

Submittal Requirements for Utility Improvement Projects
Public Works Disability Access Coordinator Section (PW DAC) Review

Rev. 01/30/2023

- A. Submit an **Accessibility Scoping Plan** showing the following information (check boxes below to verify):
- Street Names
 - Property Lines
 - Graphic Scale (1" =20' scale drawing preferred)
 - North Arrow
 - Proposed utility alignment and new utility structures
 - Areas of Excavation including bore pits
 - Areas of resurfacing or reconstruction of crosswalks and sidewalks
 - Method of utility construction labeled on each utility segment (trenching, horizontal boring w/boring pits, pipe bursting w/excavation pits, pipe lining, etc.)
 - Existing sidewalks
 - Existing Crosswalks
 - Existing Curb Ramps to be Evaluated (as part of the project scope)
 - Proposed Curb Ramps to be Constructed (as part of the project scope)
 - Cover Sheet with: Project Name, Utility, Applicant Contact Information, Estimated Construction Start and Completion Dates (11x17-inch sheets preferred)

See detailed instructions below regarding preparation of an Accessibility Scoping Plan.

1) DRAW EXISTING CROSSWALKS

- Using **blue lines**, draw the existing marked and unmarked crosswalks at all intersections and/or mid-block crossings that are within the trenching plans
- Where there are no marked crosswalks, unmarked crosswalks are established by the projection of the property line and face of curb across the street.
- At irregular and/or non-square intersections, draw a tangent line to connect the face of curb on both ends of the crossing and offset that line 15-feet.

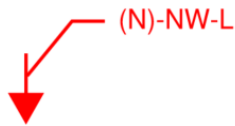
2) DETERMINE ACCESSIBILITY SCOPING

- When the excavation required for a proposed utility alignment or structure is located within an existing crosswalk (marked or unmarked), the improvements constitute an **alteration of the crosswalk**. This triggers an evaluation of the existing curb returns on both ends of the altered crosswalk.
- When the proposed utility alignment and/or structure requires excavation in an existing curb return, the improvements constitute an **alteration of the curb return**. This triggers an evaluation of the existing curb return and the receiving returns across the street.
- If there are existing curb ramps that appear to be compliant on either end of the altered crosswalk and/or in the altered curb return or receiving returns, an **Existing Curb Ramp Slope Inspection** and current photographs are required.
- If there are no curb ramps on either end of the **altered crosswalk**, in the **altered curb return** and/or in the **receiving returns** across the street, construction of **New Curb Ramps** on both ends

of the crosswalk are required. *Please note, the project sponsor shall submit designs for two directional curb ramps at each return unless a documented exception is approved by PW DAC.*

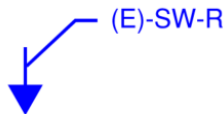
3) SHOW NEW CURB RAMPS TO BE CONSTRUCTED

- Use a RED “arrow symbol and (N)” to indicate New Curb Ramps that will be constructed as part of the project scope. The arrow should point from the property line to the street in the orientation of the curb ramp.
- Next to the (N), label New Curb Ramps to be Constructed with their Curb Ramp Name (*See Attachment 2 – Curb Ramp Naming Convention*)
- See below for a Sample Label:



4) SHOW EXISTING CURB RAMPS TO BE INSPECTED

- Use a BLUE “arrow symbol and (E)” to indicate where existing curb ramps will be inspected as part of the project scope. The arrow should point from the property line to the street in the orientation of the curb ramp.
- Next to the (E), label Existing Curb Ramps to be Inspected with their Curb Ramp Name (*See Attachment 2 – Curb Ramp Naming Convention*)
- See below for a Sample Label:



(See Attachment 1 for a Sample Accessibility Scoping Plan)

