

SECTION 10000 RECORD DRAWING CHECKLIST

All entities who construct public infrastructure, private streets, private storm drain collection systems, and/or travel lanes shall submit to Cary a record drawing set. **The record drawing submittal set must be approved prior to acceptance of the improvements and/or issuance of a certificate of occupancy.** In general, the submittal set shall consist of the following items:

- **Record Drawing Checklist** – A completed copy of this checklist in (.PDF) format.
- **Record Drawings** - A certified set of record drawings, signed and sealed by a North Carolina PE or RLA, in (.PDF) format.
- **As-Built Survey Submittals**
 - **As-Built Survey** – A certified post-construction as-built survey, signed and sealed by an NCPLS, in (.PDF) format.
 - **Survey Point File** – A comma-delimited point file of the NCPLS certified post-construction as-built survey in (.TXT) format.
 - **ACAD Survey File** - An electronic CADD drawing file of the NCPLS certified post-construction as-built survey in (.DWG) format.
- **Easement/Encroachment Submittals**
 - **Recorded Plat** – A recorded plat indicating all easements (including sight distance, greenway easements, and off-site utility extensions) and right-of-way in (.PDF) format.
 - **Off-site Easement Plat (If Applicable)** - A separate, recorded easement dedication plat for off-site utility extensions outside of the right-of-way in (.PDF) format.
 - **NCDOT Encroachment Agreements (If Applicable)** – All NCDOT encroachment agreements for the project, executed by all parties, in (.PDF) format.
- **PE Certification of Utilities (If Applicable)** - Separate 8.5"x11" sheets with certification by NCPE of construction in accordance with the water, sewer, forcemain and/or reclaimed extension permits in (.PDF) format.
- **Stormwater Control Measure Submittals (If Applicable)**
 - **Stormwater Control Measure Record Drawing** – A certified record drawing of all permanent stormwater control measures, signed and sealed by a North Carolina PE, RLA, or PLS in (.PDF) format.
 - **Certification of Engineered Stormwater Control Measures** - A separate 8.5"x11" sheet with North Carolina PE, RLA, or PLS certification of any engineered stormwater control measure(s).

The following checklist provides additional detail regarding the precise requirements for each component of the record drawing submittal set. Each blank must be initialed by the applicant as being included with the record drawing submittal set or marked N/A if not applicable to the project. All applicable information listed below must be included with the record drawing submittal set.

10010 PROJECT INFORMATION

Please fill out the following project information for this record drawing checklist:

Project Name: _____
Project Phase: _____
Project #: _____
Submitted by: _____
Sealing NCPE/RLA: _____
NCPE/RLA License #: _____
Phone #: _____
Date: _____

10020 RECORD DRAWING COVERSHEET

The Record Drawing Plan Set shall have a coversheet including, at a minimum, the following information:

10021 GENERAL INFORMATION

_____ Project Name
_____ Project Phase(s)
_____ Project #
_____ Firm Name, Address, and Contact Info
_____ Developer/Owner Name
_____ Vicinity Map – 500 scale with all project phases identified as well as the phase(s) applicable for the Record Drawing Plan Set.
_____ Sheet Index
_____ PE Utility Certification(s) – Certification(s) by NCPE of construction in accordance with the water, sewer, forcemain and/or reclaimed extension permit(s).
_____ Record Drawing Certification - Completed, signed, and sealed by the N.C. registered PE or RLA responsible for the Record Drawing Plan Set.

RECORD DRAWING CERTIFICATION	
Firm Name :	_____
Address :	_____
Name / Title :	_____
Signature :	_____
I hereby certify to the best of my knowledge and belief that this record drawing is based on actual field survey information provided by _____ dated _____ and accurately represents the final condition of this project. The constructed improvements have been field verified and conform to all the provisions of the Town of Cary.	
Water Permit #	_____
Sewer Permit #	_____
Reclaimed Water Permit #	_____

SEAL

10022 AS-BUILT QUANTITY TABLE

Included on Cover Sheet shall be an As-Built Total Quantity of Infrastructure Table indicating, at a minimum, the following information:

