



## AS-BUILT DOCUMENT REQUIREMENTS

The items described below detail the information to be incorporated for As-Built drawings for project close out. The As-built is required to ensure that the completed site grading and drainage will function as designed; confirming the horizontal and vertical elevations of all new infrastructure and grading built relative to original controls referenced on the approved construction drawings.

The As-Built drawings shall be prepared by a professional surveyor or engineer licensed in the State of Ohio. The surveyor/engineer shall, in conjunction with the formal request for project compliance, submit a letter to the City Engineer indicating plan information has been specifically confirmed, or changed, reflecting As-Built data obtained in the field. The letter shall be accompanied by the record plans in electronic in AutoCAD format, and in .PDF format on a CD.

The record project files shall specifically note (with a check mark) that the engineering plan items listed below are within acceptable construction tolerances for field practice in civil engineering, or are revised per the As-Built field data obtained. Plan changes approved by the City Engineer during the construction are to be incorporated into the record plans at this time. Any variation from field conditions to the proposed plan shall be shown by:

- Line through plan data (do not delete original proposed plan data)
- Show field change next to lined out information

Engineering plan items to confirm or note revised as constructed (as applicable):

### Sanitary Sewer System:

- Structure locations
- Invert elevations
- Top of casting elevations
- Pipe grades
- Pipe material
- Wye locations

### Storm Water Management System:

- Structure locations
- Invert elevations
- Top of casting elevations

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- Pipe grades
- Pipe material
- Orifice plates (location and size of opening)
- Proof surveys verifying detention/retention facilities location and capacity
- Channel modifications or improvements

#### Water Distribution System:

- Main line valve locations
- Hydrant and watch valve locations
- Hydrant manufacturer
- Pipe size and class
- Size of service taps and location of water service boxes

#### Grading:

The act of submission of the record plans by the design engineer as part of the formal request for project compliance serves as verification that non-roadway storm sewer casting elevations are within 0.1 foot of approved plan data and all grades are within 0.1 foot of the approved grade elevations.

#### Grading features necessary for project compliance:

- All rear yard swales (as applicable)
- Major flood routing path
- As built site drainage
- Constructed elevation of the first floor and the garage
- Ground and driveway elevations of the site after the final grading measured at intervals necessary to accurately determine the final contours and site drainage
- Retaining walls
- Out buildings
- Other major grading elements significant to the project

Projects whose site grading will be effected by ongoing building construction, which will generate additional fill, will have to dispose of this excess fill offsite unless prior approval is received by the City.

The surveyor or engineer shall certify on the As-Built drawing that the constructed site drainage, site grades and floor elevation comply with the approved site plan. The as-built plan shall include the following statement: "I certify that the constructed site drainage, ground elevations, and floor elevations have been substantially completed per plan." If the constructed site drainage, site grades and floor elevation do not comply with the approved site plan, the surveyor shall submit the as-built drawing with a letter describing what elements of the constructed improvements do not comply with the approved plan. The letter must also state any adverse affects the constructed improvements may have on the subject site or adjacent properties.