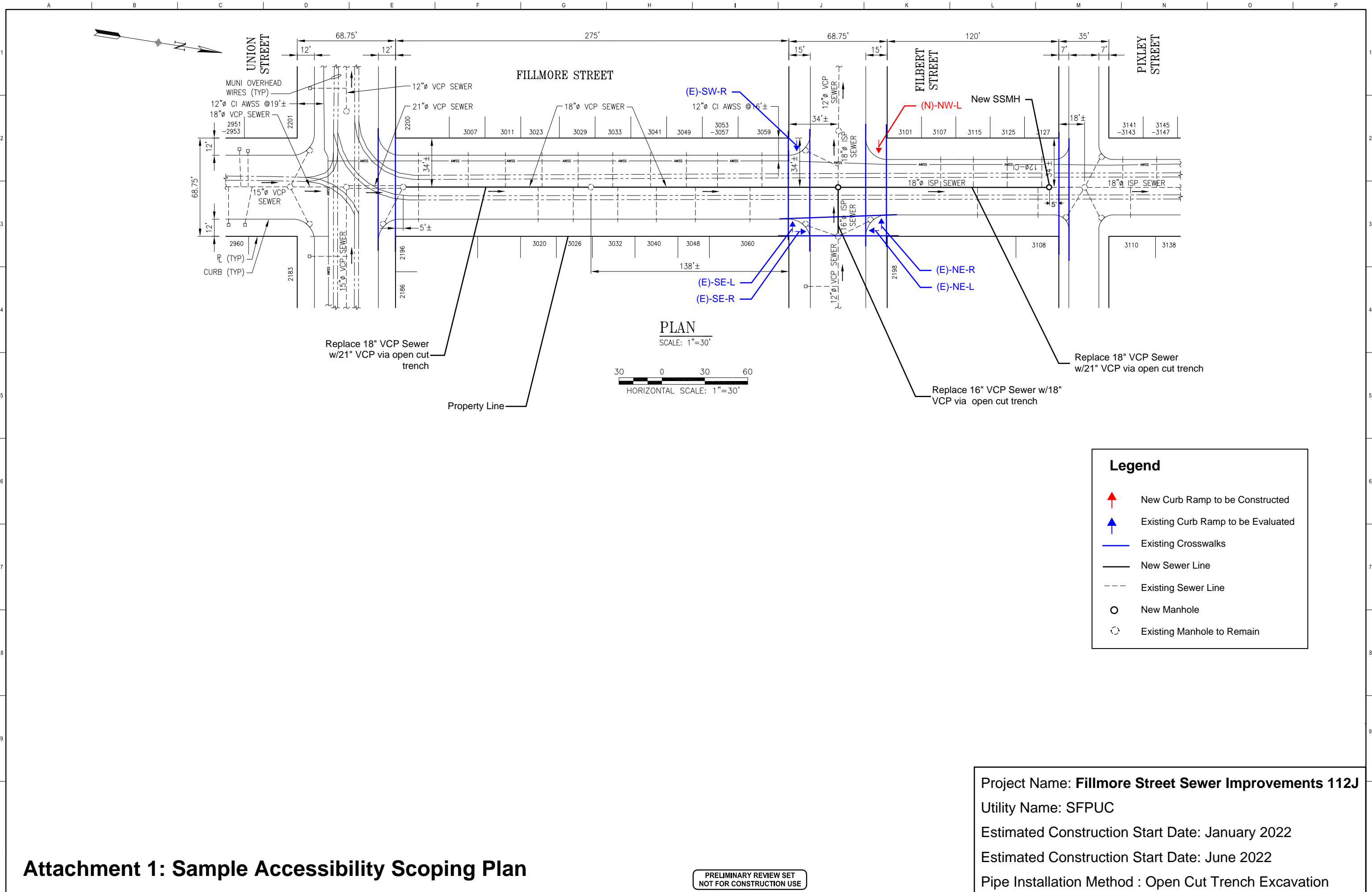
B. SUBMIT EVALUATIONS OF EXISTING CURB RAMPS

- For all Existing Curb Ramps to be Evaluated, submit an Existing Curb Ramp Slope Inspection Form (**Attachment 3**) along with the two required photographs (*See Attachment 4 - Curb Ramp Photo Guidelines*). For existing ramps that are not [Standard RX-3](#) directional curb ramps, the applicant may submit a photograph and/or drawing Showing Existing Slopes and Information with the same level of detail as the Existing Curb Ramp Slope Inspection Form.

C. SUBMIT PROPOSED CURB RAMP DESIGNS

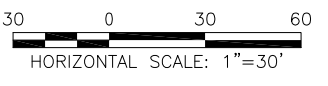
- For all New Curb Ramps to constructed, submit proposed Curb Ramp Slope Exhibits showing proposed slopes, elevations, and dimensions in alignment with PW DAC Curb Ramp Submittal Requirements.

Note that if the project scope of work or anticipated method of construction changes, the project sponsor shall submit an updated Application with the changes clouded to the reviewing agency.



PLAN

SCALE: 1"=30'



Legend

- ▲ New Curb Ramp to be Constructed
- ▲ Existing Curb Ramp to be Evaluated
- Existing Crosswalks
- New Sewer Line
- - - Existing Sewer Line
- New Manhole
- Existing Manhole to Remain

Project Name: **Fillmore Street Sewer Improvements 112J**
 Utility Name: SFPUC
 Estimated Construction Start Date: January 2022
 Estimated Construction Start Date: June 2022
 Pipe Installation Method : Open Cut Trench Excavation

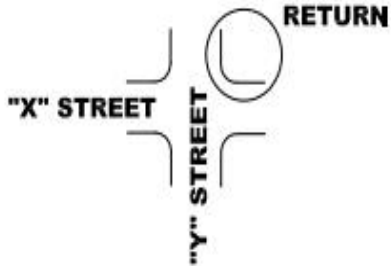
Attachment 1: Sample Accessibility Scoping Plan

PRELIMINARY REVIEW SET
 NOT FOR CONSTRUCTION USE

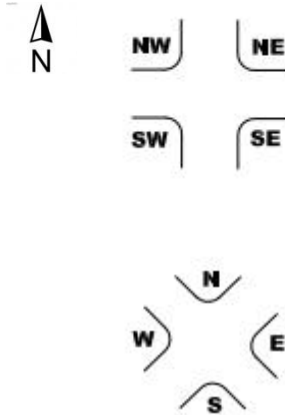
Attachment 2: Curb Ramp Naming Convention