- _____ Streets (List lengths individually: Public, Private and/or Fire Lane)
- _____ Water mains (Identify diameter, material (including wrapping and/or coating (if applicable), pressure class and length)
- _____ Sewer mains (Identify diameter, material (including wrapping and/or coating (if applicable), pressure class and length)
- _____ Storm pipe (Identify diameter, material and length)
- _____ Reclaimed water mains (Identify diameter, material, pressure class, and length)
- _____ Number of water/sewer/reclaimed services (including service diameter/material and tap type (direct/saddle))
- _____ Number of and manufacturer of valves (For each size)
- _____ Number of and manufacturer of fire hydrants
- _____ Number of and manufacturer of manholes
- _____ Other (Any additional appurtenances)
- _____ Number of stop signs
- _____ Sidewalks
- _____ Greenways & Street-side trails
- _____ Greenway structures (bridges & culverts)
- _____ Greenway signs, benches & trashcans

10030 RECORD DRAWINGS

The Record Drawing plan sheets shall include the following:

10031 GENERAL

- _____ **A.** The record drawing certification stamp (Page 10000-2) is to be placed on each sheet, the information filled in, stamped and certified by the North Carolina registered PE or RLA responsible for the Record Drawing Plan Set.
- _____ **B.** Scale of drawings and bar scale
- _____ **C.** North arrow
- _____ **D.** All easements identified and dimensioned. Include legal reference (deed, BOM, page #)
- _____ **E.** Record drawing files in PDF format, named to indicate sheet title, type of sheet, and sheet number
- _____ **F.** Plan sheets in 24" X 36" or 22" X 34" format

10032 STREETS (Public, Private, Off-Road Greenway, Street-Side Trail, Sidewalk or Fire Lane)

- _____ **A.** Horizontal alignment with radii, P.C.'s, and P.T.'s of all curves

- _____ B. Vertical alignment with centerline grades, vertical curve lengths and station and elevation of all PVC's and PVT's and centerline profile
- _____ C. Dimensioned right-of-way and street widths
- _____ D. Pavement design (actual) and typical cross section
- _____ E. Horizontal and vertical sight lines
- _____ F. Engineering Certification for retaining walls (if applicable)
- _____ _____ Statement "built as designed" or include sealed record drawing
- _____ G. Official street names on each applicable sheet
- _____ H. Curb ramp slope labeled (from as-built survey)

10033 STORM DRAINAGE

- _____ A. Plan and profile
- _____ B. Pipe slope and length labeled
- _____ C. Pipe material labeled
- _____ D. Pipe size labeled
- _____ E. Structure top\rim elevations labeled (from as-built survey)
- _____ F. Structure invert elevations labeled (from as-built survey)
- _____ G. Size & material of riprap dissipation pad (if applicable)
- _____ H. Outline of 100-year floodplain / floodway
- _____ I. Show permanent stormwater control measures (SCM)
- _____ J. Certification by NCPPE of construction in accordance with the approved plans, calculations, and hydraulic grade lines on the plans
- _____ K. Permanent SCM record drawing submittal, upon SCM completion (see Section 10040)

10034 WATER SYSTEM

- _____ A. Plan and profile
- _____ B. Pipe material and pressure class labeled
- _____ C. Pipe size labeled
- _____ D. Pipe encasement material labeled (if applicable)
- _____ E. Restrained joint pipe length labeled (if applicable)
- _____ F. Appurtenances (Valves, Fittings, Fire Hydrants, Blow-offs, Air Release Valves, Meters, Marker Balls, etc.)
- _____ G. Marker tape labeled (if applicable)
- _____ H. Separation from sanitary sewer, storm, reclaimed water and gas shown on plans
- _____ I. Existing pipe material when tying into an existing water main.
- _____ J. Existing water service material on the customer side when tying into an existing water service.

10035 SANITARY SEWER SYSTEM

- _____ A. Plan and profile
- _____ B. Pipe slope and length labeled
- _____ C. Pipe material and dimension ratio/pressure class labeled

- _____ D. Pipe size labeled
- _____ E. Manhole rim elevations labeled (from as-built survey)
- _____ F. Manhole invert elevations labeled (from as-built survey)
- _____ G. Manhole material and coating material labeled (if applicable)
- _____ H. Cleanouts
- _____ I. Separation from potable water, storm, reclaimed water and gas shown on plans
- _____ J. 100-year flood plain elevation
- _____ K. Horizontal control (angles at manholes)

