

RECORD DRAWING SUBMITTAL GUIDE

THE FOLLOWING SHALL BE USED AS A GUIDE FOR SUBMITTAL OF RECORD DRAWINGS TO THE CITY OF WEST PALM BEACH (CITY)

1. TWO (2) SETS OF PRINTS (SIGNED & SEALED BY A FLORIDA LICENSED SURVEYOR) AND THE CORRESPONDING PROJECT INFORMATION SHEET (PROVIDED BY THE CITY) SHALL BE SUBMITTED TO THE CITY FOR REVIEW 48 HOURS PRIOR TO REQUESTING INSPECTIONS SUCH AS FINAL INSPECTION, PRESSURE TESTS, SANITARY SEWER LAMPING OR ANY OTHER ELEMENT OF THE SYSTEM WHICH IS DETERMINED BY THE CITY TO REQUIRE CLARIFICATION.
2. THE DRAWINGS WILL BE REVIEWED BY THE CITY FOR DEFICIENCIES. DEFICIENCIES WILL BE INDICATED ON ONE (1) SET OF PRINTS WHICH WILL BE RETURNED TO THE ENGINEER OF RECORD OR CONTRACTOR FOR NECESSARY CORRECTIVE ACTION.
3. UPON CORRECTION, TWO (2) SETS OF PRINTS (SIGNED & SEALED BY A FLORIDA LICENSED SURVEYOR) SHALL BE SUBMITTED.
4. FINAL AS-BUILT SUBMITTAL PACKAGE INCLUDES THE FOLLOWING:
 - a. TWO (2) SETS OF PRINTS (SIGNED & SEALED BY A FLORIDA LICENSED SURVEYOR)
 - b. LETTER FROM THE ENGINEER OF RECORD CERTIFYING THAT THE PROJECT WAS BUILT PER THE APPROVED PLANS AND SPECIFICATIONS.
 - c. ONE PROJECT INFORMATION SHEET (TO BE PROVIDED BY THE CITY AND COMPLETED BY THE ENGINEER, CONTRACTOR, OR SURVEYOR)
 - d. DIGITAL DELIVERABLE THAT INCLUDES (UNLESS OTHERWISE APPROVED BY THE CITY):
 - i. THE FINAL RECORD DRAWING IN .PDF (24"x 36") FORMAT.
 - ii. AN AUTOCAD VERSION 2009 OR LATER WITH EACH UTILITY/FEATURE TYPE SEPARATED INTO INDIVIDUAL LAYERS.
 - iii. PROJECT INFORMATION SHEET IN .XLS FORMAT (PROVIDED BY THE CITY OF WEST PALM BEACH AND TO BE COMPLETED BY THE ENGINEER, CONTRACTOR OR SURVEYOR).
 - iv. ESRI ArcGIS VERSION 10.3.1 GEODATABASE OR SHAPEFILE FORMATS (FOR SUBMITTING GEODATABASES AND SHAPEFILES, AN EMPTY SCHEMA WILL BE PROVIDED TO THE SURVEYOR TO BE UTILIZED FOR THE ATTRIBUTES OF THE FEATURES AND UTILITIES FROM RECORD DRAWING DATA).
 - v. SURVEY FILE FOR ALL FEATURES COLLECTED IN ASCII (TEXT FILE) FORMAT AND INCLUDE AT A MINIMUM: ASSET ID, NORTHING, EASTING, ELEVATION, AND COMMENT.

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RECORD DRAWING SUBMITTAL GUIDE (cont.)

