



PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

AS-BUILT CHECKLIST

At the completion of construction (preferably prior to the final field inspection), “as-built” drawings of the project shall be submitted to the City to serve as a permanent record of the project and shall be furnished as such:

- ❑ **One (1) set of mylar sepias (or other suitable form of reproducible drawing)**
- ❑ **Two (2) sets of blue-line copies and one (1) CAD 14 disk**

Acceptance by the City will be made only after satisfactory as-built drawings have been submitted.

GUIDELINES FOR THE PREPARATION OF AS-BUILTS:

1. As-built drawings will be the same format as the original construction plans.
2. Contour lines are not required.
3. Road names and lot numbers should be on plan
4. “As-built” or “record drawing” is to be stamped in large clear print on plans.
5. Sheet should be no larger than 24” X 36”.
6. 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.
7. Show elevations of manhole inverts and tops.
8. Show field-measured distance between manholes.
9. For all sanitary sewers, show the field-measured azimuth or bearing of the line from manhole to manhole.
10. Show actual slope of pipe.
11. When a phase of a subdivision is completed, a location sketch of entire subdivision with said phase outlines shall appear on plans.
12. Maximum error of as-built measurements shall be:
 - a. Manhole inverts measure to 0.01 feet with maximum vertical error of 0.50 feet per 1,000 feet of horizontal traverse.
 - b. Manhole toposes: measure to 0.10 feet with maximum vertical error of 0.50 feet per 1,000 feet of horizontal traverse.
 - c. Horizontal locations: measure to nearest 1.0 foot with allowable error of 1.0 foot per 1,000 feet of traverse.



On behalf of the City of Griffin Stormwater Department, any new commercial or subdivision development, annexation, or any additional changes relating to the developmental processes (any 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-builts include:

AutoCAD .dwg or .dxf files

ESRI GIS "shape" files

ESRI GIS "geodatabase" files

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 NAVD88 (North American Vertical Datum of 1988).

The City of Griffin has a survey monument system for reference in the above coordinate system available for contractors to tie in to. Any information regarding the City of Griffin's monuments can be accessed by visiting <http://cityofgriffin.com/Departments/PublicWorks/Stormwater> and accessing the appropriate link for the control point network.

As-builts need to include all data regarding 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 Jeff Stanley, RLS, CFM, GIS Analyst, at 770-412-9950 Ext. 2. Email: jstanley@cityofgriffin.com