



AS-BUILT (RECORD DRAWING) CHECK-LIST

Planning & Development Services Department - Engineering Services

Project _____

Process Number PENG _____ Updated _____

AS-BUILT REQUIREMENTS (if applicable)			
SANITARY SEWER	COMPLETED	OUTSTANDING	N/A
Structure Size			
Actual laying length between structures			
Size & material of pipe			
Two tie all structures for location purposes			
All invert & rim elevations			
Actual slope of pipe			
Lead information (distance from downstream manhole, riser length, depth, tie down end, etc.)			
Certification letter submitted			
STORM SEWER	COMPLETED	OUTSTANDING	N/A
Structure Size			
Actual laying length between structures			
Size & material of pipe			
Two tie all structures for location purposes			
All invert & rim elevations			
Actual slope of pipe			
Lead information (distance from downstream manhole, riser length, depth, tie down end, etc.)			
Certification letter submitted			

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WATER MAINS	COMPLETED	OUTSTANDING	N/A
Hydrant final grade			
Valve rim elevations			
Size & material type of pipe			
Length of pipe			
Well location			
Tie all structures to property lines or existing buildings			
Call out actual offset from pavement			
Certification letter submitted			
DETENTION BASINS	COMPLETED	OUTSTANDING	N/A
Letter required by the design engineer stating that the basin is properly sized according to approved plans and the outlets are properly located and sized			
Volumes provided, side slopes, inlet & outlet structures, top bank and bottom of pond, etc.			
PAVING/GRADING	COMPLETED	OUTSTANDING	N/A
Sidewalks/bike paths require spot elevations every 50 feet			
Curbing and parking lot approach ramps require spot elevations			
Structures in parking lot require spot elevations			
Rear yard swales			
Retaining walls – elevations at top and bottom of walls			

- Additional information may be required at the discretion of the Township Engineer
- Standard Detail Sheets and landscape plans/specifications not required
- Plans may be required to be redrawn or updated based on the following:
 - Vertical difference of one (1) foot or more
 - Horizontal difference is greater on easement width

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- **STAGES OF THE PLAN REVIEW PROCESS:** Plans are reviewed in the order they are received / period varies by workload. Most plan reviews require a minimum of ten (10) business days.

ORIGINAL SUBMITTAL

Two (2) sets As-Built Drawings Submitted to Township: _____
Must be prepared from the construction Inspection Reports provided by the Township

Title Insurance (Item #4 - Dedication)

As-Built Certification (Item #5 - Dedication) signed and sealed by the engineer who prepared the as-builts

Revised Easements for Dedication Items #1 & #3 - If necessary

Review Due by (date to be provided by township): _____

Review sent via Email: _____ Approval: Yes No (Resubmittal Required)

1st REVISION

Two (2) sets As-Built Drawings Submitted to Township: _____

Review Due by (date to be provided by township): _____

Review sent via Email: _____ Approval: Yes No (Resubmittal Required)

- If necessary, repeat Revisions step. (3rd, 4th etc.)

FINAL AS-BUILT SUBMITTAL

Seven (7) sets As-Built Drawings Submitted to Township: _____

Each sheet must be signed and sealed by the design engineer

CADD/PDF Drawings Submitted to Township): _____

Each sheet must be signed and sealed by the design engineer

- Once this stage is complete, we will submit dedication documents to our township attorney to prepare an Ordinance Amendment to Chapter 24.117 of the Code of Ordinances for the acceptance of the Water Supply and/or System. The process requires two (2) Township Board meetings, one for Introduction and the other for Acceptance. The Dedication process must be complete for any refund of Inspection escrow of Surety. The two-year maintenance bond shall run for two (2) years from the time of acceptance.

DEDICATION

Ordinance No _____ to be provided by Township

Township Board Agenda for Introduction : _____

Township Board Agenda for Adoption: _____

Deeds & Easements filed with Oakland County (by Township): _____

MAINTENANCE BOND PERIOD

Expires two (2) years from Adoption(above) _____