1. WHAT IS A RETURN?

INTERSECTION "X" STREET & "Y" STREET

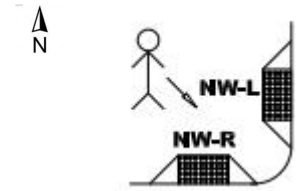


2. HOW TO NAME A RETURN?



3. HOW TO NAME RAMPS IN A RETURN?

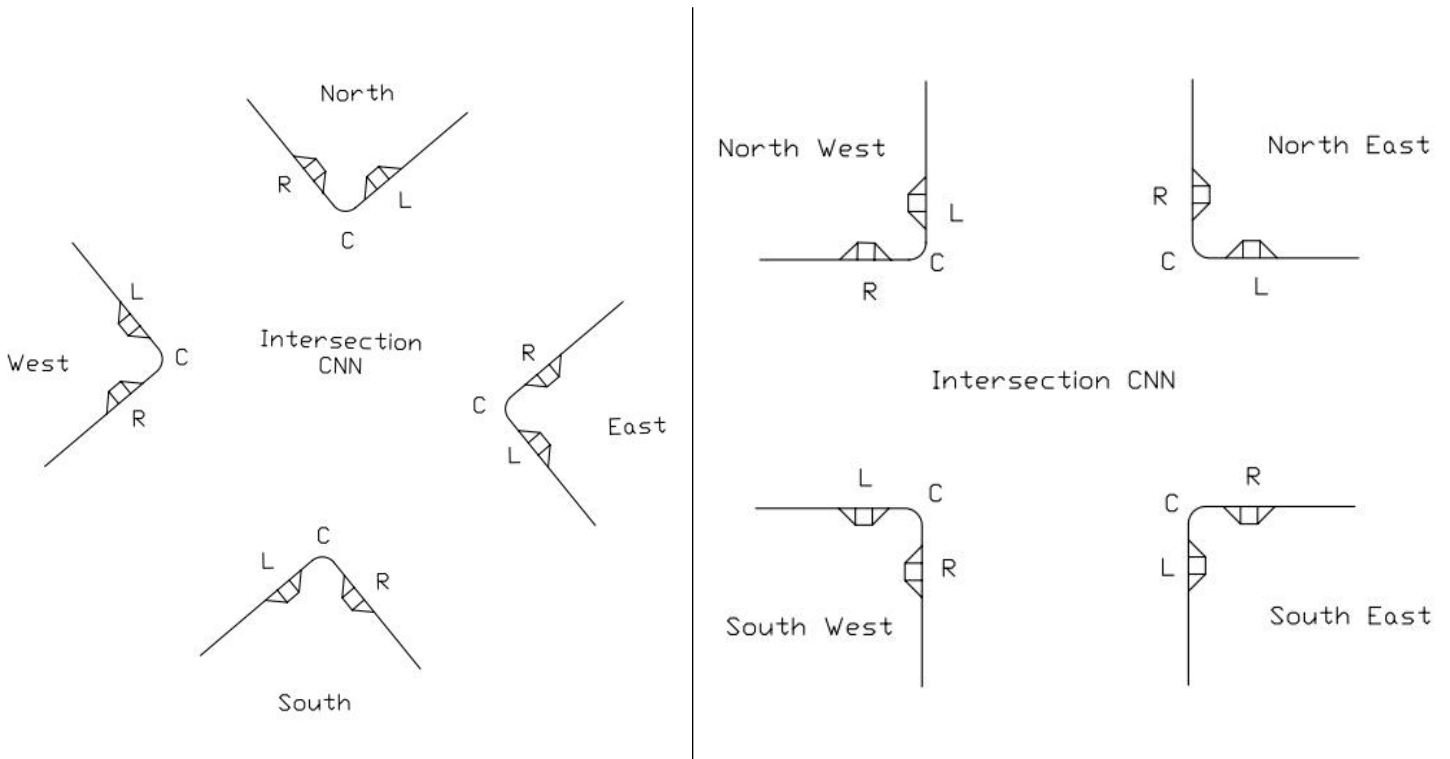
IN A RETURN?



1. Stand on the return with your back to the buildings looking towards the center of the intersection
2. Identify the direction of the return (N, S, E, NW, SE etc.)
3. Assign the ramps either left, right, or center, based on which direction they feed into the intersection. The ramp to your left is the left ramp, the ramp to your right is the right ramp.

