

Planning & Development Department

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www.cityofrockhill.com



AS-BUILT PLAN REVIEW CHECKLIST

WHEN TO USE THIS PROCESS

We must review as-built plans for public and private systems when water or sewer lines have been extended, a new stormwater system has been installed, a new road has been constructed, or shared-use paths and sidewalks have been constructed. This review occurs after the infrastructure has been built but prior to our approval of a final plat and/or Certificate of Occupancy.

APPLICATION PROCESS

1. **Submit the following in PDF format** through our Online Services website at www.cityofrockhill.com/onlineservices.
 - A. Signed, sealed and certified as-built plans. As-builts may be divided into separate PDFs for each discipline, or they may be combined.
 - B. The information on pages 2-10.
 - C. [Lien waivers](#) from all contractors and subcontractors constructing or delivering materials related to public water and/or sewer facilities.
2. **Submit the following through our file-sharing portal** at <https://cityofrockhill.sharefile.com>

These videos must correspond with approved civil plan MH labels and/or profile stationing.

 - A. CCTV video of all public sanitary sewer gravity lines.
 - B. CCTV video of all public and through drainage underground stormwater systems
3. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately 10 business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.
 - Our review may include any necessary inspections for verification. Please note that additional infrastructure inspections will be required as part of the project's Final Inspections.
4. **After we conditionally approve your plans:**
 - A. **Submit AutoCad digital files** (version 2002 or later), with plan geometry based on NAD 1983 State Plane South Carolina FIPS 3900 (Intl Feet) for each sheet, through www.cityofrockhill.com/onlineservices.
 - B. Drop off or mail signed, sealed and certified full-size **vellum or mylar plans** for water and sanitary sewer facilities with us. After a brief last check, we will deliver them to the Operations Center for permanent storage.

FEES

Your civil plan review fee includes up to two document review sessions of as-built plans. If three or more sessions are required of either civil plan review or as-built drawing review, a new fee will be charged for each subsequent submittal in the same amount as the original civil plan fee, up to a maximum of \$1,000 per occurrence.

- [Fee Schedule](#)

REQUIRED PLAN COMPONENTS

Mark any non-applicable items with "N/A".

1. AS-BUILT PROJECT INFORMATION:

Project Name: _____

Project Address: _____

Submitted by: _____

Phone: _____ Email: _____

Each sheet must include the Design Engineer's signature, seal and certification.

As-builts are intended for permanently installed infrastructure. Temporary measures, notes or installations shall not be shown on as-built plans.

2. SITE DATA: Pg# _____

A. Acreage in total tract

B. Average lot size

C. Total number of lots

D. Total linear footage of infrastructure chart: Pg. # _____

____ Streets (list individually in lengths)

____ Water mains (size, type & length)

____ Sewer mains (size, type & length)

____ Number of valves (for each size)

____ Number of fire hydrants

____ Number of manholes

____ Stormwater systems (size, type & length)

____ Number of catch basins, junctions & manholes

____ Shared use path (total length & width)

____ Sidewalks (total length & width)

____ Accessibility Ramps

____ Other (Any additional appurtenances)

E. Total square footage of impervious surface: Pg. # _____

____ Roof

____ Asphalt

____ Concrete

____ Hard Surface

____ Pool or Stormwater Pond

____ Grassed Areas

____ Wooded Areas

____ Gravel Areas

F. Boundary of tract by courses and distance with references

G. Tie to S.C. grid coordinate system: NAD 1983 StatePlane South Carolina FIPS 3900 (Intl Feet).

H. Scale vicinity map

I. Scale of drawings and bar scale

J. North arrow

K. Location of benchmark with M.S.L. elevations

L. All easements identified and dimensioned with DB & Pg #'s (public and privately maintained)

M. "As-Built" Statement on each sheet (if civil design plans are used, cross through applicable notes or labels and call out as installed, or include as-built data, elevations, etc., as applicable)

