittal Meeting –Date:** _____
City Staff in Attendance: _____
- Transmittal Letter
- Thirteen (13) copies of the Project Narrative -
The letter must include a summary of the project parameters, variances requested or previously granted, previous City Council or Board action, proffers, prior agreements (written or verbal), and any other items which will help determine the appropriate review action required for the project.
- Eighteen (18) folded copies of the complete Pump Station Plan, which includes the Site Plan
- Review Fee – Check made payable to “Treasurer, City of Virginia Beach”
Check # _____ Amount \$ _____
- Engineer's Cost Estimate
- Service Area Map
- Design Flow (Q) Calculations
- Wet Well Sizing Calculations
- Cycle Time Calculations
- Force Main Sizing Calculations
- System Head Calculations for C=100 and C=120
- Structural Calculations
- Buoyancy Calculations
- Emergency Power Narrative
- Schematic Showing System of Force Mains and Pump Stations from Proposed Pump Station to HRSD Connection
- HRSD Letter indicating Head at Connection Point
- Soil Boring and Geotechnical Report
- Pump Selection Catalog Cut
- Pump Curve with System Curves for C=100 and C=120
- Verification Letter from Dominion Virginia Power for Adequate Electrical Service