Standard Intersection Naming and Orientation

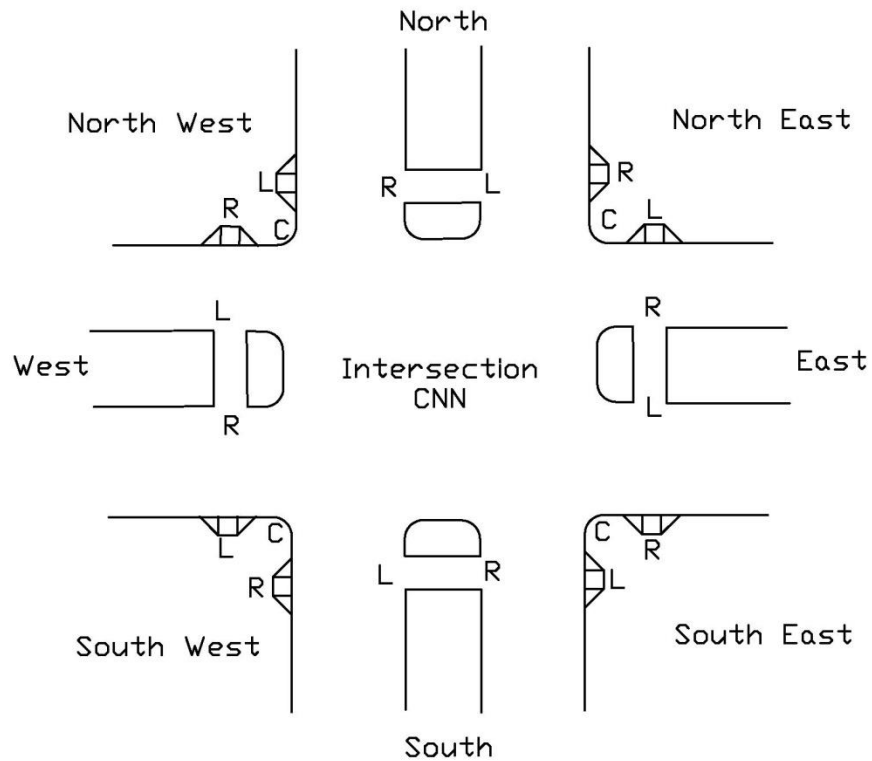
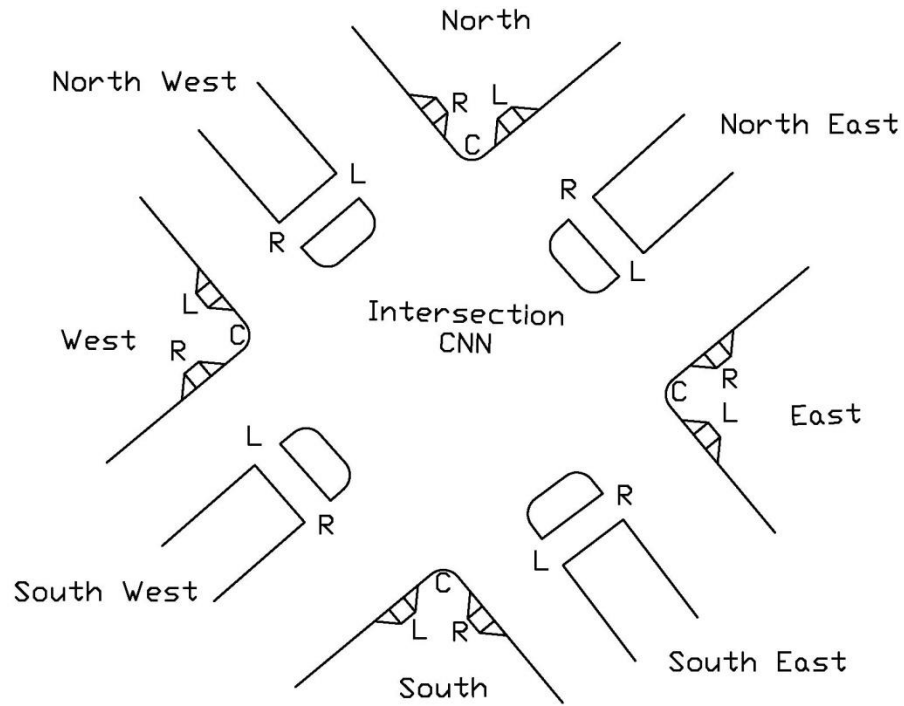
"Intersection CNN-Direction-Position"



