

# Standard Record Drawing Check List Items

Please find below a list of standard items to be included with all record drawings submitted for review. This check list must be submitted with the record drawings (to ensure completeness) or the plans shall be returned without review.

1. Each previously approved construction sheet, except the plans which identify temporary construction conditions, shall be revised to reflect existing as-built conditions.
2. Copies of Sanitary sewer and water as-builts shall be provided included in the set as approved by Town of Cary.
3. Record drawings shall include both horizontal and vertical as-built location information used on the current State Plane coordinate system.
4. Each sheet must include an as-built certification block which can be found on [our website.](https://www.morrisvillenc.gov/Our-Community/Business-Development/Development-Services)
5. Record drawings shall be sealed by either a NCPE or NCPLS.
6. One electronic copy shall be uploaded through the Town of Morrisville CSS site for review and approval. Record drawings are considered final when the Town has received, reviewed, and Stamped the Electronic set as approved.
7. Once the Town has Approved the record Drawings the following items must be provided to the Town for recordkeeping):

a) One electronic copy of AutoCAD files via email if the file is to large to send the AutoCad files shall be provided on flash drive and Sent to the Engineering Department at 100 Town Hall Dr , Morrisville, NC 27560.

# Record Drawing Information

Project Name:

Town of Morrisville Project No: Submitted by:

Phone Number: Transmittal Date:

At a minimum, record drawings shall provide the following information:

|  |  |  |
| --- | --- | --- |
| **Data** |  | |
|  | 1. | Site data table revised per as-built info. |
|  | 3. | Total number of lots (subdivisions only) |
|  | 4. | Total number of stop signs (subdivisions only) |
|  | 5. | Total linear footage on infrastructure chart |
|  |  | a. Streets (list individually in lengths: Public, Private or Fire Lane) |

# General Information

 2. Boundary of tract by courses and distance with references  3. Tie to N.C. grid coordinate system

 4. 500 scale vicinity map

 5. Scale of drawings and bar scale  6. North arrow

 7. Location of benchmark with M.S.L. elevations

 8. Seal and signature of North Carolina registered P.E. and/or P.L.S. on each sheet that prepared as-built information

 9. All easements identified and dimensioned. Include legal reference (deed, BOM, page #)

# Streets

 1. Horizontal alignment with radii, P.C.’s, and P.T.’s of all curves

 2. Vertical alignment with centerline grades, vertical curve lengths and station and elevation of all PVC’s and PVT’s and centerline profile

 3. Street name, dimensioned/labeled right-of-way, and street widths  4. Pavement section

 5. Typical cross section

 6. Horizontal and vertical sight lines

 7. Pavement markings, signage and traffic signals

# Storm Drainage

 Copies of plan sheets as Approved by Engineering Stormwater  2. Pipe material

 3. Structure invert and top elevations  4. Pipe size

 5. Pipe slope and distance

 6. Size of riprap dissipation pad

 7. Statement of stormwater velocity at all outlets

# Water System

 Copies of plan sheets approved by the Town of Cary

# Sanitary Sewer System

 Copies of plan sheets approved by the Town of Cary