3. TRANSPORTATION - PUBLIC: Pg# _____

____ Road Right of Way cross section

____ Shared Use Path length

____ Roadway pavement width & length

____ Sidewalk width & length

____ Roadway pavement cross section

____ Pedestrian safety railing along path or sidewalk corridors

____ Roadway guardrail

____ Mailbox Kiosk

____ Shared Use Path easement and pavement cross section

4. TRANSPORTATION – PRIVATE: Pg# _____

____ Street/Alley Right of Way cross section

____ Shared Use Path or Tail cross section, width & length

____ Street/Alley pavement width & length

____ Sidewalk width & length

____ Street/Alley pavement cross section

____ Pedestrian safety railing – pedestrian corridors

5. ACCESSIBILITY ELEMENTS – PUBLIC: Pg# _____

____ Slopes may be defined by smart level or spot elevation survey

____ Sidewalk & Shared Use Path cross slope, at minimum 50' intervals

____ Longitudinal Slope (where not adjacent to public roadway or a non-standard deviation)

____ Ramp cross slope and running slope

____ Access route to mailbox kiosk, including HC parking space

6. ACCESSIBILITY ELEMENTS – PRIVATE: Pg# _____

____ Slopes/grades defined by smart level or spot elevation survey for all accessible elements

____ Accessible route, as defined per civil plans, from HC parking spaces and pedestrian connection with public road ROW to building entrance(s), mailbox kiosk or amenities, as applicable

____ Sidewalk and/or Shared Use Path cross slope, at minimum 50' intervals

____ Longitudinal Slope (where not adjacent to private roadway or a non-standard deviation)

____ Ramp cross slope and running slope

____ Ramp and accessible route landings

____ HC parking spaces and access aisles

____ Ramp railings

7. STORMWATER CONVEYANCE – (public & private): Pg# _____

____ Existing ditches, swales, pipes, and drainage conveyance adjacent to and on site

____ Underground conveyance systems – location, size, length, type, class, slope & invert/grate/rim elevations on plan and profile.

- ___ Aboveground conveyance systems – location, ditch/swale, type, slope, invert elevations on plan & profile
- ___ Public & private stormwater systems, clearly & appropriately identified
- ___ Standard details of permanently installed stormwater facilities (catch basin, manholes, flared-end sections, etc.)
- ___ Specialty details for large culverts, retaining and/or headwalls
- ___ CCTV video of underground conveyance systems
- ___ Flow arrows indicating direction of stormwater flow

8. STORMWATER MITIGATION (typically private): Pg# _____

- ___ Stormwater Mitigation Maintenance Plan (use same plan as submitted with civil design plans and include any applicable updates to reflect as-built condition)
- ___ Stormwater Mitigation wet or dry pond as-built grades
- ___ Pond volume verification - stage/storage as built chart adjacent to design calculations stage/storage input data
- ___ Outlet Structure hydraulic data – riser box, weir, orifice size and invert elevations
- ___ Outlet Structure outlet barrel – size, slope, invert elevations
- ___ Outlet Structure outlet barrel - anti-seep collars installed
- ___ Outlet barrel velocity dissipation installed – type, extents/size
- ___ Pond dam side slopes stabilized/matted
- ___ Dry pond bottom overall average slope
- ___ Wet pond permanent pool water depth
- ___ Pond top of dam (low point elevation, excluding emergency spillway)
- ___ Pond emergency spillway – type, width, invert elevation and extents of velocity dissipation material
- ___ Pond water quality orifice – size, invert elevation and anti-clogging protection
- ___ Pond outlet structure orifice/weir/riser trash rack protection
- ___ Pond forebay
- ___ Pond maintenance access
- ___ Pond fencing and access gates
- ___ Catch Basin WQ inserts – type, size
- ___ WQ proprietary unit – size, type, invert/rim elevations
- ___ WQ unit diversion manhole – size, baffle, orifice, invert/weir/wall elevations
- ___ Bio-retention – media type and depth
- ___ Flow arrows indicating direction of storm water flow

9. WATER SYSTEM (public & private): Pg# _____

- ___ Overall master plan of project (including all phases)
- ___ Water and sewer drawings may be shown on same sheet or separate. Show common stationing or both systems (as applicable).
- ___ Water laterals with stationing (services)

- ___ Water meter box location
- ___ Public and private water mains, clearly & appropriately identified
- ___ Deviations in horizontal installation, compared with approved design
- ___ Deviations in vertical installation, compared with approved design
- ___ Pipe size and material labeled
- ___ Fire hydrants & location, with public or private labels, as applicable
- ___ Air release valves
- ___ 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 (blow-up). Include description of size and type of valve on water sheet.
- ___ 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.
- ___ Jack & Bore installation, carrier pipe extents, size, type & length
- ___ Tap sizes, location, type and station, as applicable
- ___ Flow test results for all hydrants, public and private
- ___ Public hydrants note as painted silver, private hydrants as red
- ___ BFP location, size, type, external or internal (inside building)
- ___ Internal BFP fire riser installed, per City standards
- ___ Standard details of installed systems, such as meter box, FH, service, fire riser, etc.

