



## AS-BUILT CHECKLIST AND INSTRUCTIONS:

As-built record drawings are required for water, sewer, roadway, and drainage plans. **Final plats are not signed until as-builts and all certifications are received and approved.** Use the following PROCESS and CHECKLIST in preparing as-built plans.

### PROCESS:

- I. Submit all as-builts to Permit Application Center, above, including:
  - 1 - blueline (for review only) *You may elect to send in blueines for approval prior to submitting mylar and digital.*
  - 1 - mylar or vellum (final)
  - 1 - digital CD
  - Completed and Sealed As-Built Checklist
  
- II. Plans are reviewed by Planning Services Infrastructure staff. Approval requires the following:
  - Proof rolls for streets
  - Final inspection stormwater infrastructure
  - Final inspection and water/sewer test with SCDHEC approvals to operate.
  
- III. The PAC (Permit Application Center) will notify the design professional of plan review results.

**Note: Projects outside the city limits of Rock Hill require as-builts for storm drainage for future annexation.**

## AS-BUILT CHECKLIST

**All entities who construct public and/or private waterlines or facilities, public and/or private sanitary sewer lines or facilities, or public and/or private stormwater lines or facilities must submit to the City of Rock Hill's Permit Application Center, an as-built set of construction drawings as a part of the City's acceptance process.**

As-builts must be submitted prior to acceptance of the improvements or issuance of a final plat approval or building 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 or vellum and be accompanied by a digital version on CD. Lettering shall be bold, clear and a minimum of 1/8" in height. All applicable information listed below must be included on all as-built drawings.

### 1 : AS-BUILT GENERAL INFORMATION:

- A  Project Name: \_\_\_\_\_
- B  Project Address: \_\_\_\_\_
- C  Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_
- D  (Please check)
  - (1)  Blue Line for Review Only
  - (2)  Mylar or Vellum (Final)
  - (3)  Digital CD
- E  Transmittal Date \_\_\_\_\_
- F  **Note: Each sheet must include the Engineer's Seal that it is an As-Built drawing of the section that is shown.**
- G  When the City has accepted the plans (with signatures), provide the following items to the City for recordkeeping: One full sized paper set of plans (with signatures), and Electronic files on a CD-Rom: AutoCad files (version 2002 or later) or compatible of each sheet. This CD-Rom shall include the name of the project, the City's Project Number, name of the engineering firm providing the CD, and (preferably) a paper insert with an index listing the contents of the CD.

H [ ] **Note: The City is requiring that the Water and Sewer as-builts be a separate set of drawings than Stormwater as-builts.**

**2 : SITE DATA: Page # \_\_\_\_\_**

At the minimum, all as-builts shall provide the following information:

- A [ ] Acreage in total tract
- B [ ] Average lot size
- C [ ] Total number of lots
- D [ ] Total linear footage of infrastructure chart, Page # \_\_\_\_\_
  - (1) [ ] \_\_\_\_\_ Streets (List individually in lengths)
  - (2) [ ] \_\_\_\_\_ Water mains (Identify size and length)
  - (3) [ ] \_\_\_\_\_ Sewer mains (Identify size and length)
  - (4) [ ] \_\_\_\_\_ Number of valves (For each size)
  - (5) [ ] \_\_\_\_\_ Number of fire hydrants
  - (6) [ ] \_\_\_\_\_ Number of manholes
  - (7) [ ] \_\_\_\_\_ Other (Any additional appurtenances)

**3 : GENERAL INFORMATION: Page # \_\_\_\_\_**

- A [ ] Copy of recorded plat or deed of property, indicating easements and right of way
- B [ ] Boundary of tract by courses and distance with references
- C [ ] Tie to S.C. grid coordinate system
- D [ ] \_\_\_\_\_ scale vicinity map
- E [ ] Scale of drawings and bar scale
- F [ ] North arrow
- G [ ] Location of benchmark with M.S.L. elevations
- H [ ] Seal and signature of South Carolina registered P.E. or R.L.S. on each sheet that performed as-builts
- I [ ] All easements identified and dimensioned
- J [ ] Statement designating drawings are "as-built" on each sheet

**4 : STREETS (Public or Private): Page # \_\_\_\_\_**

- 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 section
- E [ ] Typical cross section

**5 : STORM DRAINAGE: Page # \_\_\_\_\_**

- A [ ] Ditches, swales, pipes and drainage easements adjacent to the project shown.
- B [ ] Any stormwater lines shall include the following information (at a minimum): pipe size, length of line, slope of line, type of pipe and distance from near property line.
- C [ ] Display size and location of existing culverts, storm drains and other drainage features within the street or within the right-of-way of streets or roads adjoining the tract.
- D [ ] Need to show type, size and location of stormwater best management practice(s).
- E [ ] Permanent drainage easements shown and labeled for storm sewers and ditches outside of the streets where the system is maintained by the City or Private.
- F [ ] Details of Stormwater management device agreements and any or private drainage easements shall be noted.
- G [ ] Need to show 20 foot drainage easement along drainage system (10 foot either side of drainage system).
- H [ ] Need to show location of all drainage structures including type of structure (frame, grate, and box, and drop inlet). Need to show all elevation including top of structure and pipe(s).
- I [ ] Need to show location of all drainage ditches. In addition, need to show typical drainage ditch section.
- J [ ] Headwall or flared end dimensions and elevations need to be shown as well as the pipe invert.
- K [ ] Indication of direction of flow (flow arrows).
- L [ ] Certification by professional engineer registered in South Carolina that the ditch soil compaction meets city specifications.
- M [ ] Profiles are required for all public and private storm drainage systems.

