



Town of Pittsboro, North Carolina

Department of Engineering
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AS-BUILTS/RECORD DRAWING CHECK LIST

All entities who construct public infrastructure, private streets, private storm drain collection systems and travel lanes, shall submit to the Town of Pittsboro Engineering Department a certified set of record drawings and flash drive with files in tif, and pdf. format of each sheet, signed and sealed by the NCPE and/or NCPLS, as a part of the Town’s acceptance process. Record drawings must be submitted and approved prior to acceptance of the improvements or issuance of a certificate of occupancy (C of O). Plan sheets shall be a folder set of 24” X 36” or 22” X 34”. All “as-built” information shall be in the color red. Three copies of final record drawings are required. Mylar’s are not required. Tif, and pdf files shall not exceed 1.5 MB and naming of files shall indicate sheet title and number.

The following check list must be attached to each set of record drawings submitted for approval. Each blank must be initialed by the applicant as being included on the record drawings or marked N/A if not applicable to the project. All applicable information listed below must be included on all record drawings.

RECORD DRAWING INFORMATION	
Project Name	
Address (include cross roads)	
Town of Pittsboro Permit Number	
Submitted By	
Sealing Engineer	
NCPE License Number	
Telephone Number	
Transmittal Date	

DATA CHECKLIST	
Plan sheet number	Initials
<input type="checkbox"/> Acreage in total tract	
<input type="checkbox"/> Average lot size (residential)	
<input type="checkbox"/> Average lot size (commercial)	
<input type="checkbox"/> Total number of lots, residence	
<input type="checkbox"/> Total number of units, commercial	

- Building set back (residential, and commercial)

INFRASTRUCTURE CHART

TOTAL LINEAR FOOTAGE	Initials
<input type="checkbox"/> Streets (List individually feet: Public, Private, or Fire Lane)	<hr/>
<input type="checkbox"/> Potable Water main: identify size, materials, length, station numbers for all fittings, and valves/valve boxes	<hr/>
<input type="checkbox"/> Number of valves including size	<hr/>
<input type="checkbox"/> Number of fire hydrants	<hr/>
<input type="checkbox"/> Sewer main, and laterals: identify size, materials, length, station numbers for all manholes, and clean outs	<hr/>
<input type="checkbox"/> Number of manholes including size, and location with manhole lid type	<hr/>
<input type="checkbox"/> Reclaim water main: identify size, materials, length, station numbers for all fittings, and valves/valve boxes	<hr/>
<input type="checkbox"/> Number of valves including size	<hr/>
<input type="checkbox"/> Other (additional appurtenances for either Potable, Reclaim Water, or Sanitary Sewer)	<hr/>

GENERAL INFPRMATION

Plan sheet number	Initials
<input type="checkbox"/> Copy of recorded plat indicating easements with deed book, and page (include sight distance easements0 ,and public right of way, utility easements etc.	<hr/>
<input type="checkbox"/> Boundary of tract by courses and distance with reference	<hr/>
<input type="checkbox"/> Tie to North Carolina grid coordinates system	<hr/>
<input type="checkbox"/> 500 scale vicinity map	<hr/>
<input type="checkbox"/> Scale of drawings, and bar scale	<hr/>
<input type="checkbox"/> North arrow	<hr/>
<input type="checkbox"/> Location of benchmark, including temporary bench mark with M.S.L. elevations	<hr/>
<input type="checkbox"/> Seal, and signature of North Carolina registered Professional Engineer, or Professional Land Surveyor responsible for record drawings on each sheet	<hr/>
<input type="checkbox"/> All public, and private easements including buffers, set-backs, etc. Identify, and dimensioned, including legal reference (Deed, BOM, and page number)	<hr/>
<input type="checkbox"/> Statement designating drawings are "Record Drawing" on each sheet	<hr/>

STREETS (PUBLIC, PRIVATE, AND/OR FIRE LANE)

Plan sheet number	Initials
<input type="checkbox"/> Horizontal alignment with radii, Point of Curvature (P.C.), and Point of Tangent (P.T.) of all curves	<hr/>
<input type="checkbox"/> Vertical alignment with centerline grades, vertical curve lengths, station, and elevation of all Point of Vertical Curvature (P.V.C.), Point of Vertical Tangent (P.V.T.), and centerline profiles.	<hr/>
<input type="checkbox"/> Dimensioned right of way, and street widths	<hr/>
<input type="checkbox"/> Pavement sections	<hr/>
<input type="checkbox"/> Typical cross section	<hr/>
<input type="checkbox"/> Horizontal, and vertical sight lines	<hr/>
<input type="checkbox"/> Engineering Certification for retaining walls (IF applicable)	<hr/>
<input type="checkbox"/> Signage (parking, speed limits, stop, bicycle lane, etc.)	<hr/>
<input type="checkbox"/> Landscaping	<hr/>

STORMWATER MANAGEMENT, DRAINAGE AND FLOODPLAIN

Plan sheet number	Initials
<input type="checkbox"/> Outline of 100 year flood plain with base flood elevations provided	<hr/>
<input type="checkbox"/> Riparian Buffer, including distance indicated from top of stream bank	<hr/>
<input type="checkbox"/> Pipe material	<hr/>
<input type="checkbox"/> Structure invert, and rim elevations, and outlets must conform to survey grade using state plane coordinates in x, y, and z. Sealed, and signed by Professional Land Surveyor	<hr/>
<input type="checkbox"/> Pipe size and material	<hr/>
<input type="checkbox"/> Pipe slope and length	<hr/>
<input type="checkbox"/> Size of riprap dissipation pad	<hr/>
<input type="checkbox"/> Permanent storm water best management practices (BMP) inspection certification, O & M agreement. Maintenance covenant.	<hr/>

POTABLE WATER SYSTEM

Plan sheet number	Initials
<input type="checkbox"/> Pipe material (C900, C905, Ductile Iron Pipe etc.)	<hr/>
<input type="checkbox"/> Pipe size	<hr/>
<input type="checkbox"/> Pipe slope and length between valves Fittings (11 ½ °, 22°, 45°, 90°, tees, crosses, etc.	<hr/>
<input type="checkbox"/> Separation from reclaim, sanitary and storm sewer, gas lines, power, telecommunication, etc. shown on plan and profile	<hr/>
<input type="checkbox"/> Location with rim elevations, and distance references (permanent point/fixed structure – two (2) each per appurtenance), or survey grade using state plane coordinates in x, y, and z. Sealed, and signed by Professional Land Surveyor. <ul style="list-style-type: none">○ Valves, BFP, PRV, PIV, etc.○ Fittings (tees, crosses, 90°, 45°, 22°, etc.)○ Fire hydrants○ Blow offs○ Meters, boxes, and/or vaults○ Back flow units○ Air release valves○ Trace wire○ Marker balls (if applicable)	<hr/>
<input type="checkbox"/> Copy of Certification by North Carolina Professional Engineer (Public Water Supply) of construction in accordance with the water extension permits	<hr/>
<input type="checkbox"/> North Carolina Department of Environmental Quality (NCDEQ) and Water Resources (NCDWR) Certification on the plans	<hr/>
<input type="checkbox"/> A separate, recorded easement dedication plan plat for utility extensions outside right of way	<hr/>
<input type="checkbox"/> Potable water plan and profile (separate sheets for each public utility)	<hr/>

RECLAIM WATER SYSTEM

Plan sheet number	Initials
<input type="checkbox"/> Pipe material (C900, C905, SDR21 Ductile Iron Pipe etc.)	<hr/>
<input type="checkbox"/> Pipe size	<hr/>
<input type="checkbox"/> Pipe slope and length between valves and fittings	<hr/>
<input type="checkbox"/> Separation from potable, sanitary, and storm sewer, gas lines, power, telecommunication, etc. shown on plan and profile	<hr/>
<input type="checkbox"/> Location with rim elevations, and distance references (permanent point/fixed structure – two (2) each per appurtenance), or survey grade using state plane coordinates in x, y, and z. Sealed, and signed by Professional Land Surveyor. <ul style="list-style-type: none">○ Valves○ Fittings (tees, crosses, 90°, 45°, 22°, etc.)○ manholes○ Blow offs	<hr/>

