

The City of Grove City Record Drawing Policy



Guidelines:

The City of Grove City requires Record Drawings for all *Sanitary Sewer Plans; Street, Storm, and Water Plans; and Stormwater Management/Water Quality Facilities* (regardless of the maintenance responsibilities).

- Record Drawings must be submitted on electronic images of the signed and approved construction drawings.
- The Record Drawings must be submitted after construction completion and prior to the acceptance of the improvements by the City. Submit three (3) copies of the Record Drawings electronically in .pdf format.
- All pertinent information must be presented on electronic images of the originals in red (please reference attached checklists for description of pertinent information).
- It is the responsibility of the Developer / Owner to ensure information is collected and presented on the Record Drawings per the requirements.
- It is the Developer's / Owner's responsibility to ensure the project Contractor is maintaining up-to-date information on the as-built condition of the project throughout construction.
- 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). Vertical and horizontal location information must be tied to the benchmarks referenced on the construction plans.

Sanitary Sewer:

- Complete and attach the Sanitary Sewer Record Drawing Checklist and include with the submittal.

Street and Storm Sewer:

- Complete and attach the Street and Storm Sewer Record Drawing Checklist and include with the submittal.

Water Plan:

- Use the current City of Columbus Division of Water's *Design Guidelines for Water Distribution System Capital Improvement Projects* available on City of Columbus, Ohio website (<http://columbus.gov/templates/detail.aspx?id=66553>).

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 delay of final pay requests, project acceptance, and/or occupancy permits on the project. At the end of the review, plans will either be approved or a request for additional information will be made.

Sanitary Sewer Record Drawing Checklist



Please provide the requested
Information and submit to:

SERVICE DEPARTMENT
4035 BROADWAY
GROVE CITY, OHIO 43123
614-277-1100

grovecityohio.gov/public-service

PROJECT / PROPERTY INFORMATION

PROJECT NAME: _____

RECORD DRAWING PREPARED BY: _____ DATE: _____

CONTRACTOR / DEVELOPER: _____

INSPECTOR (CITY REPRESENTATIVE): _____

CHECKLIST

Completed	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed top of casting elevations (NAVD 1988) and coordinates (Ohio State Plane South Zone) in tabular format on the plan sheets for all sanitary sewer structures
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed elevations of all pipe inverts inside all sanitary sewer structures (NAVD 1988)
<input type="checkbox"/>	<input type="checkbox"/>	Structure type and construction material for all sanitary sewer structures
<input type="checkbox"/>	<input type="checkbox"/>	Size, material and installed length of all sanitary sewer pipes
<input type="checkbox"/>	<input type="checkbox"/>	Calculated slope of all installed sanitary sewer pipe, based on the measured length and invert elevations
<input type="checkbox"/>	<input type="checkbox"/>	Measurements to all wyes connected to the sanitary sewer, measured from the nearest downstream manhole
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed elevation (NAVD 1988) and coordinates (Ohio State Plane South Zone) for all end-of-service lateral connections
<input type="checkbox"/>	<input type="checkbox"/>	Provide details (detailed mark ups, shop drawing or other documentation) for specialized components where installations were not shown on the original plans
<input type="checkbox"/>	<input type="checkbox"/>	Add a bold box with the following information to every sheet:

RECORD DRAWING
Prepared by (add company name) **from field inspection notes.**
Dates of Construction: From (month/year) **to** (month / year)
Contractor: (add contractor)
Inspector: (add inspection company / group)

FOR PUMP STATION / FORCE MAIN ONLY

<input type="checkbox"/>	<input type="checkbox"/>	Size, material and installed length of all sanitary sewer force mains
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed elevations (NAVD 1988) and coordinates (Ohio State Plane South Zone) for all valves, fittings and bends on the force main
<input type="checkbox"/>	<input type="checkbox"/>	Calculated slope of the installed force main, based on the measured length and elevations, between each bend, appurtenance or vertical deflection of the installed force main
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed elevations (NAVD 1988) and coordinates (Ohio State Plane South Zone) for all top, bottom, inverts, sizes and types of all lines entering or leaving pump station wet well

Street/Storm Sewer/Water Record Drawing Checklist



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Information and submit to:

SERVICE DEPARTMENT
4035 BROADWAY
GROVE CITY, OHIO 43123
614-277-1100

grovecityohio.gov/public-service

PROJECT / PROPERTY INFORMATION

PROJECT NAME: _____

RECORD DRAWING PREPARED BY: _____ DATE: _____

CONTRACTOR / DEVELOPER: _____

INSPECTOR (CITY REPRESENTATIVE): _____

CHECKLIST

Completed	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed top of casting elevations (NAVD 1988) and coordinates (Ohio State Plane South Zone) in tabular format on the plan sheets for all storm drainage structures including, but not limited to, catch basins, curb inlets, manholes, headwalls, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed elevations of all pipe inverts at all storm sewer structures (NAVD 1988)
<input type="checkbox"/>	<input type="checkbox"/>	Structure type and construction material for all storm sewer structures
<input type="checkbox"/>	<input type="checkbox"/>	Size, material and installed length of all storm sewer pipes
<input type="checkbox"/>	<input type="checkbox"/>	Survey centerline elevation and coordinates for all publicly maintained ditches (centerline point every 50')
<input type="checkbox"/>	<input type="checkbox"/>	Calculated slope of all installed storm sewer pipe, based on the measured length and invert elevations
<input type="checkbox"/>	<input type="checkbox"/>	Surveyed elevation (NAVD 1988) and coordinates (Ohio State Plane South Zone) at all storm sewer discharge points
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	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.)
<input type="checkbox"/>	<input type="checkbox"/>	Provide details (detailed mark ups, shop drawing, submittal documentation, etc.) for the installation of specialized components that were not shown on the approved construction plans
<input type="checkbox"/>	<input type="checkbox"/>	Provide coordinates of all street lighting structures. <i>This information may be provided on a spreadsheet separate from the plan set</i>
<input type="checkbox"/>	<input type="checkbox"/>	Contractor to reference the current City of Columbus Division of Water's <i>Design Guidelines for Water Distribution Capital Improvement Projects</i> available on the City of Columbus, Ohio website http://columbus.gov/templates/detail.aspx?id=66553 for specific requirements for the water distribution system record drawing and documentation
<input type="checkbox"/>	<input type="checkbox"/>	Add a bold box with the following information to every sheet:

Revised 01/16

RECORD DRAWING

Prepared by (add company name) **from field inspection notes.**

Dates of Construction: From (month/year) **to** (month / year)

Contractor: (add contractor)

Inspector: (add inspection company / group)