**6 : WATER SYSTEM: Page # \_\_\_\_\_**

- A [ ] Overall master plan of project (including all phases)
- B [ ] Water and sewer drawings may be shown on same sheet or separate. Show common stationing for both systems (if applicable).
- C [ ] Show stationing of water laterals (services)
- D [ ] Pipe size and material labeled
- E [ ] Separation from water, sanitary and storm sewer shown on plans
- F [ ] All valves and blowoffs shall have at least two dimensions from fixed landmarks (i.e. hydrants, manholes, light poles, etc.) on the water sheet and in a magnified inset. Include description of size and type of valve on water sheet.
- G [ ] Certification by Professional Engineer registered in S.C. that system was installed in accordance with the water extension agreements and ditch soil compaction meets city specifications.
  - (1) [ ] Certification on the plans &
  - (2) [ ] A separate certification sheet is provided
- H [ ] A separate, recorded easement for utility extensions outside public rights of way.
- I [ ] Tap sizes, location and station
- J [ ] Show flow test results for all privately maintained fire hydrants.

**7 : SANITARY SEWER SYSTEM: Page # \_\_\_\_\_**

- A [ ] Overall master plan of project (including all phases)
- B [ ] Water and sewer drawings may be shown on same sheet or separate. Show common stationing for both systems (if applicable).
- C [ ] Show stationing of sewer laterals (services) and show stationing of piers when applicable.
- D [ ] Pipe size and material labeled
- E [ ] Separation from water, sanitary and storm sewer shown on plans
- F [ ] Rim, invert and grade elevations in plan and profile.
- G [ ] Grades of sewer lines and angles at manholes.
- H [ ] Certification by Professional Engineer registered in S.C. that system was installed in accordance with the sewer extension agreements and ditch soil compaction meets City specifications.
  - (1) [ ] Certification on the plans
  - (2) [ ] A separate certification sheet is provided
  - (3) [ ]
- I [ ] A separate, recorded easement for utility extensions outside public rights of way.
- J [ ] Tap size, location and station

## AS-BUILTS CERTIFICATION

All construction has been completed in accordance with the construction drawings, and applicable City standards and ordinances. Any and all deviations from the approved plans are shown on the attached as-built and have been certified by an engineer to be true and correct.

Place Engineer Seal Here	Date: _____ Name _____ Company _____ Address _____ City & State _____ Phone # _____
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- Developer's Certification that the installation of work has been completed free of any and all liens or encumbrances.*
- Developer shall deliver satisfactory lien waivers from all contractors, subcontractors or materialmen performing work or delivering materials to be used.*
- Developer shall deliver an assignment, signed by the contractor and developer and in a form and content satisfactory to the City, assigning all of the contractor's warranties to the City.*

This form needs to be filled in above the dotted line by the engineer and submitted with the check list above completed.

**AS-BUILT PROJECT SUMMARY**

Please provide the following information:

**WATER SYSTEM**

Pipe Size	Material	Total Linear Feet Installed
4"	[ ] PVC [ ] DI	_____
6"	[ ] PVC [ ] DI	_____
8"	[ ] PVC [ ] DI	_____
12"	[ ] PVC [ ] DI	_____
16"	[ ] PVC [ ] DI	_____
24"	[ ] PVC [ ] DI	_____
Other: _____	[ ] PVC [ ] DI	_____
Other: _____	[ ] PVC [ ] DI	_____

Valve Size	Total Number Installed
4"	_____
6"	_____
8"	_____
12"	_____
16"	_____
24"	_____
Other: _____	_____
Other: _____	_____

Fire Hydrant Assemblies with Valves  
 Manufacturer: \_\_\_\_\_ Number Installed \_\_\_\_\_

Blow Off Assemblies Size Installed	Number Installed
_____	_____
_____	_____
_____	_____

**SEWER SYSTEM**

Pipe Size	Material	Total Linear Feet Installed
8"	[ ] PVC [ ] DI	_____
Other: _____	[ ] PVC [ ] DI	_____
Other: _____	[ ] PVC [ ] DI	_____
Total Number of Manhole Assemblies Installed		_____
Total Number of Pump Stations Installed		_____
Total Number of Pump Stations Removed		_____

NOTE: If any private on site systems were installed, please provide same information as required for City systems. Private systems should be provided on separate sheets.



**Water As-Built Reviewed Date** \_\_\_\_\_  
**City Representative** \_\_\_\_\_  
**Sewer As-Built Reviewed Date** \_\_\_\_\_  
**City Representative** \_\_\_\_\_  
**Storm Water As-Built Reviewed Date** \_\_\_\_\_  
**City Representative** \_\_\_\_\_