REQUIRED INFORMATION ON RECORD DRAWINGS

1. DRAWINGS ON 24"X36" BOND PAPER THAT WILL REPRODUCE LEGIBLY.
2. AS USED IN THE DESIGN AND SHOWN ON THE RECORD DRAWING; Feature and drawing projection shall be referenced to North American Datum 1983 (NAD83), Florida State Plane Coordinate System, East Zone, using US Survey Feet and per the Palm Beach County datum. Elevations shall be in the NGVD 29 vertical datum.
3. TIE INTO SECTION CORNERS IN THE FLORIDA STATE PLANE COORDINATE SYSTEM TO INSURE PROPER ORIENTATION. SECTION CORNER TIE SHEETS CAN BE OBTAINED FROM THE PALM BEACH COUNTY SURVEYOR'S WEB PAGE.
4. UNLESS OTHERWISE SPECIFIED SPATIAL LOCATIONS OF COLLECTED FEATURES SHALL BE OBTAINED BY FIELD SURVEY AND VERTICAL DATA THAT MEETS SURVEY GRADE ACCURACY.
5. LABEL DRAWINGS "RECORD DRAWINGS" WITH DATE, COMPLETE TITLE BLOCK WITH CURRENT FILE NAME.
6. DRAWINGS SHALL BE SIGNED/SEALED BY A FLORIDA LICENSED PROFESSIONAL LAND SURVEYOR.
7. CORRECT STREET/ROAD NAMES AND LOT AND BLOCK NUMBERS.
8. SHOW ASBUILT CONSTRUCTED FACILITIES HEAVIED UP, BOLD OR BOXED OUT TO STAND OUT FROM THE REST OF EACH DRAWING
9. ALL REFERENCED TO "PROPOSED" AND "PLAN" ARE TO BE REMOVED FROM THE RECORD DRAWINGS.
10. ALL LINES, STRUCTURES, AND OTHER ITMES THAT ARE RELOCATED WILL BE REMOVED AND SHOWN IN THE PROPER LOCATION (HAND WRITTEN NOTES AND "X"ING OUT WILL NOT BE ALLOWED)
11. CLEARLY MARK EXISTING INFRASTRUCTIRE WHICH IS TO REMAIN, WHICH HAS BEEN ABANDONED, AND HOW IT WAS ABANDONED.
12. AS-BUILT LIMITS OF FLOWABLE FILL INCLUDING LENGTH, WIDTH AND DEPTH SHALL BE INCLUDED.
13. RECORD DRAWINGS SHALL NOT BE GREATER THAN 1" EQUALS 30' UNLESS OTHERWISE APPROVED BY THE CITY.
14. SUPPLY ALL SURVEYS OF THE PROJECT AND OR PROPERTY.

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REQUIRED INFORMATION ON RECORD DRAWINGS

PRESSURE PIPE

1. AS-BUILT DISTANCE INCLUDING STATION/OFFSET OF MAINS AT A MINIMUM OF 100' INTERVALS FROM THE CENTERLINE OF ROAD, EASEMENT, RIGHT-OF-WAY LINE, BUILDINGS, SEWER MAINS OR AS DETERMINED BY THE CITY.
2. AS-BUILT TOP OF PIPE AND FINISHED GRADE ELEVATIONS AT 100' INTERVALS AS WELL AS ANY MAJOR CHANGES IN DIRECTION AND/OR ELEVATION INCLUDING VERTICAL AND HORIZONTAL DEFLECTIONS. SHOW LOCATION OF EMS MARKERS.
3. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET AND ELEVATIONS OF EACH VALVE, FITTING, AIR RELEASE VALVE, TAP, ETC. AND RADIAL DIMENSIONS (TIES) FROM A NEARBY PERMANENT OBJECT WHERE POSSIBLE.
4. TYPE OF MATERIALS INSTALLED - PIPE AND APPURTENANCES. INDICATE ALL LOCATIONS OF CHANGE OF MATERIAL INCLUDING JOINT TYPE (M.J., SLIP, RESTRAINED).
5. RESTRAINT JOINT PIPE LENGTH
6. VALVE TYPE (BUTTERFLY, GATE, PLUG)

WATER MAIN

1. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF ALL VALVES, TEES, BENDS, REDUCERS, CAPS, PLUGS, FIRE HYDRANTS, BACKFLOW PREVENTERS, WATER SERVICES, TAPS, AND AIR RELEASE VALVES.
2. TOP OF PIPE AND FINISHED GRADE ELEVATIONS SHOULD BE SHOWN ON ALL VALVES, TEES, BENDS, REDUCERS, CAPS, PLUGS, FIRE HYDRANTS, BACKFLOW PREVENTERS, TAPS, AND AIR RELEASE VALVES.
3. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF WATER SERVICE TAPS AND METER BOXES. INDICATE SIZE OF WATER SERVICE LINE AND METER BOX.
4. NUMBERED SAMPLE POINT LOCATIONS FOR HEALTH DEPARTMENT APPROVAL. THIS INFORMATION CAN BE REMOVED FROM THE FINAL AS-BUILT.

SANITARY SEWER

1. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF MANHOLES.
2. RIM ELEVATION, ELEVATION AND DIRECTION OF EACH INVERT, AND ELEVATION OF THE BOTTOM OF THE MANHOLE.
3. LENGTH OF RUN BETWEEN SANITARY STRUCTURES, TYPE OF AND SIZE OF PIPE MATERIAL WITH PIPE SLOPE CALCULATED.
4. AS-BUILT LOCATIONS OF CHANGE OF MATERIAL.

