

## SECTION 10000 RECORD DRAWING CHECK LIST

All entities who construct public infrastructure, private streets, private storm drain collection systems and travel lanes, shall submit to the Town of Cary Engineering Department a certified set of record drawings and a CD with files in tif format of each sheet, signed and sealed by the NCPE and/or NCPLS, as a part of the Town's acceptance process. Record drawings must be submitted and approved prior to acceptance of the improvements or issuance of a certificate of occupancy. Plan sheets shall be 24" X 36" or 22" X 34". Three copies of final record drawings are required. Mylars are not required. Tif files shall not exceed 1.5 MB and naming of files shall indicate sheet title and number.

The following check list must be attached to each set of record drawings submitted for approval. Each blank must be initialed by the applicant as being included on the record drawings or marked N/A if not applicable to the project. All applicable information listed below must be included on all record drawings.

### 10010 RECORD DRAWING INFORMATION

Project Name: \_\_\_\_\_  
TOC Plan #: \_\_\_\_\_  
Submitted by: \_\_\_\_\_  
Sealing Engineer: \_\_\_\_\_  
NCPE Lic. No.: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Transmittal Date: \_\_\_\_\_

### 10020 DATA

Pg #  
\_\_\_\_ A. Acreage in total tract  
\_\_\_\_ B. Average lot size  
\_\_\_\_ C. Total number of lots  
\_\_\_\_ D. Total number of stop signs  
\_\_\_\_ E. Total linear footage of infrastructure chart  
    \_\_\_\_ Streets (List individually in lengths: Public, Private or Fire Lane)  
    \_\_\_\_ Water mains (Identify size and length)  
    \_\_\_\_ Sewer mains (Identify size and length)  
    \_\_\_\_ Reclaim water (Identify size and length)  
    \_\_\_\_ Number of valves (For each size)  
    \_\_\_\_ Number of fire hydrants  
    \_\_\_\_ Number of manholes  
    \_\_\_\_ Other (Any additional appurtenances)

## 10030 GENERAL INFORMATION

Pg #

- \_\_\_ \_\_\_ A. Copy of recorded plat indicating easements (including sight distance easements) and right of way
- \_\_\_ \_\_\_ B. Boundary of tract by courses and distance with references
- \_\_\_ \_\_\_ C. Tie to N.C. grid coordinate system
- \_\_\_ \_\_\_ D. 500 scale vicinity map
- \_\_\_ \_\_\_ E. Scale of drawings and bar scale
- \_\_\_ \_\_\_ F. North arrow
- \_\_\_ \_\_\_ G. Location of benchmark with M.S.L. elevations
- \_\_\_ \_\_\_ H. Seal and signature of North Carolina registered P.E. or P.L.S. responsible for record drawings on each sheet
- \_\_\_ \_\_\_ I. All easements identified and dimensioned. Include legal reference (deed, BOM, page #).
- \_\_\_ \_\_\_ J. Statement designating drawings are "Record Drawing" on each sheet

## 10040 STREETS (Public, Private or Fire Lane)

Pg #

- \_\_\_ \_\_\_ A. Horizontal alignment with radii, P.C.'s, and P.T.'s of all curves
- \_\_\_ \_\_\_ B. Vertical alignment with centerline grades, vertical curve lengths and station and elevation of all PVC's and PVT's and centerline profile.
- \_\_\_ \_\_\_ C. Dimensioned right of way and street widths
- \_\_\_ \_\_\_ D. Pavement section
- \_\_\_ \_\_\_ E. Typical cross section
- \_\_\_ \_\_\_ F. Horizontal and vertical sight lines
- \_\_\_ \_\_\_ E. Engineering Certification for retaining walls (if applicable)

## 10050 STORM DRAINAGE

Pg #

- \_\_\_ \_\_\_ A. Outline of 100 year flood plain
- \_\_\_ \_\_\_ B. Pipe material (HDPE Requires Engineering Certification)
- \_\_\_ \_\_\_ C. Structure invert and top elevations, outlets to survey grade using state plane coordinates in x,y and z and signed by a PLS.
- \_\_\_ \_\_\_ D. Pipe size
- \_\_\_ \_\_\_ E. Pipe slope and distance
- \_\_\_ \_\_\_ F. Size of riprap dissipation pad
- \_\_\_ \_\_\_ G. Statement of stormwater velocity at all outlets
- \_\_\_ \_\_\_ H. Show permanent stormwater best management practice
- \_\_\_ \_\_\_ I. A separate, recorded easement dedication plat for utility extensions outside right of way
- \_\_\_ \_\_\_ J. Engineering Certification for HDPE (if used)