Intersection with Medians Naming and Orientation

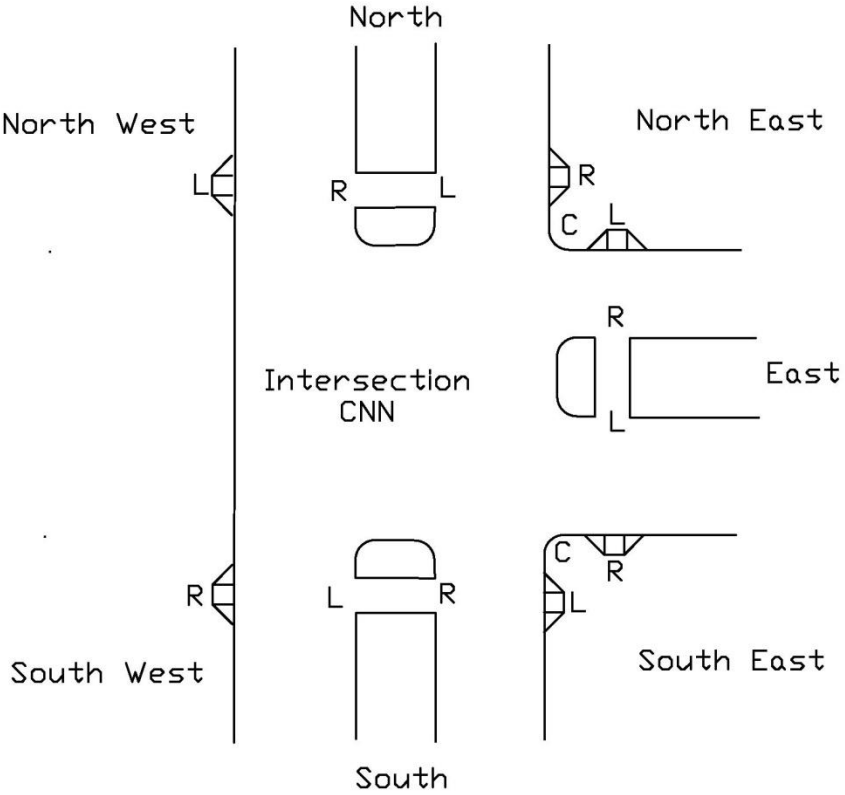
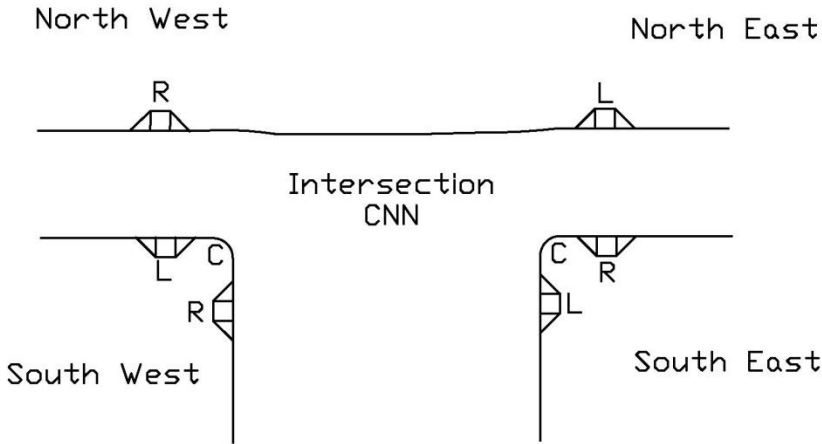
"Intersection CNN-Direction-Position"

* Note, format same as standard curb ramp.

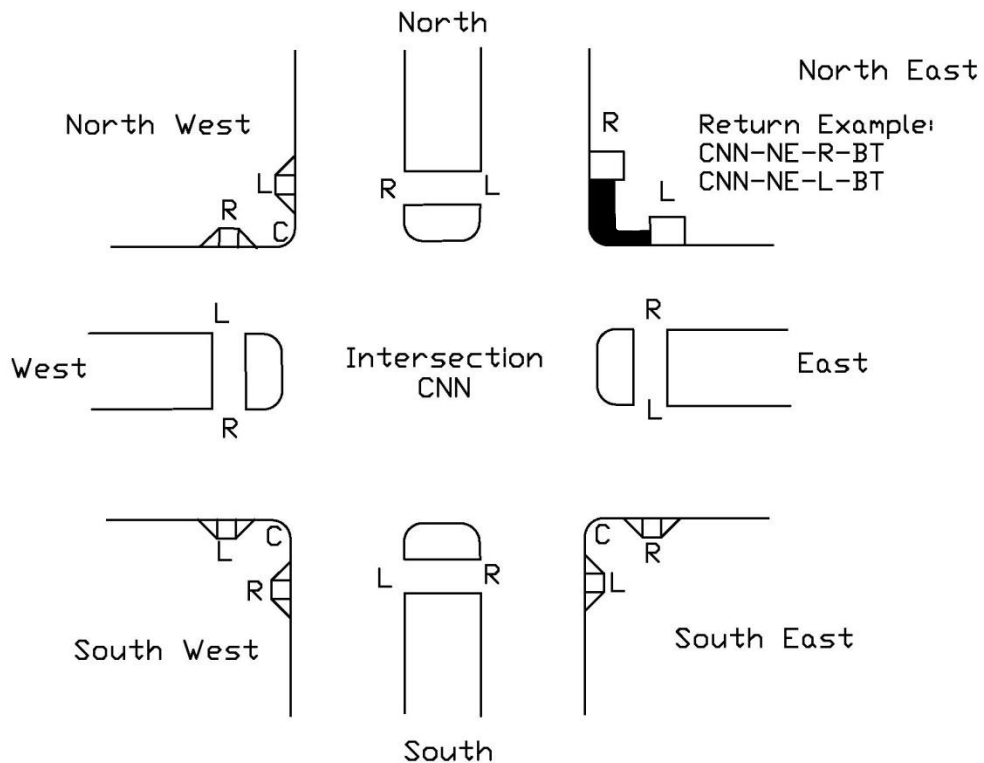
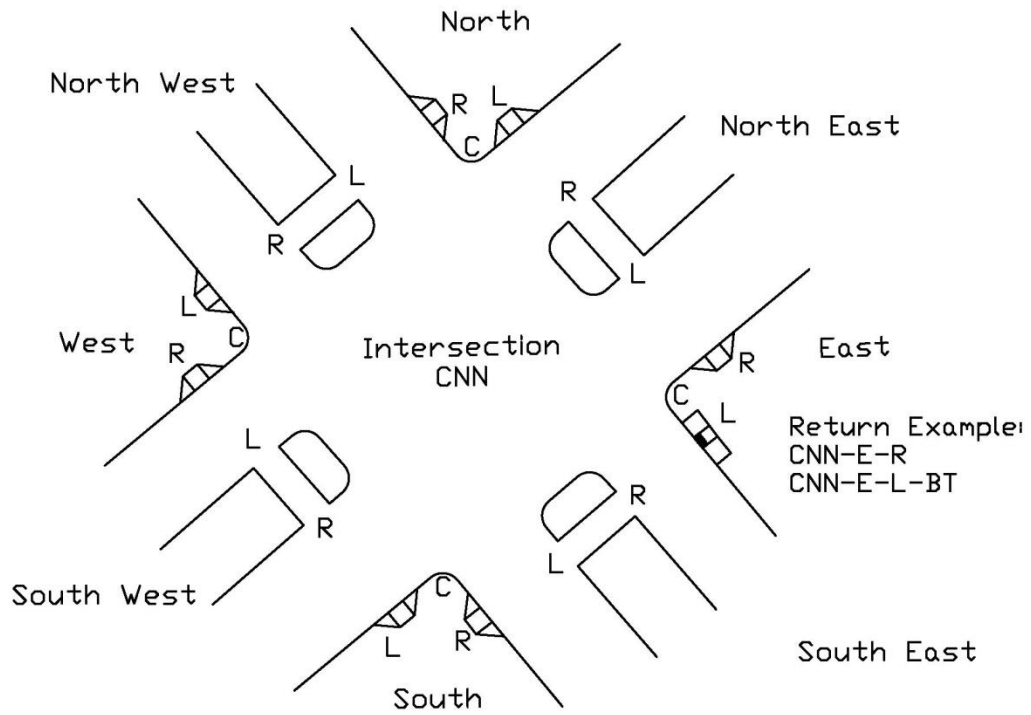