SANITARY SEWER...cont. on CG-13

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REQUIRED INFORMATION ON RECORD DRAWINGS

SANITARY SEWER...cont. from CG-12

5. AS-BUILT LOCATIONS OF EACH SEWER SERVICE LATERAL INCLUDING THE CONNECTION TO THE MAIN AND PROVIDE THE STATION/OFFSET FOR EACH CLEANOUT & INDICATE CLEANOUT DIAMETER
6. UPDATE LIFT STATION DETAILS/ELEVATIONS INCLUDING START UP DATA
7. LIFT STATION AND UTILITY EASEMENTS, INCLUDING LOCATION OF FP&L SERVICE TO CONTROL PANEL

STORM WATER

1. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF MANHOLES, CATCH BASINS, AND OUTFALLS INCLUDING HEADWALLS.
2. AS-BUILT ELEVATIONS OF RIM, INVERT ELEVATIONS AND DIRECTION, WEIR ELEVATIONS, BOTTOM OF MANHOLE AND CATCH BASIN ELEVATION.
3. LENGTH OF RUN (CENTER OF STRUCTURE TO CENTER OF STRUCTURE) BETWEEN STORM STRUCTURES, TYPE OF AND SIZE OF PIPE MATERIAL WITH PIPE SLOPE CALCULATED.
4. LOCATION OF SERVICE CONNECTIONS INCLUDING STATION/OFFSET (WITHOUT MANHOLES) TOGETHER WITH THE INVERT ELEVATION, PIPE DIAMETER AND MATERIAL.
5. DRY RETENTION/DETENTION AND WET RETENTION/DETENTION AREAS AND ACREAGES.
6. EXFILTRATION TRENCH LIMITS, WIDTH AND DEPTH.
7. TOP OF BERM ELEVATIONS.

CASING

1. AS-BUILT LOCATION OF ALL JACK AND BORE CASINGS INDICATING DISTANCE FROM CENTERLINE OF PAVING TO EACH END OF CASING. THE AS-BUILT STATION/OFFSET) AND AS-BUILT DISTANCE FROM EACH END OF CASING TO LIMITS OF MECHANICAL JOINT PIPE.

STREET LIGHTS

1. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF STREET LIGHT POLES AND PULL BOXES
2. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF SERVICE CONNECTIONS (FP&L OWNED, CITY METERED)
3. LENGTH OF CONDUIT RUNS BETWEEN BOXES AND POLES, SIZE AND TYPE OF MATERIAL USED. CONDUIT RUNS SHALL BE SHOWN AS LAID IN THE GROUND, NOT AS A WIRING SCHEMATIC.

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RECORD DRAWING SUBMITTAL GUIDE (cont.)

REQUIRED INFORMATION ON RECORD DRAWINGS

IRRIGATION

1. AS-BUILT LOCATIONS INCLUDING STATION/OFFSET OF BACKFLOW PREVENTERS, CONTROL STAND LOCATION, AND CONTROL VALVES
2. SCHEMATIC INSTALLED LOCATION OF MAIN LINE INCLUDING PIPING SIZE, MATERIAL, LENGTHS AND DEPTH
3. AS-BUILT IRRIGATION PLANS TO BE CERTIFIED THAT THE PLAN WAS BUILT TO ACCORDANCE WITH THE APPROVED PLAN BY THE IRRIGATION DESIGNER.

LANDSCAPING

1. SCHEMATIC INSTALLED LOCATION OF TREE LOCATION INCLUDING INSTALLED TREE TYPE, CALIPER AND HEIGHT
2. SCHEMATIC INSTALLED LOCATION OF TREE GRATE, SIZE AND MODEL
3. LENGTH, WIDTH AND DEPTH OF STRUCTURAL SOIL USED
4. SCHEMATIC INSTALLED LOCATION OF TOP OF AND TOE OF SLOPE ON BERM ELEVATION FOR LANDSCAPING
5. AS-BUILT LANDSCAPE PLANS TO BE CERTIFIED BY THE LANDSCAPE ARCHITECT OF RECORD THAT THE PROJECT WAS BUILT IN ACCORDANCE WITH THE APPROVED PLANS.

PRIVATE CONSTRUCTION IMPACTS TO RIGHT OF WAY

1. PRIVATE UTILITY OR REVOCABLE EASEMENTS IN THE CITY RIGHT-OF-WAYS OR ON THE CITY PROPERTY MUST BE SHOWN ON THE AS-BUILT PLAN. ANY IMPROVEMENTS WITHIN THE EASEMENT NEED TO BE SHOWN AND CALLED OUT AS PRIVATE. THE RECORDING INFORMATION SHOULD BE ON THE AS-BUILT.
2. PRIVATELY OWNED LIGHTING, IRRIGATION AND LANDSCAPING IN THE CITY RIGHT-OF-WAY NEEDS TO BE CALLED OUT AS PRIVATE AND IDENTIFIED.
3. AS-BUILT LOCATIONS OF ALL UNDERGROUND FOOTERS IN THE RIGHT-OF-WAY

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