

## **“AS-BUILT” DRAWING REQUIREMENTS**

### **As-Built Review Fee is \$200.00 and payable upon 1<sup>st</sup> submittal**

All entities who develop or construct within the Town of Holly Springs shall submit to the Town of Holly Springs Construction Inspector an as-built set of construction drawings as a part of the Town’s inspections and/or acceptance process. Initial “review” set shall include 2 sets of 24” x 36” blueprints.

**A review cycle shall consist of five (5) business days per review.**

Final submittal shall be on 24” x 36” mylar and accompanied by **two (2) CD’s/flash drives containing digital file information of the as built drawings. One CD/flash drive to contain combined .PDF document, the second CD/flash drive to contain CADD file point information. Each CD/flash drive shall be labeled as such, i.e. “combined CD”.**

Other items required are specified later in this section. Lettering shall be bold, clear, and a minimum of 1/8” in height. The following items and the signed and sealed Professional Engineers Certification shall be affixed directly to the first sheet of the mylar as-builts:

- As-Built Certification per Item 3 below on each page
- State required water permit PE Certification (if applicable)
- State required sewer permit PE Certification (if applicable)
- State required reclaimed permit PE Certification (if applicable)

Attached is the Town of Holly Springs “As-Built Checklist” which lists all information required on as-built, or record drawings. In addition, other specific certifications may be required on some projects.

**Town of Holly Springs  
Utilities and Infrastructure Services**

All entities who construct the following: public waterlines, reclaimed lines, forecains or sewer lines or related facilities, public or private storm drainage or stormwater systems, streets to be publicly or privately maintained, and/or other utilities or structures within public rights-of-way or easements, shall submit to the Town of Holly Springs Department of Engineering, an as-built set of post-construction drawings as a part of the Town's inspections acceptance process. **As-builts must be submitted prior to plat recordation, acceptance of improvements, or issuance of a certificate of occupancy.** The following checklist must be attached to each set of as-builts submitted for approval. Each blank must be initialed by the applicant as being included on the as-builts or marked N/A if not applicable to the project. All plan sheets must be 24" X 36" mylar. Lettering shall be bold, clear and a minimum of 1/8" height. In addition, all applicable information listed below must be included on all as-built drawings.

**As-Built Checklist**

**1. AS-BUILT INFORMATION:**

**Project:** \_\_\_\_\_ **Phase:** \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Please check)

Blue Line for Review only

Mylar or Vellum (Final)

PE Certification for Water/Sewer

Reclaim

(verify certification number matches on as-built and appropriate state approved certification form)

Transmittal Date: \_\_\_\_\_

**2. INFORMATION REQUIRED TO BE ON COVER SHEET: Page # \_\_\_\_\_**

\_\_\_\_\_ A. Acreage in total tract

\_\_\_\_\_ B. Average lot size

\_\_\_\_\_ C. Total number of lots

\_\_\_\_\_ D. Total linear footage of infrastructure chart, Page # \_\_\_\_\_

\_\_\_\_\_ Streets (List individually in lengths) include name

\_\_\_\_\_ Sidewalk (List individual in lengths)

\_\_\_\_\_ Greenways (List individual in lengths)

\_\_\_\_\_ Water mains (Identify lengths by size and material types)

\_\_\_\_\_ Sewer mains (Identify lengths by size and material types)

\_\_\_\_\_ Reclaim main (Identify lengths by size and material types)

\_\_\_\_\_ Storm drainage (Identify by size)

\_\_\_\_\_ Number of valves (For each size)

\_\_\_\_\_ Number of fire hydrants

\_\_\_\_\_ Number of manholes

\_\_\_\_\_ Number of Catch basins

\_\_\_\_\_ Other (Any additional appurtenances)

\_\_\_\_\_ E. Benchmark Reference information for Town's GPS Monumentation grid and/or USGS monuments

**3. INFORMATION REQUIRED TO BE ON EACH SHEET OF AS-BUILT PLANS:**

\_\_\_\_\_ A. The following P.E. Certification is required on each sheet of the as-builts:

I certify that these as-builts are accurate and that each of the items listed on the Town's "As-Built Checklist" as contained in the Town of Holly Springs Engineering Design and Construction Standards is provided on this set of as-built drawings (____ total sheets in this set). I certify that all of the information provided is field-verified as-built information.		
(Seal)	_____	_____
	Signature Registered Land Surveyor	Date
(Seal)	_____	_____
	Signature by Professional Engineer	Date
	_____	_____
	Acceptance by Construction Inspector	Date

\_\_\_\_\_ B. Statement designating that drawings are "record" and/or "as-built" drawings  
\_\_\_\_\_ C. Seal and signature of NC registered P.E. or PLS that prepared as-builts

**4. OTHER INFORMATION REQUIRED AT THE TIME OF AS-BUILT SUBMITTAL:**

\_\_\_\_\_ A. Provide a copy of **recorded** plats and/or deeds of easements indicating dedication (per approved plan) all public and private easements and right of ways for the project.

**5. GENERAL INFORMATION: Page # \_\_\_\_\_**

- \_\_\_\_\_ A. Boundary of tract by courses and distance with references
- \_\_\_\_\_ B. 500 scale vicinity map with site delineated
- \_\_\_\_\_ C. Scale of drawings and bar scale
- \_\_\_\_\_ D. North arrow
- \_\_\_\_\_ E. All easements identified and dimensioned
- \_\_\_\_\_ F. Tie to N.C. grid coordinate system (NAD1983 State Plane). The closest Town of Holly Springs Geodetic Monument shall be identified in Autocad file with respective elevation grid coordinates, and the combined factor.
- \_\_\_\_\_ G. The As-Built data shall be submitted on 2 CD's/flash drives: One shall include both Autocad and dwg/dxf and the second CD/flash drive shall include a .pdf document of entire as-built.

