

**All entities who develop or construct within the Town of Holly Springs must submit an as-built set of infrastructure construction drawings as part of the Town's inspections and/or acceptance process.**

**At this time, the Portal cannot accept As-built plans. A hard-copy package containing the following items must be included with the initial submittal to avoid delay in review:**

- Letter of Transmittal, listing all included in the as-built submittal package;
- As-built review fee of **\$200**, payable upon receipt (*contact Development Services to pay by phone 919-557-3908*)
- As-built Checklist – completed
- One **(1) set of 24" x 36" as-built plans**
- One **(1) digital file in PDF** format via USB drive
- Digital Format - State required [water permit PE Certification](#) (*if applicable*)
- Digital Format - State required [reclaimed permit PE Certification](#) (*if applicable*)
- Hard Copy - State required [sewer permit PE Certification](#) (*if applicable*)

Note: as-builts must be submitted prior to plat recordation, acceptance or improvements or issuance of a certificate of occupancy. As-built forms and instructions can be found on our website: <https://www.hollyspringsnc.gov/335/Forms-Review-Schedules-Fee-Sheet>

As-built submittals must be delivered to Town of Holly Springs Development Services. If you have questions regarding the submittal process, please contact us at [DSIntake@hollyspringsnc.gov](mailto:DSIntake@hollyspringsnc.gov)

At this time, infrastructure as-built files cannot be accepted in the Portal. A hard copy package must be delivered to Town Hall, Attention: DS Intake.

PROJECT INFORMATION	
Project Name and Phase ( <i>if applicable</i> ):	
Applicant Name:	Date:
E-Mail	Phone:
Review Type: <input type="checkbox"/> Blue Line Review Only <input type="checkbox"/> Mylar Review (Final) <input type="checkbox"/> PE Certifications for Water/Sewer/Reclaim	

# AS-BUILT CHECKLIST INFRASTRUCTURE

INFORMATION REQUIRED ON COVER SHEET	
Initial or N/A	Requirement
	A. Acreage in total tract
	B. Average lot size
	C. Total number of lots
	D. Total linear footage of infrastructure chart 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

INFORMATION REQUIRED ON EACH SHEET	
Initial or N/A	Requirement
	<p>A. The following P.E. Certification is required on <u>each</u> sheet of the as-builts:</p> <p>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.</p> <p>(Seal) _____            Signature Registered Land Surveyor      Date _____</p> <p>(Seal) _____            Signature by Professional Engineer      Date _____</p> <p>_____            Acceptance by Construction Inspector      Date _____</p>
	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

# AS-BUILT CHECKLIST INFRASTRUCTURE

INFORMATION REQUIRED AT TIME OF SUBMITTAL	
Initial or N/A	Requirement
	A. Provide a copy of <b>recorded</b> plats and/or deeds of easements indicating dedication (per approved plan) all public and private easements and right of ways for the project.

GENERAL INFORMATION	
Initial or N/A	Requirement
	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.

STREETS (PUBLIC OR PRIVATE)	
Initial or N/A	Requirement
	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.

STORM DRAINAGE AND ENVIRONMENTAL		PAGE NUMBER(S):
Initial or N/A	Requirement	
	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. <b>Structure invert and top elevations</b>	
	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	

# AS-BUILT CHECKLIST INFRASTRUCTURE

	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

<b>WATER SYSTEM</b>		<b>PAGE NUMBER(S):</b>
<b>Initial or N/A</b>	<b>Requirement</b>	
	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) <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div> <b>_____ Valves</b>  <b>_____ Meters</b> </div> <div> <b>_____ Fire Hydrants</b>  <b>_____ Air release valves</b> </div> <div> <b>_____ Blow-offs</b> </div> </div>	
	E. Certification by N.C.P.E. of construction in accordance with sanitary water extension permit <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div>_____ Certification required on the coversheet of the plans, <b>and</b></div> <div>_____ As a separately submitted certification sheet</div> </div>	
	F. Location and length of bore and jacks	

<b>SANITARY SEWER SYSTEM</b>		<b>PAGE NUMBER(S):</b>
<b>Initial or N/A</b>	<b>Requirement</b>	
	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) <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div> <b>_____ Clean-outs</b>  <b>_____ Manholes</b> </div> <div> <b>_____ Air release valves</b>  <b>_____ Force main valves</b> </div> </div>	
	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 <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div>_____ Certification required on the cover sheet of the plans, <b>and</b></div> <div>_____ As a separately submitted certification sheet</div> </div>	
	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.	



## AS-BUILT CHECKLIST INFRASTRUCTURE

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.

\_\_\_\_\_  
Print Name: Land Surveyor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Land Surveyor

(Seal)

### Town of Holly Springs USE ONLY:

As-Builts Received By: \_\_\_\_\_  
As-Builts Reviewed By: \_\_\_\_\_  
(Attached) Comments Generated By: \_\_\_\_\_  
Mylars Received By: \_\_\_\_\_

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