

The City of Grove City requires that Record Drawings be prepared for all Sanitary Sewer Plans; Street, Storm, and Water Plans; and stormwater management/water quality facilities (regardless of the maintenance responsibilities).

1. Record Drawings will be produced electronically on images of the signed and approved construction drawings.
2. The Record Drawings are to be submitted after the completion of construction and prior to the acceptance of the improvements by the City. Submit the Record Drawings electronically in the PDF format.
3. All pertinent information shall be presented on electronic images of the originals in red (please reference attached checklists for summary of pertinent information).
4. It is the responsibility of the Developer/Owner to ensure that information is collected and presented on the Record Drawings per the requirements of this memo.
5. Furthermore, it is the Developer / Owner's responsibility to ensure that the project Contractor is maintaining up to date information on the as built condition of the project throughout construction.
6. All vertical elevation data must be recorded in the North American Vertical Datum of 1988 (NAVD 1988) and all horizontal location data must be recorded in the Ohio State Plane South Zone (OSPSZ).
 - A. Vertical and horizontal location information must be tied to the benchmarks referenced on the construction plans.



For each SANITARY SEWER plan set, complete and attach the Sanitary Sewer Record Drawing Checklist and include it with the submittal.

For each STREET AND STORM SEWER plan set, complete and attach the Street and Storm Sewer Record Drawing Checklist and include it with the submittal.

For WATER PLAN record drawings, use the current City of Columbus Division of Water's Design Guidelines For Water Distribution System Capital Improvement Projects available on the City of Columbus, Ohio website (<https://columbus.gov/Templates/Detail.aspx?id=66553>)

For phased projects the first record drawings are to be submitted on the electronic images of the construction plans. Subsequent phases are to be submitted on the electronic images of the prior phase record drawings. Record drawings for later phases will not be accepted if they are submitted on the original construction drawing images.

If the requirements of the checklist are not met, it will be cause for the delay of final pay requests, project acceptance, and/or occupancy permits on the project. At the end of the review the plans will either be approved or a request for additional information will be made.

<p>Approved By:</p>  <p>City Engineer, EMH&T Inc</p>  <p>City Service Director</p>	<p>STANDARD DIMENSIONS FOR</p> <p>RECORD DRAWING REVIEW PROCESS</p>	<p>CITY OF GROVE CITY, OHIO</p>		
		<p>STANDARD CONSTRUCTION DRAWING</p>		
		<p>Revised February 2019</p>	<p>Sheet 1/2</p>	<p>Drawing No. C-GC-102</p>

No.	Completed	Not Applicable	Item
1			Surveyed top of casting elevations (NAVD 1988) and coordinates (Ohio State Plane South Zone) for all storm drainage structures including, but not limited to, catch basins, curb inlets, manholes, headwalls, etc.
2			Surveyed elevations of all pipe inverts at all storm sewer structures (NAVD 188)
3			Structure type and construction material for all storm sewer structures
4			Size, material, and installed length of all storm sewer pipes
5			Survey centerline elevation and coordinates for all publicly maintained ditches (centerline point every 50')
6			Calculated slope of all installed storm sewer pipe, based on the measured length and invert elevations
7			Surveyed elevation (NAVD 1988) and coordinates (Ohio State Plane South Zone) at all storm sewer discharge points
8			Provide the coordinates of all Water Quality BMP's and revised details (e.g. shop drawing, product operation and maintenance manual, etc.) of the BMP's if they differ from the approved construction drawings
9			Provide the as-built normal pool elevation, water quality elevation, and emergency overflow coordinate and elevation for all storm water management facilities (basins, underground storage, etc.)
10			Provide details (detailed mark up, shop drawing, submittal documentation, etc.) for the installation of specialized components that were not shown on the approved construction plans
11			Provide coordinates of all street lighting structures and the type of structure called out by standard drawing number. <i>This information may be provided on a spreadsheet separate from the plan set.</i> The location of the electric service to the street lighting structures shall be included on the plans.
12			Contractor to reference the current City of Columbus Division of Water's <i>Design Guidelines For Water Distribution System Capital Improvement Projects</i> available on the City of Columbus, Ohio website (https://columbus.gov/Templates/Detail.aspx?id=66553) for specific requirements for the water distribution system record drawing and documentation
13			<p>Add a bold box with the following information to every sheet:</p> <p style="text-align: center;">RECORD PLAN</p> <p style="text-align: center;">Prepared by (Add Company Name) from field inspection notes.</p> <p style="text-align: center;">Dates of Construction: From (month/year) to (month/year)</p> <p style="text-align: center;">Contractor: (Add Contractor)</p> <p style="text-align: center;">Inspector: (Add Inspection Company/Group)</p>

Approved By:



City Engineer, EMH&T Inc



City Service Director

STANDARD DIMENSIONS
FOR

**RECORD DRAWING
REVIEW PROCESS**

**CITY OF
GROVE CITY, OHIO**

STANDARD
CONSTRUCTION DRAWING

Revised	Sheet	Drawing No.
February 2019	2/2	C-GC-102