**6. STREETS (Public or Private) Page # \_\_\_\_\_**

- \_\_\_\_\_ A. Horizontal alignment with radii, (lengths, P.C. and P.T. stations, tangents, and all other curve information)
- \_\_\_\_\_ B. Vertical alignment with centerline grades, vertical curve lengths, station and elevation of all PVC's and PVT's, and centerline profile
- \_\_\_\_\_ C. Copies of Maintenance Agreements or Covenants addressing maintenance of any private streets, alleys, streetscaping, private easements, etc.

- \_\_\_\_\_ D. Areas where road stabilization fabrics or heavier pavement structures are used
- \_\_\_\_\_ E. Subgrade stabilization – soil, lime, cement, etc.

**7. STORM DRAINAGE AND ENVIRONMENTAL** **Page #** \_\_\_\_\_

- \_\_\_\_\_ A. Outline of FEMA 500 year flood plain and elevation
- \_\_\_\_\_ B. Outline of FEMA 100 year flood plain and elevation
- \_\_\_\_\_ C. Outline of local 100 year flood areas and elevation per Town flood plain ordinance
- \_\_\_\_\_ D. Outline of backwater easements
- \_\_\_\_\_ E. Elevation of all flood areas and finished floor elevations for adjacent structures on which minimum finished floor elevations were required
- \_\_\_\_\_ F. Outline of Wetlands, State Neuse Basin Buffers, Town Neuse Basin Buffers, Town Cape Fear Buffers
- \_\_\_\_\_ G. Pipe materials
- \_\_\_\_\_ H. **Structure invert and top elevations**
- \_\_\_\_\_ I. Pipe size
- \_\_\_\_\_ J. Pipe slope and distance
- \_\_\_\_\_ K. Size of riprap dissipation pad
- \_\_\_\_\_ L. Statement of stormwater velocity at all outlets
- \_\_\_\_\_ M. Maintenance agreement responsibility statement
- \_\_\_\_\_ N. Permanent stormwater BMP's with location and associated drainage easements required
- \_\_\_\_\_ O. Berm elevations and invert/top elevations for associated storm drainage inlets where required on construction drawings

**8. WATER SYSTEM** **Page #** \_\_\_\_\_

- \_\_\_\_\_ A. Pipe material labeled
- \_\_\_\_\_ B. Pipe size and length labeled
- \_\_\_\_\_ C. Separation from sanitary, storm sewer, and reclaim lines shown on plans
- \_\_\_\_\_ D. Locations with distance references (2 each per appurtenance)
  - \_\_\_\_\_ *Valves*                      \_\_\_\_\_ *Fire Hydrants*                      \_\_\_\_\_ *Blow-offs*
  - \_\_\_\_\_ *Meters*                      \_\_\_\_\_ *Air release valves*
- \_\_\_\_\_ E. Certification by N.C.P.E. of construction in accordance with sanitary water extension permit
  - \_\_\_\_\_ Certification required on the coversheet of the plans, **and**
  - \_\_\_\_\_ As a separately submitted certification sheet
- \_\_\_\_\_ F. Location and length of bore and jacks

**9. SANITARY SEWER SYSTEM** **Page #** \_\_\_\_\_

- \_\_\_\_\_ A. Pipe material labeled
- \_\_\_\_\_ B. Pipe size and length labeled
- \_\_\_\_\_ C. Manhole top elevations
- \_\_\_\_\_ D. Invert in and out elevations
- \_\_\_\_\_ E. Pipe slope
- \_\_\_\_\_ F. Locations with distance references (2 each appurtenance)
  - \_\_\_\_\_ *Clean-outs*                      \_\_\_\_\_ *Air release valves*
  - \_\_\_\_\_ *Manholes*                      \_\_\_\_\_ *Force main valves*
- \_\_\_\_\_ G. Horizontal control (angles at manholes)
- \_\_\_\_\_ H. 100 year and 500 year flood plain elevations
- \_\_\_\_\_ I. Certification by N.C.P.E. of construction in accordance with sanitary sewer extension permit
  - \_\_\_\_\_ Certification required on the cover sheet of the plans, and

- \_\_\_\_\_ As a separately submitted certification sheet
- \_\_\_\_\_ J. Location and length of bore and jacks
- \_\_\_\_\_ K. Location and elevation of any vents
- \_\_\_\_\_ L. Areas of special bedding
- \_\_\_\_\_ M. Show areas of separation on water, storm, reclaim, sewer forcemains, etc.

10. *For items shown above in bold italics, a survey point file of both horizontal (x, y) and vertical (tops and inverts, or Z) information shall be required. X, Y, Z coordinates shall be provided on a CD, tied to NC grid or Town monumentation grid, and accompanied by a certification sealed by a registered land surveyor. This information should accompany final submittal of mylar as-builts.*

I certify that the information listed above is provided herein in these as-builts or record drawings.

(Seal)

\_\_\_\_\_

Registered Land Surveyor

\_\_\_\_\_

Date

**Town of Holly Springs USE ONLY:**

As-Builts Received By: _____	Date: _____
As-Builts Reviewed By: _____	Date: _____
(Attached) Comments Generated By: _____	Date: _____
Mylars Received By: _____	Date: _____

END OF SECTION 9.00

