

**CITY OF DUBLIN  
DIVISION OF ENGINEERING  
ADMINISTRATIVE POLICY AND PROCEDURE**

<b>Subject:      As-Built Survey Requirements</b>	<b>Date Initiated:      9/18/2008 Last Revision Date: Policy No:              08-030 Page 1 of 2</b>
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As of September 18, 2008, as-built surveys are required to be performed on all commercial and residential development projects and City capital improvement projects and shall contain the information listed in this policy.

**Purpose and Applicability**

An as-built survey is required to demonstrate that the construction of a project (excluding single-family home construction) has been performed per the approved construction drawings, specifications and contracts. The as-built survey is a requirement to begin using the stormwater management system as prescribed in §53.130 Acceptance of Stormwater Improvements. As-built surveys are required on all sanitary sewers, storm sewers and stormwater management facilities regardless of maintenance responsibilities. As-built surveys are required for all publically maintained waterlines and appurtenances and pedestrian paths and ramps.

**As-Built Survey Contents**

The as-built survey information is to be based on the state plane coordinate system and the benchmarks used on the approved plans. The as-built survey is to be submitted in the form of red-lined construction drawings and in electronic format indicating the following items:

1. Location of structures including but not limited to: Catch basins, Curb and gutter inlets, Manholes (sanitary or storm), Headwalls, Culverts, forcemains
2. Elevations of inverts of all structures, pipes and forcemains
3. Verification of overall site topography including any cut and fills in floodplain areas
4. Elevations of all property corners
5. Elevations and slopes of pedestrian paths and associated ramps
6. Lengths recalculated for pipes
7. Slopes of pipe recalculated to meet the as-built lengths and elevations of inverts
8. Top of castings of all structures and appurtenances
9. Topography of any retention or detention basin including grades below the normal pool of water, if applicable. This information is to be obtained before the water level is established.
10. Updated calculations for the stormwater management system that reflect any field changes to demonstrate site compliance with the Stormwater Regulations, reviewed and signed by the Professional Engineer who performed the calculations.

**Procedure**

- During and at the completion of construction of development projects, the Professional Engineer who signed the construction drawings is to coordinate the collection of the information to include in the as-built survey plan. The as-built survey is to be submitted prior to requesting conditional acceptance or occupancy.

- During and at the completion of capital improvement projects, the contractor is to coordinate the collection of the information to include in the as-built survey plan.
- The as-built survey plan is to be submitted to the Engineering staff who reviewed the construction drawings for approval.
- Engineering staff will have two weeks to review the information in the submitted as-built survey plan. Engineering staff may request additional information or clarifications during their review.
- If all requested information (as outlined in this Policy or as requested by Engineering staff) is not provided, final pay requests on capital improvement projects, conditional acceptance on subdivision projects and occupancy on commercial project sites may be delayed.
- If the as-built survey information is acceptable, Engineering staff will issue an acceptance letter of the as-built survey plan stating that the site is ready for use.

Approved:



Director of Engineering/City Engineer

9.18.08

Date