## 10060 WATER SYSTEM

Pg #

- \_\_\_ \_\_\_ A. Pipe material labeled
- \_\_\_ \_\_\_ B. Pipe size labeled
- \_\_\_ \_\_\_ C. Separation from sanitary, storm sewer and gas line shown on plans
- \_\_\_ \_\_\_ D. Locations with distance references (permanent points/fixed structure) (2 each per appurtenance) or survey grade using state plane coordinates in x, y and z and signed by a PLS.
  - \_\_\_\_\_ Valves
  - \_\_\_\_\_ Fittings
  - \_\_\_\_\_ Fire hydrants
  - \_\_\_\_\_ Blow-offs
  - \_\_\_\_\_ Meters
  - \_\_\_\_\_ Air release valves
- \_\_\_ \_\_\_ E. Certification by N.C.P.E. of construction in accordance with the water extension permits
  - \_\_\_\_\_ Certification on the plans
  - \_\_\_\_\_ A separate certification sheet shall be provided
- \_\_\_ \_\_\_ F. A separate, recorded easement dedication plat for utility extensions outside right of way
- \_\_\_ \_\_\_ G. Plan and profile

## 10070 SANITARY SEWER SYSTEM

Pg #

- \_\_\_ \_\_\_ A. Pipe material labeled
- \_\_\_ \_\_\_ B. Pipe size labeled
- \_\_\_ \_\_\_ C. Manhole top elevations
- \_\_\_ \_\_\_ D. Invert in and out elevations
- \_\_\_ \_\_\_ E. Pipe slope
- \_\_\_ \_\_\_ F. Separation from storm sewer, water line, reclaim water and gas line
- \_\_\_ \_\_\_ G. Locations with distance references (permanent points/fixed structure) (2 each per appurtenance) or survey grade using state plane coordinates in x, y and z and signed by a PLS.
  - \_\_\_\_\_ Clean outs
  - \_\_\_\_\_ Manholes
- \_\_\_\_\_ H. Horizontal control (angles at manholes)
- \_\_\_ \_\_\_ I. 100-year flood plain elevation
- \_\_\_ \_\_\_ J. Certification by N.C.P.E. of Construction in accordance with sanitary sewer extension permits
  - \_\_\_\_\_ Certification on the plans
  - \_\_\_\_\_ A separate certification sheet shall be provided
- \_\_\_ \_\_\_ K. A separate, recorded easement dedication form for utility extensions outside right of way
- \_\_\_ \_\_\_ L. Plan and profile

## 10080 RECLAIMED WATER SYSTEM

Pg #

- \_\_\_ \_\_\_ A. Pipe material labeled
- \_\_\_ \_\_\_ B. Pipe size labeled
- \_\_\_ \_\_\_ C. Separation from potable water, sanitary sewer, storm sewer and gas line shown on plans
- \_\_\_ \_\_\_ D. Locations with distance references (permanent points/fixed structure) (2 each per appurtenance) or survey grade using state plane coordinates in x, y and z and signed by a PLS.
  - \_\_\_\_\_ Valves
  - \_\_\_\_\_ Blow-offs
  - \_\_\_\_\_ Meters
  - \_\_\_\_\_ Air release valves
- \_\_\_ \_\_\_ E. Certification by N.C.P.E. of construction
  - \_\_\_\_\_ Certification on the plans
  - \_\_\_\_\_ A separate certification sheet shall be provided
- \_\_\_ \_\_\_ F. A separate, recorded easement dedication plat for utility extensions outside right of way
- \_\_\_ \_\_\_ G. Plan and profile

## 10090 FORCE MAINS

Pg #

- \_\_\_ \_\_\_ A. Pipe material labeled
- \_\_\_ \_\_\_ B. Pipe size labeled
- \_\_\_ \_\_\_ C. Separation from potable water, sanitary sewer, reclaimed water, storm sewer and gas line shown on plans
- \_\_\_ \_\_\_ D. Locations with distance references (permanent points/fixed structure) (2 each per appurtenance) or survey grade using state plane coordinates in x, y and z and signed by a PLS.
  - \_\_\_\_\_ Valves
  - \_\_\_\_\_ Location of Marker Balls
  - \_\_\_\_\_ Meters
  - \_\_\_\_\_ Air release valves
  - \_\_\_\_\_ Certification on the plans
  - \_\_\_\_\_ A separate certification sheet shall be provided
- \_\_\_ \_\_\_ F. A separate, recorded easement dedication plat for utility extensions outside right of way
- \_\_\_ \_\_\_ G. Plan and profile

# 10100 PUMP STATIONS

Pg #

- \_\_\_ \_\_\_ A. Site Plan and Design Drawings
- \_\_\_ \_\_\_ B. Pump Station Design Capacity
- \_\_\_ \_\_\_ C. Pump Type and Manufacture
- \_\_\_ \_\_\_ D. Manhole / Wet Well top elevations
- \_\_\_ \_\_\_ E. Invert in and out elevations
- \_\_\_ \_\_\_ F. Locations with distance references (permanent points/fixed structure) (2 each per appurtenance) or survey grade using state plane coordinates in x, y and z and signed by a PLS.

TOWN OF CARY USE ONLY

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Returned: \_\_\_\_\_

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