



AS-BUILT CHECKLIST CONSTRUCTION

As-Built Review Fee is \$200.00 and payable upon 1st submittal

All entities who construct the following: public waterlines, reclaimed lines, force mains, 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, will submit to the Town of Holly Springs Development Services, 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.

Attach this checklist to each set of as-builts submitted for approval. Any blanks must be initialed by the applicant as being included on the as-builts or marked N/A if not applicable to the project. All applicable information listed below must be included on all as-built drawings.

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 maps 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 CAD file with respective elevation grid coordinates, and the combined factor.
- _____ G. The As-Built data shall be submitted on flash drive in the following digital format: including PDF, CAD, and GIS Shapefile.

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



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- _____ 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 force mains, etc.
- _____ N. Are there any HIGH PRIORITY SEWER LINES?
- _____ O. Provide a hard copy of the as-builts if the Plan/Profile pages are greater than 4 sheets, OR, the permit is for 1000 LF or greater.

Any aerial sewer, sewer contacting surface waters, siphon, sewer positioned parallel to streambanks that are subject to erosion that undermines or deteriorates the sewer, or sewer designated as high priority in a Division issued permit where the sewer does not meet minimum design requirements. Contact Rachel Ingham at (919-567-3985) for clarification/identification of high priority sewer lines.

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 digitally, tied to NC grid or Town monumentation grid, and accompanied by a certification sealed by a registered land surveyor. This information MUST 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: _____