10036 RECLAIMED WATER SYSTEM

- _____ A. Plan and profile
- _____ B. Pipe material and dimension ratio/pressure class labeled
- _____ C. Pipe size labeled
- _____ D. Appurtenances (Valves, Fittings, Blow-offs, Air Release Valves, Meters, Marker Balls, etc.)
- _____ E. Marker tape labeled (if applicable)
- _____ F. Separation from potable water, sanitary sewer, storm and gas shown on plans

10037 FORCE MAINS

- _____ A. Plan and profile
- _____ B. Pipe material and dimension ratio/pressure class labeled
- _____ C. Pipe size labeled
- _____ D. Restrained joint pipe length labeled (if applicable)
- _____ E. Appurtenances (Valves, Air Release Valves, Meters, Marker Balls, etc.)
- _____ F. Marker tape labeled (if applicable)
- _____ G. Separation from potable water, gravity sanitary sewer, storm, reclaimed water, and gas shown on plans

10038 PUMP STATIONS

- _____ A. Site plan and design drawings
- _____ B. Pump station design capacity
- _____ C. Pump type and manufacturer
- _____ D. Manhole/wet well top/rim elevation labeled (from as-built survey)
- _____ E. Invert elevations labeled (from as-built survey)

10039 STANDARD DETAILS

- _____ A. The standard detail sheets from the approved construction plans.

10040 STORMWATER CONTROL MEASURE RECORD DRAWING

All entities that construct engineered stormwater control measures (SCM) shall submit to the Cary Stormwater Division, an as-built record drawing set as a part of Cary's acceptance process. Record drawings must be submitted prior to acceptance of the stormwater control measure(s) and issuance of a certificate of occupancy.

10041 SITE DATA

- _____ A. Acreage in total site
- _____ B. Acreage of impervious surface
- _____ C. Percent of impervious surface
- _____ D. Identify utility locations

10042 GENERAL INFORMATION

- _____ A. Copy of recorded plat or deed of easements, indicating easements and right-of-way (SCM access and maintenance easement)
- _____ B. Boundary of tract by courses and distance with references
- _____ C. Tie to N.C. grid coordinate system
- _____ D. 500 scale vicinity map
- _____ E. Scale of drawings and bar scale
- _____ F. North Arrow
- _____ G. Location of benchmark with M.S.L elevations
- _____ H. Record Drawing Certification - Completed, signed, and sealed by the North Carolina registered PE, RLA, or PLS responsible for the stormwater control measure record drawing survey
- _____ I. All easements identified and dimensioned

10043 SCM AND STORM DRAINAGE

- _____ A. Outline of 100-year floodplain, Urban Transition Buffers and Riparian Buffers
- _____ B. Identify all materials used for construction of SCM and storm drain
- _____ C. Invert and top elevations for riser structure, catch basins and storm drain
- _____ D. Topographic drawing of SCM showing interior slopes, top of dam, exterior slopes to toe of slope, emergency spillway
- _____ E. Pipe slope and distance
- _____ F. Size of riprap dissipation pad
- _____ G. Maintenance agreement responsibility statement
- _____ H. Cross section of the SCM and structures with elevations shown
- _____ I. Pipe size
- _____ J. Statement of all stormwater velocities at all outlets
- _____ K. Volume and storage capacity of SCM
- _____ L. As-built SCM calculations (Routing – model or hand calculations)

- _____ **M.** Soil report for soil mix in bioretention for information on phosphorus index needs to meet requirements for NCDEMLR Minimum Design Criteria (MDC)
- _____ **N.** Plant List if Bioretention or Constructed Wetlands
- _____ **O.** Grass Swale – Slope of swale and cross section elevations
- _____ **P.** Level Spreader – Elevations of level spreader lip

10044 LICENSED PROFESSIONAL CERTIFICATION

- _____ **A.** A separate 8.5"x11" sheet with North Carolina PE, RLA, or PLS certification of any engineered stormwater control measure(s) (as applicable), following the template provided below

**LICENSED PROFESSIONAL CERTIFICATION OF ENGINEERED
STORMWATER CONTROL MEASURE**

Specific type of Engineered Stormwater Control Measure(s):

I _____ as a duly licensed Professional, do hereby certify that the Engineered Stormwater Control Measure for the project entitled: _____ with Cary Site/Subdivision #: _____ has been constructed within substantial compliance and intent of the approved construction plans, drawings, and specifications and that the associated infrastructure has been installed in compliance with the approved construction plans, drawings, and specifications. This statement is based upon reference and reviews of the record drawings prepared for this site and upon periodic field inspections and project reviews completed during the construction of the referenced Engineered Stormwater Control Measure, including a final inspection of the stormwater control measure made within 30-days prior to the signature date outlined below.

