



AS-BUILT PLAN SUBMITTAL FORMAT

On behalf of the City of Griffin Stormwater Department, any new commercial or subdivision development, annexation, or any additional changes relating to the development processes (and site plans) must be submitted in a digital computer file format, as well as with paper copies, with specifications as follows and submitted to the City of Griffin Public Works/ Stormwater Department for acceptance.

Acceptable formats for digital as – built include:

AutoCAD .dwg or .dxf files

ESRI GIS “shape” files

ESRI GIS “geodatabase” file

As – built data must be in the City of Griffin’s coordinate system, which is the West Georgia State Plane Coordinate System (NAD83), and the vertical datum must be North American Vertical Datum of 1988 (NAVD88).

The City of Griffin has a survey monument system for reference in the above coordinate system available for contractors to tie into. Any information regarding the City of Griffin’s monuments can be accessed by visiting www.griffinstorm.com and accessing the appropriate link for the control point network.

As – built need to include all data regard the project including but not limited to water, sewer, stormwater, and parcel data. Detention ponds, pipe sizes, types, elevations, and inverts must be shown including impervious areas.

If you have any computer file format questions, please feel free to call Brian Haynes, at (770) 412 – 9950 Ext. 607 or email bhanyens@cityofgriffin.com.



AS-BUILT PLAN REQUIRED INFORMATION

As-built plans are required on all completed development projects and are required to be **prepared and certified by a registered land surveyor or professional engineer**. In addition to the as-built plans, the professional engineer shall provide the city with a measure of the impervious area of the site. Final inspections will not be conducted until the as-built plans have been submitted to the City of Griffin Public Works Department for approval. Any discrepancies with the as-built plans or the impervious area information must be corrected and plans approved before the Certificate of Occupancy is granted.

The following information shall be included on the plans:

- As-built drawings will be the same format as the original construction plans.
- Contour lines are not required.
- Road names and lot numbers should be on plan.
- "As-built" or "Record drawing" is to be stamped in large clear print on plans.
- Sheet should be no larger than 24" x 36".
- Lateral wye locations must show distance from the downstream manhole. Ends of lateral lines must show distance from downstream manhole and offset distance from the main line. Approximate depth of end of lateral should be shown.
- Show elevations of manhole inverts and tops.
- Show field – measured distance between manholes.
- For all sanitary sewers, show the field – measured azimuth or bearing of the line from manhole to manhole.
- Show actual slope of pipe.
- When a phase of a subdivision is completed, a location sketch of the entire subdivision with said phase outlines shall appear on plans.
- Maximum error of as – built measurements shall be:
 - Manhole inverts measure to 0.01 feet with maximum vertical error of 0.50 feet per 1,000 feet of horizontal traverse.
 - Manhole toposes: measure to 0.10 feet with maximum vertical error of 0.50 feet per 1,000 feet of horizontal traverse.
 - Horizontal locations: measure to nearest 1.0 foot with allowable error of 1.0 foot per 1,000 feet of traverse.
- Horizontal locations of all sanitary sewers, storm sewers and waterlines, which include:
 - Two (2) ties to all water valves or blow offs. In case where a group of valves may be located at an intersection, two ties (2) may be provided to one (1) valve and the remaining valves tied to each other;
 - One (1) tie to all sanitary sewer manholes and storm sewer structure;
 - Two (2) ties to all sanitary sewer cleanouts on laterals which are located within a street right-of-way, and two (2) ties to the first clean out on a lateral connected to a main within a street right-of-way;
 - Location of all water meters, detector checks, fire-flow meters, fire hydrants, air release valves, grease traps and any other water or sewer system appurtenances. The size of all meters larger than three-fourths (3/4) inch is to be noted. All ties shall be affixed to easily location permanent objects (i.e. building corners).
- Invert elevations on storm sewers and sanitary sewers
- Length, size, and type of material used for all storm sewer and storm water management systems.
- Top of structure elevations on all sanitary manholes and storm sewer structures.
- As-built topography on storm water detention basins and verification of storage volumes.
- Detailed as-built information for special design drainage and storm water management structures.
- Spot elevations showing inverts of improved channels and swales located in dedicated drainage easements.
- All dedicated easements. The coversheet is required to show, the deed book and page number(s) in which the water and sewer easements and/or subdivision plans are recorded.
- A graphic scale.
- Any changes from the approved construction plans must be indicated by circling the change in red.
- The following statement certifying compliance of the site to approved plans and conformance of any revisions, to all applicable standards.

"This physical survey has been reviewed, and in my professional opinion, based upon my knowledge, information, and belief, the design elements measured by the physical survey comply with the approved plans. This review does not imply in any way that (i) inspections were made during the construction, (ii) to the quality of the work, or (iii) to any element of structure not visible or depicted on the physical survey."