



# CITY OF KINGMAN

## ENGINEERING DEPARTMENT

### SEWER RECORD DRAWING CHECKLIST

310 N. 4<sup>th</sup> Street Kingman, AZ 86401 Ph: (928) 753-8122 Fax: (928) 753-8118

Project Name: \_\_\_\_\_ Project Number(s): \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

The purpose of this checklist is to offer comments on plan preparation for Record Drawings to be provided at completion of construction.

This checklist serves to minimize redline comments on the check prints and to maintain consistency among plan reviewers for Record Drawings. Final acceptance of improvements, approval of construction, discharge authorization, and C of O's are dependent upon compliance with the comments made on the check prints and this checklist. The engineer of record shall satisfy themselves of the completeness and accuracy of the drawings.

A completed checklist must be attached to the Record Drawings when submitted for first review. The following Certification Statement must be signed by the Engineer of record certifying that all applicable requirements on this checklist have been met.

#### CERTIFICATION

**I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE CITY ORDINANCES AND STANDARDS, INCLUDING FEDERAL, STATE AND COUNTY REQUIREMENTS AND REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.**

Engineer's Name: \_\_\_\_\_

Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Discussion of redline comments on plans or this checklist should be directed to the plan reviewer listed above.

Engineer of record (**ENG**) must fill out all boxes in the first column as either  (Addressed) or  (Not Applicable).

Civil plan reviewer (**RVW**) shall check the second column  as (Required) when requirements have not been properly addressed.

## RECORD DRAWINGS

The developer or his representative must provide the following items for plans to be accepted as record drawings by the City of Kingman Engineering Department. Three sets of acceptable blackline prints are required.

### ENG RVW

Easement and rights-of-way shown on the drawing must be shown on a recorded plat. Easements dedicated by separate instruments and described by metes and bounds must be recorded. The Engineering Department must receive a copy that has been approved by City Council before the City accepts the main for service.

Prints must be blacklines on white background, having dark, clean, crisp, clear line work, symbols, and annotation. These items must be sufficient boldness and size, and be free from background obscuring, so as to be legible and easily read. No shading or tinting is acceptable.

Minimum acceptable height for all record drawing lettering is 1/8 inch. Larger lettering is preferred, especially for dimensioning, stationing, size, material, slope, and elevation callouts. Standard bold block lettering is required.

New manholes built on existing lines require showing its station from the nearest existing downstream manhole and its distance to the nearest existing upstream manhole.

All items changed or unchanged must have a bold (AB) lettered next to the item. Required minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring.

NOTE: This includes abandoned pipe. Must note if abandoned pipe is physically removed from ground or remained in place.

The record drawing must indicate the locations of the beginning(s) and end(s) of the construction, and all manholes, cleanouts, and service connections. Their locations must be shown by stationing and dimensioning from appropriate monument lines or in their absence appropriate lot lines, property lines or easement line references. No dimensioning from points of curvature or tangency is acceptable for record drawing purposes. The drawings must clearly indicate the specific points of references.

NOTE: In all cases where the pipe line is constructed within or parallel, in close proximity, with the right-of-way, all stationing must be from the nearest appropriate monument line and monument line intersection.

The sewer service stationing shown must be the locations of the taps at the main. Their locations must be measured perpendicular or radial relative to the appropriate right-of-way monument line, easement centerline, or property line intersection.

NOTE: When sewer services are not installed perpendicular to the sewer main, both the location of the tap at the main and the distance from the meter set from the nearest side property line of the lot must be shown.

Pipe length measurement and stationing is always from the centerline of the downstream manhole to the centerline of the upstream manhole or cleanout. Do not give partial pipe lengths in plan or profile at match lines. Always indicate the distance between manholes or to cleanouts to pipe ends.

All as-built adjustments to manhole, cleanout and pipe information must be shown in both plan and profile and repeated on every sheet in every instance that refers to the same information.

On phased projects, the phase lines must be clearly shown on the key map and on the plan and profile sheets, and the locations clearly identifiable. Actual pipe end locations relative to phasing lines must be shown by dimensioning or stationing.

A complete list of all materials installed and abandoned must be shown on the coversheet. The specific size and material type of each pipeline installed must be shown at every construction reference to that pipe. Any changes to the record drawing must be reflected on the materials list.

Benchmark(s) locations(s) and elevation(s) must be shown on the cover sheet. Only City of Kingman datum is acceptable.

An AutoCAD base map showing the improvements as constructed is to be submitted with the record drawings. Contact the City of Kingman Engineering Dept. for acceptable standards and format.

**ENG RVW**

The coversheet must show the name, address, and phone number of the engineer that certifies the record drawing with the following statement:

**I HEREBY CERTIFY THAT THE "RECORD DRAWING" MEASUREMENTS AS SHOWN HEREON WERE MADE UNDER MY SUPERVISION OR AS NOTED AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

<b>REGISTERED ENGINEER</b>	<b>DATE</b>
<b>REGISTRATION NUMBER</b>	

Each additional plan sheet must contain the signature and seal of an Arizona registrant.