Signature

Date

PE/RLA/PLS REGISTRATION #: _____

SEAL:

10050 AS-BUILT SURVEY

The certified post-construction as-built survey that supports the record drawing set shall be submitted. The survey shall be produced in accordance with the requirements of 21 NCAC, Chapter 56, Section 1600 and include, at minimum, the following:

- _____ **A.** All easements identified and dimensioned. Include legal references (deed, Book of Maps, page #).
- _____ **B.** Horizontal tie to North American Datum (NAD83/Suffix year). This datum to be consistent with the approved project plans.
- _____ **C.** Vertical tie to North American Vertical Datum of 1988 (NAVD88).
- _____ **D.** Certificate block in accordance with 21 NCAC 56.1600, completed, signed and sealed by the North Carolina registered PLS responsible for the as-built survey.
- _____ **E.** Survey grade NAD83 coordinates with Class AA horizontal accuracy (for all items below) and NAVD88 elevations with Class B vertical accuracy (where indicated below) per 21 NCAC 56.1600 for each of the following:

STORMWATER

- _____ Structure Tops \ Rims (Class B vertical accuracy, with elevations labeled on record drawing profile)
- _____ Structure Inverts (Class B vertical accuracy, with elevations labeled on record drawing profile and included in survey text file)

WATER

- _____ Valves
- _____ Fittings
- _____ Fire Hydrants
- _____ Blow-offs
- _____ Meters
- _____ Air Release Valves
- _____ Marker Balls

SEWER

- _____ Clean Outs
- _____ Manhole Rims (Class B vertical accuracy, with elevations labeled on record drawing profile)
- _____ Manhole Inverts (Class B vertical accuracy, elevations only, labeled on record drawing profile and included in survey text file)

RECLAIMED WATER

- _____ Valves
- _____ Fittings
- _____ Blow-offs
- _____ Meters
- _____ Air Release Valves

_____ Marker Balls

FORCE MAINS

_____ Valves
_____ Meters
_____ Air Release Valves
_____ Marker Balls

PUMP STATIONS

_____ Manholes/Wet Well Top/Rim (Class B vertical accuracy, with elevation labeled on record drawing plan)
_____ Inverts (Class B vertical accuracy, elevations only, labeled on record drawing profile)
_____ Wetwell Floor Elevation (Class B vertical accuracy, elevation only, labeled on record drawing plan)

- _____ **F.** Survey Point File - A comma-delimited (.TXT) file of all the NCPLS certified post-construction survey points listed above in P,N,E,Z,D format (Point #, Northing, Easting, Elevation, Description). The descriptions used shall be common industry abbreviated terms (MH,CB, FH, WV, WM, CO, etc.)
- _____ **G.** ACAD Survey File - An electronic CADD drawing file of the NCPLS certified post-construction survey in (.DWG) format.

10060 ADDITIONAL SUPPORTING INFORMATION

The following additional information shall be submitted with the Record Drawing Submittal Set in order to be deemed complete:

- _____ **A.** A recorded plat indicating all easements (including sight distance & greenway easements) and right-of-way.
- _____ **B.** A separate, recorded easement dedication plat for utility extensions outside right-of-way or offsite (if applicable).
- _____ **C.** Any NCDOT encroachment agreements, executed by all parties (if applicable).
- _____ **D.** Separate 8.5"x11" sheets with certification by NCPE of construction in accordance with the water, sewer, forcemain and/or reclaimed extension permit (as applicable), following the template provided below.

PROFESSIONAL ENGINEERS UTILITY CERTIFICATION

PROJECT NAME: _____

PROJECT #: _____

PERMIT #: _____ DATE ISSUED: _____

I, _____, as a duly registered Professional Engineer in the State of North Carolina, hereby certify that construction of these permitted facilities has been completed in accordance with the approved plans and specifications.

Signature

Date

P.E. REGISTRATION #: _____

SEAL: