
Plans of Record

A. General

As-built plans are required for public improvements that are to be maintained by the jurisdiction, in addition to sidewalk ramps within the public right-of-way and stormwater management facilities.

If the plans of record are not completed by the jurisdiction or the jurisdiction's consultant, specific instructions for completion of the plans of record must be included in the construction contract documents. For non-jurisdictional led projects, such as site developments or subdivisions, the developer must arrange for completion of the plans of record and they must be submitted prior to the work being accepted by the jurisdiction.

Contact the jurisdictional engineer to verify any special requirements beyond this list. Horizontal variations greater than 1 foot must be shown dimensionally or by modified stationing; horizontal variations of 10 feet or greater must be shown graphically.

Submit the as-built plans in the same PDF format as the original plans and use the same legend. Show the date(s) of the as-built survey. Show as-built elevations adjacent to the design elevation, if different.

B. Information to be Shown on Plans of Record

1. General:

- a. Final quantities.
- b. Plans of record certification or label.
- c. Any other information deemed necessary by the jurisdictional engineer.
- d. Location and elevation of any drainage tiles or other utilities encountered.
- e. Scanned copies of approved material lists and shop drawings.
- f. GPS coordinates for all structures, valves, hydrants, fixtures, and any other element identified by the jurisdictional engineer.

2. Paving Plans:

- a. Pavement width and all radii at returns, if different from the design.
- b. Stationing from the beginning to the end of the construction. Stationing of intakes, manholes, centerline of intersecting streets, and driveways.
- c. Cross-sections will generally not be required. However, if the jurisdiction has reason to believe that the plans do not accurately reflect the field conditions, the jurisdiction may require as-built cross-sections.

- d. Show any changes in pavement grade or horizontal and vertical curves.
- e. Centerline stationing and offset for any lane drops or additions.

3. Sewer Plans:

- a. Invert elevations of all pipes at manholes, structures, inlets, outlets, and rim elevations.
- b. Lengths, type, and sizes of all pipes.
- c. Stationing, location, and type of all structures and begin and end construction.
- d. Location of all wyes, tees, or stubs and riser lengths.
- e. Structure number system to be labeled for each structure with stationing, location, and type for all structures, cleanouts, and plugs.

4. Drainage Open Channel Plans:

- a. Finished grade or flow line profile of open channel and, if required, cross-sections.
- b. Invert elevations or flow lines of culverts, drop structure inlets, and outlets.
- c. Stationing, location and type of inlets, outlets, structures, and begin and end construction.

5. Water Main Plans:

- a. Locations and depths of all pipes, fittings, valves, and fire hydrants.
- b. Lengths, type, and sizes of all pipes.
- c. Stationing and location and type of all water service stubs. Stub locations should be referenced to lot corners.
- d. Fire hydrant number system to be labeled for each hydrant.
- e. Length of pipe stubbed out from valves.
- f. Existing utilities or other underground features that could reasonably impact the maintenance of the water main.

6. Stormwater Management Facilities:

- a. Outlet configuration including location and elevation.
- b. Cross-sections and volume of all detention or retention basins.
- c. As-built volume vs. design volume of all basins.
- d. Elevation of all overflow locations or devices.

7. Sidewalks and Curb Ramps:

- a. Elevations at the top and bottom of curb ramps, turning spaces, transition areas, and grade breaks. Smart levels may be used to show finished slopes if approved by the jurisdictional engineer.
- b. Table showing as-built slope and distance between all critical points.
- c. Table showing cross slope of sidewalk on 25 feet intervals.
- d. Location of detectable warning panel with respect to the back of curb or shoulder.
- e. Detectable warning width with respect to the width of the pedestrian way.
- f. Method or equipment used to determine as-constructed elevations and slopes.

8. Traffic Signals:

- a. Location of all underground conduit.
- b. Location of all poles and handholes.
- c. Mounting heights of mast arms, traffic signal heads, luminaires, if applicable, and pedestrian heads.
- d. Location of pavement detector loop type, size, and location, if applicable.
- e. All shop drawings, products, and material documentation.

9. Utilities: The project engineer is not required to locate utilities that are not part of or affected by the construction project or private utility lines that were installed by the utility company