

## CHAPTER 7 – RECORD DRAWINGS "AS BUILTS"

### 7.1 CRITERIA

Record drawings shall be submitted to the Director of Public Works for all improvements constructed under the terms of the final plat Subdivision Improvements Agreement, or under the conditions specified by the Town Board in approving any other land use changes, or under the terms of a service plan and approved construction plan for an improvement district.

- 7.1.1 The record drawing submittal shall accompany the request for final acceptance of the constructed public improvements.
- 7.1.2 Record drawings shall be provided as one (1) Professional Engineer's signed and stamped set of unsigned, good quality mylar plans suitable for reproduction, and one (1) set of plans that is electronically submitted.
- 7.1.3 Certification of the record drawings is required as follows:
  - 7.1.3.1 Registered Professional Engineer: The responsible Professional Engineer for the project shall state: "I hereby affirm that the public improvements for (Name of Subdivision or project) have been constructed in substantial compliance with the construction plans approved by the Town of Bennett."
- 7.1.4 The Director of Public Works and his staff will compare the certified record drawing information with the approved construction drawings. A Certificate of Conditional Acceptance for the public improvements will be issued only if:
  - 7.1.4.1 The information shown on the record drawing demonstrates that the construction is in compliance with the design intent.
  - 7.1.4.2 The record drawings are certified by the responsible Professional Engineer, and by a Registered Land Surveyor, as required by the Town's Storm Drainage Design and Technical Criteria Manual (for stormwater detention facilities).
- 7.1.5 Summary of certifications and Town Actions required for engineering reports and plans:
  - 7.1.5.1 Drainage reports (Refer to the Town of Bennett's Drainage Design and Technical Criteria).

	CERTIFICATION REQUIRED	TOWN ACTION REQUIRED
Phase I Drainage Report (Sketch Plan)	None	Review and Comment
Phase II Drainage Report (Preliminary)	Engineer	Review and Comment
Phase III Drainage Report (Final)	Engineer / Developer	Acceptance (Subsequent approval with Construction Plans)

**7.1.5.2 Construction Drawings (Drainage and Roadway)**

Certification Required: Engineer

Town Action Required: Acceptance

**7.1.5.3 Subgrade Investigation and Pavement Design Report**

Certification Required: Engineer

Town Action Required: Acceptance

**7.1.5.4 Record Drawings**

Certification Required: Engineer / Land Surveyor

Town Action Required: Final Acceptance Certificate