- Meters, boxes, and/or valves
 - Back flow units
 - Air release valves
 - Trace wire
 - Marker balls (if applicable)
-
- Copy of Certification by North Carolina Professional Engineer (Public Reclaim Water Supply) of construction in accordance with the reclaim water extension permits
-
- North Carolina Department of Environmental Quality (NCDEQ) and Water Resources (NCDWR) Certification on the plans
-
- Reclaim water plan and profile (separate sheets for each public utility)
-
- A separate, recorded easement dedication plan plat for utility extensions outside right of way
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SANITARY SEWER SYSTEM

Plan sheet number	Initials
<input type="checkbox"/> Pipe material (SDR 35, SDR 26, SDR 21 Ductile Iron Pipe etc.)	<hr/>
<input type="checkbox"/> Pipe size	<hr/>
<input type="checkbox"/> Pipe slope and length between manholes	<hr/>
<input type="checkbox"/> Manhole rim elevation and base flood elevation (BFE). IF in regulatory flood plain (AE zone) rim elevation to finish grade rim elevation.	<hr/>
<input type="checkbox"/> Manhole invert elevations. (Upstream, center, and downstream)	<hr/>
<input type="checkbox"/> Separation from potable, and reclaim water, storm sewer, gas lines, power, telecommunication, etc. shown on plans	<hr/>
<input type="checkbox"/> Location with rim elevations, and distance references (permanent point/ fixed structure – two (2) each per appurtenance), or survey grade using state plane coordinates in x, y, and z. Sealed, and signed by Professional Land Surveyor. <ul style="list-style-type: none"> ○ Manholes ○ Clean outs ○ Valves (If applicable) ○ Air release valves (IF applicable) ○ Trace wire ○ Marker balls (if applicable) ○ Horizontal control (angles at manholes) ○ 100-year flood plain elevation 	<hr/>
<input type="checkbox"/> Copy of Certification by North Carolina Professional Engineer (Public Waste Water Supply) of construction in accordance with the waste water extension permits	<hr/>
<input type="checkbox"/> North Carolina Department of Environmental Quality (NCDEQ) and Water Resources (NCDWR) Certification on the plans	<hr/>
<input type="checkbox"/> A separate, recorded easement dedication plan plat for utility extensions outside right of way	<hr/>
<input type="checkbox"/> Sanitary Sewer plan and profile (separate sheets for each public utility)	<hr/>

PUMP STATIONS (SANITARY SEWER SYSTEM)

Plan sheet number	Initials
<input type="checkbox"/> Site plan and design drawings	
<input type="checkbox"/> Pump station design capacity	
<input type="checkbox"/> Pump type, and manufacture	
<input type="checkbox"/> Manhole and wet well finish elevation. IF in regulatory flood plain (AE zone) rim elevation to finish grade rim elevation.	
<input type="checkbox"/> IF in flood area rim elevation to finish grade elevation.	
<input type="checkbox"/> Manhole/wet well invert elevation. (Upstream, center, and downstream)	
<input type="checkbox"/> Separation from potable, and reclaim water, storm sewer, gas lines, power, telecommunication, etc. shown on plan and profile	
<input type="checkbox"/> Location with distance references (permanent point/fixed structure – two (2) each per appurtenance), or survey grade using state plane coordinates in x, y, and z. Sealed, and signed by Professional Land Surveyor.	
<input type="checkbox"/> Copy of Certification by North Carolina Professional Engineer (Public Waste Water Supply) of construction in accordance with the waste water extension permits	
<input type="checkbox"/> North Carolina Department of Environmental Quality (NCDEQ) and Water Resources (NCDWR) Certification	
<input type="checkbox"/> Emergency generator (make, model, size etc.)	

TOWN OF PITTSBORO USE ONLY

Reviewers Name	
Date review	
Approval	
Date returned	