T Intersections. Naming and Orientation

"Intersection CNN-Direction-Position"



Intersections with Blended Transition (BT) Naming and Orientation "Intersection CNN-Direction-Position-BT"



Attachment 3: Existing Curb Ramp Slope Inspection Form

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(see next page)

EXISTING CURB RAMP SLOPE INSPECTION (RX-3)¹

VERSION 1.6 - 06/05/2020

THE INSPECTOR SHOULD TAKE THE FOLLOWING TOOLS FOR INSPECTIONS: 16 FEET MIN. TAPE MEASURE, 2-FOOT SMART LEVEL, 4-FOOT DIGITAL LEVEL, AT LEAST 2 WOOD BLOCKS OF EQUAL SIZE THAT ARE NOMINALLY 2"x4"x4" (LAY DIGITAL LEVEL ON WOOD BLOCK TO MEASURE SLOPES OF SMALLER AREAS), 6-FOOT LONG STRAIGHT EDGE, WHISK BROOM TO CLEAR DEBRIS FOR ACCURATE MEASUREMENT, CLIPBOARD, CAMERA.

INSTRUCTIONS

1. FILL OUT ALL INFORMATION IN THE TOP RIGHT HAND CORNER OF THIS SHEET.
2. DRAW NORTH ARROW IN LABELED BOX BELOW AND LABEL STREET NAMES.
3. CHECK LEVEL SETTING IS FOR % NOT OTHER UNITS. PROVIDE SLOPE VALUES FOR ALL RED LINES AND BLANKS.
4. SHOW FLOW DIRECTION BY DRAWING ARROWHEAD POINTING IN THE DOWNHILL DIRECTION ON ALL RED LINES.
5. FILL OUT ALL INFORMATION WITH A "?" AND/OR "_____" NEXT TO THE LABEL.
6. DRAW ANY ADDITIONAL GRADE BREAKS AND PROVIDE SLOPES ON BOTH SIDES OF THE GRADE BREAK.
7. DRAW EXISTING CROSSWALK EXTENTS IF CROSSWALK IS MARKED.
8. DRAW EXISTING UTILITIES AND SITE FEATURES USING PUBLIC WORKS SYMBOLS (SEE LEGEND TO THE RIGHT). LABEL DISTANCE FROM UTILITY/FEATURE TO RAMP IF WITHIN 6 INCHES OF RAMP.
9. DRAW & LABEL EXISTING SITE CONSTRAINTS INCLUDING EXISTING ENTRANCES, DRIVEWAYS, WALKWAYS, ETC.
10. NOTE PRESENCE OF A BULB-OUT AND/OR RAISED CROSSWALK IN INSPECTOR NOTES.
11. DOCUMENT SIDEWALK/CROSSWALK DEFECTS, INCLUDING VERTICAL DISPLACEMENTS EXCEEDING 1/4-IN, VOIDS, CRACKS, CHIPS, HOLES, AND GAPS EXCEEDING 1/2-IN AND/OR ANY EVIDENCE OF PONDING.
12. CHECK FOR VOIDS IN DETECTABLE WARNINGS USING A BOLT OR OTHER SOLID OBJECT. SHOW ON GRAPHIC.
13. NOTE EVIDENCE OF SUB-SIDEWALK BASEMENTS INCLUDING ACCESS DOORS, GLASS OR WATERPROOFING.
14. TAKE PHOTOGRAPH OF ENTIRE CURB RAMP, FROM THE STREET, AND A CLOSE UP PHOTOGRAPH OF DETECTABLE WARNINGS TO BE SUBMITTED WITH COMPLETED FORM (SEE CURB RAMP PHOTO GUIDELINES).

