



PLAN SHEET FORMAT REQUIREMENTS

RECORD DRAWINGS: Record drawings must be completed and submitted to the City Engineer to assist the City in the review, verification and acceptance of the work completed. The submittal information outlined below is considered the minimum documentation requirements. The City Engineer may request additional information specific to the improvements as deemed reasonably necessary to verify the work conforms to the approved grading and construction plans.

I. Submittal Requirements:

- A. As-built Construction Plans shall be certified by the engineer and prepared in accordance with the Plan Sheet Format Requirements.
- B. All changes from the final construction plans should be indicated on the as-built Construction Record Drawings. All changes shall be lined out and corrections shall be shown in ***bold italics***.
- C. Each Record Drawing shall list Contractor's name, Developer Engineer's name, City Project Number, and Construction Completion Date.
- D. Final record drawings shall be submitted as in electronic form (on DISC) with DWG files and PDF files that are printable to scale on 11"x17".
- E. As-built surveyed information shall tie out to benchmarks as indicated on the plans.

II. Certified Record "As-built" Grading Plan shall include:

- A. Location and as-built elevations at all lot corners.
- B. Location and as-built elevations along all swales, berms, slopes and ditches.
- C. Location and as-built elevations at all emergency overflow (EOF) points.
- D. All finished grades for pond cross sections.
- E. Location and as-built elevations at high water levels (HWL) for ponds and low points.
- F. Location and as-built for all storm sewer structures including inverts and overflows.
- G. Location and as-built elevations at all retaining walls, including top and bottom of wall at maximum wall height locations.
- H. Location and as-built elevations for any private wells or wastewater systems.
- I. Location and as-built elevations for other features critical to drainage performance.
- J. Contours for all HWL, wetland, and other water bodies, buffers and setbacks.
- K. Property lines and easements.
- L. Location of all existing utilities.
- M. As-built grading plan must conform to the approved final grading plan. As-built elevation shots not within +/- 0.2 feet of proposed elevations are subject to rejection and re-work at the discretion of the City Engineer.

- III. Certified Record "As-built" Construction Plans shall include:
- A. As-built surveyed elevations for sanitary and storm sewer manhole and catch basin casting/inlet tops and inverts, flared end section inverts, and any other structure elevations shown on the as-bid drawings. Actual elevations must be recorded to the nearest 0.01 foot, and the actual pipe grades recorded to the nearest .01%.
 - B. Sanitary and storm sewer lines field measured from center of casting to center of casting or from center of casting to end of flared end. Record lengths to nearest 0.5 foot.
 - C. All changes from planned pipe, structure, or hydrant locations.
 - D. Measured distances from center of casting to end of stubs for sanitary and storm sewer.
 - E. Ties from ends of watermain stubs to permanent structures.
 - F. Ties for drantile cleanouts to permanent structures.
 - G. Service ties for the curb box for each lot. Including pipe quantity, size and type on plans.
 - H. All sewer services with stationing from downstream manhole to wye location. Pipe quantity, type and invert elevation at utility easement line shall be shown.
 - I. Location of watermain fittings (i.e. bends, tees, etc.).
 - J. Top nut of hydrant elevations.
 - K. All pipe insulation.
 - L. As-built surveyed elevations for top of curb in sufficient quantity to verify street grades.
 - M. All lot address numbers shown on both utility and street record plans.