10. SANITARY SEWER SYSTEM (public & private): Pg# _____

- ___ Overall master plan of project (including all phases)
- ___ Water and sewer drawings may be shown on same sheet or separate. Show common stationing for both systems (if applicable).
- ___ Show stationing of sewer laterals (services) and cleanout locations
- ___ Public and private sanitary sewer gravity mains & FM, clearly and appropriately labeled
- ___ Pipe size and material labeled
- ___ Deviations in horizontal installation, compared with approved design
- ___ Deviations in vertical installation, compared with approved design
- ___ Rim, invert and finished grade elevations in plan and profile.
- ___ Grades of sewer lines and angles at manholes.
- ___ Cross country manhole rims elevated above ground, per City specs
- ___ Bolt down water-tight manhole rims identified
- ___ Lined manholes, per City specs
- ___ Vented manholes
- ___ Jack & Bore installation, carrier pipe extents, size, type & length
- ___ Aerial crossing installation, size, type, length, pier stationing & rip-rap stabilization
- ___ Force main (FM) location, type and size
- ___ FM air release and cleanout locations
- ___ Pump station and system elevations, size & depth

- ___ Pump station maintenance pad type, size, security (fencing)
- ___ Pump station maintenance access road
- ___ 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.
- ___ CCTV Inspection (FINAL) of new PUBLIC sanitary sewer Only

CERTIFICATION

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

Place Engineer Seal & Company C.O.A. Here

Date: _____

Name: _____

Company: _____

Address: _____

City, State Zip: _____

Phone #: _____

Email: _____

PROJECT SUMMARY

PUBLIC WATER SYSTEM

Encasement Size	Material	Total Linear Feet Installed

Pipe Size	Material			Total Linear Feet Installed
3/4"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
1"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
2 " (not standard)	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
4"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
6"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
8"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
12"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
16"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	

Valve Size	Total Number Installed	Type	Manufacturer
1"			
2" private only)			
4"			
6"			
8"			
12"			
16"			
Other: _____			
Other: _____			

Meter	Total Number Installed
¾"	
1"	
2"	
4"	
6"	

Blow Off Assemblies	
Size Installed	Number Installed

Air Release Valve	
Size Installed	Number Installed

Fire Hydrant Assemblies with Valves		
Manufacturer	Serial Number	Flow Test

PRIVATE WATER SYSTEM

Pipe Size	Material			Total Linear Feet Installed
¾"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
1"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
2 " (not standard)	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
4"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
6"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
8"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
12"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI		
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	<input type="checkbox"/> CU	

Valve Size	Total Number Installed	Type	Manufacturer
1"			
2" private only)			
4"			
6"			
8"			
12"			
16"			
24"			
Other: _____			
Other: _____			

Meter	Total Number Installed
¾"	
1"	
2"	
4"	
6"	

PUBLIC SANITARY SYSTEM

Pipe Size	Material		Total Linear Feet Installed
8"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	

Manhole ≤ 10 Ft Depth—Total Installed: _____

Manhole > 10 Ft Depth—Total Installed: _____

Manhole Vents Installed:

- Type: _____
- Type: _____

Manholes Lined— Total: _____

Pump Station Installed— Wet Well Size: _____

Pump—Manufacturer: _____ Size: _____

Force Main Installed—Size: _____ Material: _____ Length: _____

Force Main Cleanout Installed—Number: _____ Size: _____

Force Main Air Release Installed—Number: _____ Size: _____

Encasement:

- Size: _____ Material: _____ Length: _____
- Size: _____ Material: _____ Length: _____

Arial Crossing Long Span Steel Pipe:

- Size: _____ Length: _____
- Size: _____ Length: _____

Arial Crossing Pier:

- Number: _____ Type: _____
- Number: _____ Type: _____

Arial Stream Bank Stabilization: Type: _____ Area: _____

PRIVATE SANITARY SYSTEM

Pipe Size	Material		Total Linear Feet Installed
8"	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	
Other: _____	<input type="checkbox"/> PVC	<input type="checkbox"/> DI	

Manholes—Total Installed: _____

Cleanouts—Total Installed: _____

Pump Station Installed—Size: _____

Force Main Installed—Size: _____ Length: _____

PUBLIC TRANSPORTATION

Roadway:

- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____

Shared Use Path:

- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____

Sidewalk:

- Width: _____ Length: _____
- Width: _____ Length: _____

Roadway Guardrail—Length: _____

Pedestrian Safety Railing:

- Type: _____ Length: _____
- Type: _____ Length: _____

Accessible Ramps—Total Number: _____

PRIVATE TRANSPORTATION

Roadway:

- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____
- Width: _____ Length: _____ Pavement: _____

Pedestrian Path:

- Type: _____ Length: _____
- Type: _____ Length: _____

Sidewalk:

- Width: _____ Length: _____
- Width: _____ Length: _____

Accessible Ramps—Total Number: _____