

APPENDIX A

**Record Drawing Preparation and
Submittal Requirements**

RECORD DRAWING PREPARATION

The Applicant/Developer shall utilize the originally approved construction drawings to record "as-built" conditions with revisions/additions marked in red and deletions marked in green. The Applicant/Developer shall develop Record Drawings from the redlined construction drawings using AutoCAD Release 2000, at minimum. More recent AutoCAD versions are acceptable as approved by the City Engineer or designee. Record Drawings shall be based on the originally approved construction plans and shall be developed using horizontal datum NAD 83-91 and vertical datum NGVD-29.

Record Drawings shall be completed by a Professional Engineer (P.E.) and a Professional Land Surveyor (P.L.S.) licensed to practice in the state of Washington working in concert.

Record Drawings shall accurately depict utility and public improvements as constructed, including field revisions during installation.

Record Drawing sheets shall be stamped "Record Drawings."

Each Record Drawing sheet shall include the statement "These drawings are as-constructed, and the information shown accurately reflects actual field conditions as of this date: _____," accompanied by both the P.E. and P.L.S. signature and stamp.

All pertinent information shall be verified with a check, or the corrected information written in after striking through the design information.

The following minimum information shall be provided on the Record Drawings:

PUBLIC/PRIVATE STREETS

- Centerline elevations at 50-foot intervals.
- Centerline slopes and vertical curve data.
- Gutter line elevations at 50-foot intervals (if not standard crown).
- Gutter line slopes and curve data (if not standard crown).
- Gutter line elevations at intersections and as applicable.
- Driveways: Locations, lengths, and types.
- Channelization: Locations and types.
- Signing: Locations and types.
- Illumination: Locations, types, heights, and wattages.
- Service Cabinets: Locations and types.

- Junction Boxes: Locations and types.
- Conduits/Wire: Locations, types, sizes, and depths.
- Controller Cabinet: Locations and types.
- Signalization: Locations, types, heights, and foundation depths and sizes.
- Right-of-Way: Locations and widths.
- Easements: Locations and widths.
- Location, types, and sizes of gas, power, phone, and cable TV lines.
- Centerline monument locations (property monuments if a plat).
- Sidewalks/Planter Strip: Locations and width.

STORM DRAINAGE

- Manholes/Catch Basins: Locations, types, rim/invert elevations.
- Storm Lines: Locations, lengths, slopes, and sizes.
- Public Utility Easements: Locations, width, and record number.
- Private Utility Easements: Locations, width, and record number.
- Retention/Detention Systems:
 - Volume of storage provided.
 - Storage elevation.
 - Storage/ponding limits.
 - Overflow elevation and location.
 - Discharge control orifice size.
 - Roof drain connections.
 - Bypass area.
 - Stabilization/erosion control.

WATER

- Water Lines: Materials, lengths, sizes, and locations.
- Water Valves: Locations and types.
- Fire Hydrants: Locations and types.
- Blow-offs: Locations and sizes.
- Air and Vacuum Relief Valves: Locations.
- Pressure-Reducing Valves: Locations.
- Water Main Blocking: Locations.
- Water Meters: Sizes and locations.
- Backflow Assemblies: Sizes and locations.
- Water Services: Sizes, locations, and materials.
- Public Utility Easements: Locations and widths.
- Detailed Connections (as applicable):
 - Location of line.
 - Size of line.
 - Location of detector vault.
 - Location of service valve.
 - Location of fire department connection.
 - Location of post-indicator valve, if required.

SANITARY SEWER

- Manholes: Locations, types, and rim/invert elevations.
- Sewer Line: Materials, locations, lengths, slopes, and sizes.
- Side Sewers: Materials, locations relative to property lines and sewer manholes in the street, lengths, slopes, sizes, depth below finish grade at property line, and inverts.
- Public Utility Easements: Locations and widths.
- TV Report: Compare TV reports to side sewer locations.

RECORD DRAWING SUBMITTAL

- The Applicant/Developer shall submit:
 1. One electronic copy of the approved plan sheets depicting the "as-built" improvements with revisions marked in red and deletions marked in green in .pdf format. The plans will be labeled with a certification/stamp by the engineer or surveyor to indicate that the drawings are "as-built" drawings.
 2. One electronic copy of the Record Drawings showing only the "as-built" improvements. The electronic copy shall be produced in AutoCAD Release 2000 or compatible software and shall have horizontal control based on NAD83-91 and vertical shall be based on NAVD-88.