INFORMATION FOR INSPECTOR TO FILL OUT:

INSPECTOR NAME: _____
 INSPECTION DATE: _____
 CONSULTANT/AGENCY: _____
 PROJECT: _____
 CRIS CNN: _____

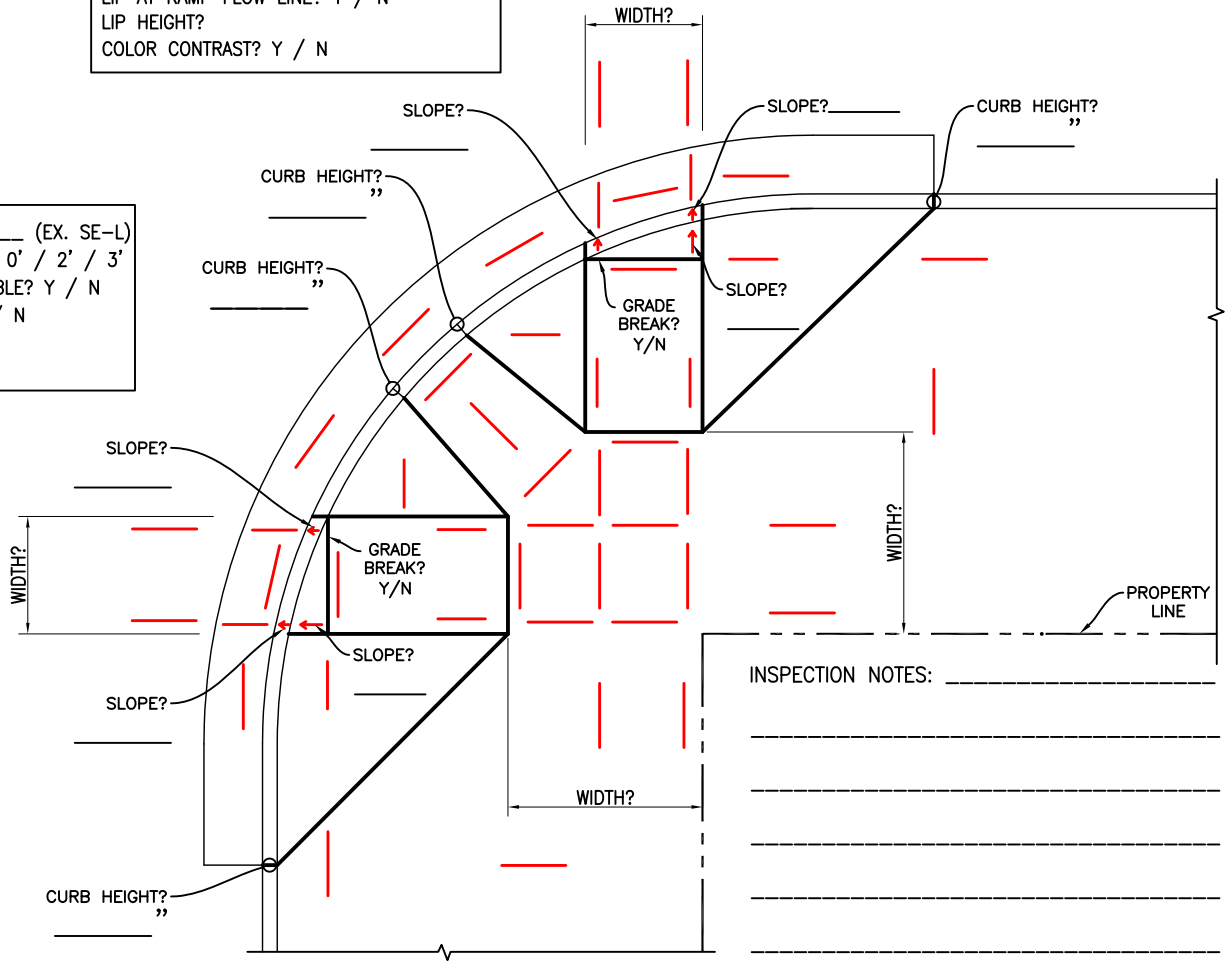
	CATCH BASIN		MANHOLE
	ELECTROLIER		SEWER CLEANOUT
	FIRE HYDRANT		SIGN POLE
	FIRE HYDRANT VALVE		TRAFFIC SIGNAL
	GAS VALVE		UTILITY PULL BOX
	HPFS HYDRANT		UTILITY VAULT
	HPFS VALVE		WATER VALVE
	LIGHT POLE		TREE

DRAW NORTH ARROW

CRIS RAMP NAME? _____ (EX. SE-R)
 DETECTABLE WARNING DEPTH? 0' / 2' / 3'
 SURFACE CONDITION ACCEPTABLE? Y / N
 LIP AT RAMP FLOW LINE? Y / N
 LIP HEIGHT?
 COLOR CONTRAST? Y / N

STREET NAME ? _____
 GRADE MAP INFORMATION: (MAP# _____)
 STREET SLOPE? _____ DIRECTION ARROW? _____

CRIS RAMP NAME? _____ (EX. SE-L)
 DETECTABLE WARNING DEPTH? 0' / 2' / 3'
 SURFACE CONDITION ACCEPTABLE? Y / N
 LIP AT RAMP FLOW LINE? Y / N
 LIP HEIGHT?
 COLOR CONTRAST? Y / N



STREET NAME ? _____
 GRADE MAP INFORMATION: (MAP# _____)
 STREET SLOPE? _____ DIRECTION ARROW? _____

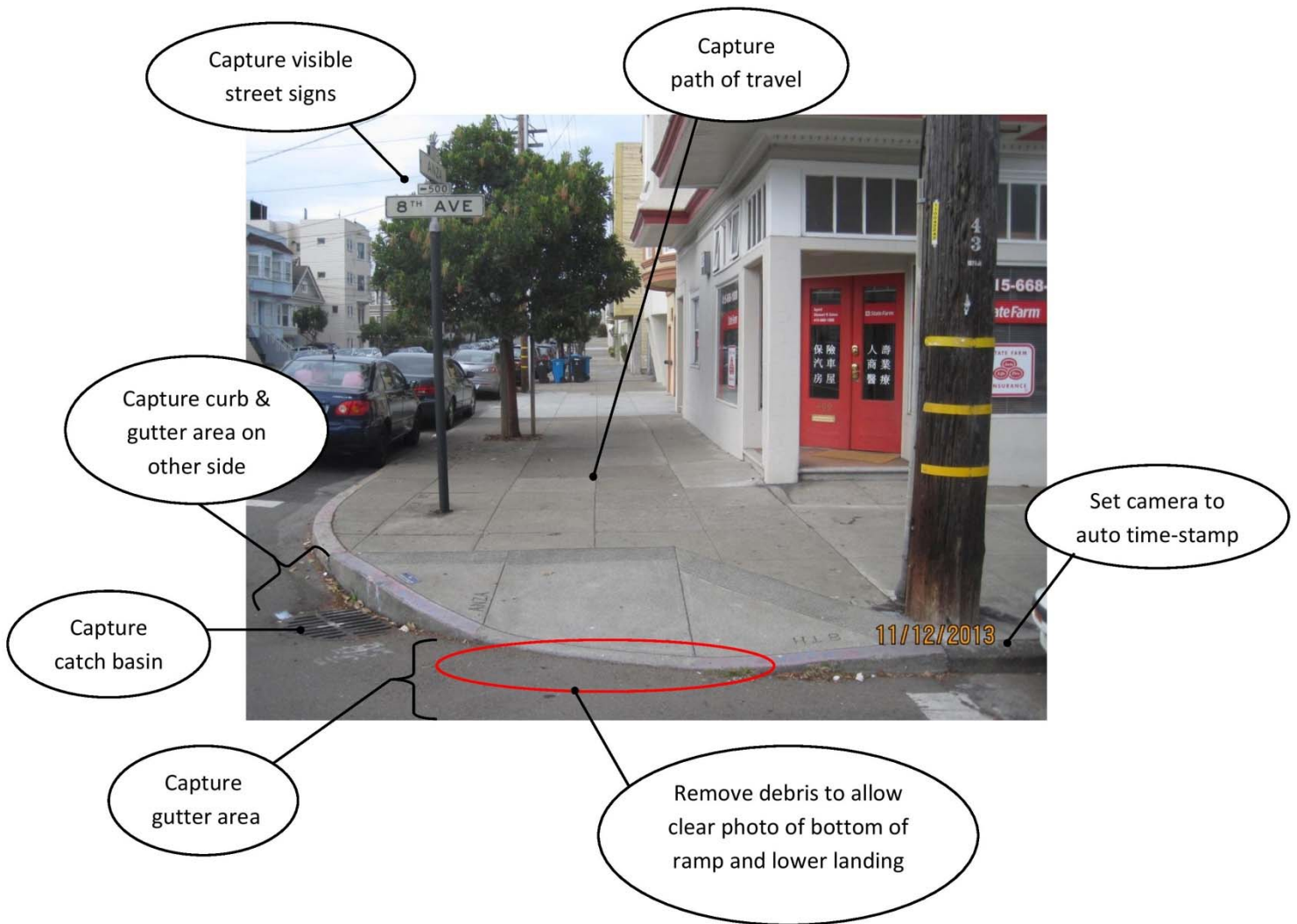
INSPECTION NOTES: _____

¹ REFER TO [HTTPS://SFPUBLICWORKS.ORG/SERVICES/STANDARDS-SPECIFICATIONS-AND-PLANS](https://sfpublicworks.org/services/standards-specifications-and-plans) FOR CURB RAMP STANDARD PLANS.

Attachment 4: Curb Ramp Photo Guidelines

Standard Ramp

06/05/2020



Required photographs shall be submitted in JPEG format and the file name shall comply with the following naming convention:

CNN-StreetName-StreetName-Direction-Position

Example:

27282000-8thAvenue-AnzaSt-NW-L

Curb Ramp Photo Guidelines

Sequence of photos for documenting tile damage

1. Standard photo



2. Close-up of entire tile



3. Close-up of damage



Sometimes it is helpful to start this sequence with a long shot of the ramp so that the photos can be more easily matched to the directions