



### **As-Built Record Plan Set Requirements**

A record drawing is a compilation of the sealed engineering drawing for this project; modified by addenda, change orders, and information furnished by the contractor.

1. **Cover Sheet:**
  - Project title.
  - Date of completion.
  - Project location.
  - Surveyor/engineer contact information.
2. **Project Overview:**
  - Description of the project scope.
  - Standard Detail Sheets.
3. **Base Maps:**
  - Existing site conditions before construction.
4. **Site Plan:**
  - Accurate depiction of final site layout.
  - Location of all structures, utilities, and major features.
  - North arrow and scale.
5. **Utility Drawings:**
  - Detailed drawings of all utilities (water, sewer, stormwater).
  - Sizes, depths, and locations of utility lines.
  - Manhole and valve locations with survey grade coordinates.
6. **Grading and Drainage:**
  - Final grading plan.
  - Drainage patterns and structures.
  - Retention/detention basins.
7. **Roadway/Pathway Plans:**
  - Layout and dimensions of roads or pathways.
  - Details on road construction materials.
  - Cross-sections of roads or pathways.
8. **Structural Drawings:**
  - Detailed drawings of all structures within Right of Way or Easement.
  - Material type used.
9. **Landscaping Plans:**
  - Location and type of landscaping elements.
  - Planting details.

## AS-BUILT RECORD PLAN SET REQUIREMENTS

10. **For single family development (subdivision)**, prior to final inspection, please fill out GIS Verification form on CSS Portal and pay associated fees per lot online at [https://css.baytown.org/Energov\\_Prod/SelfService#/home](https://css.baytown.org/Energov_Prod/SelfService#/home).

<b>Engineering GIS As-Built Verification</b>		<a href="#">Apply</a>
Category Name: LPA/ ETJ Developments	Description: Applicable to subdivisions installing new and/or extending existing infrastructure and New Developments within the city limits and Extra Territorial Jurisdiction (ETJ). All fees are due before final plat acceptance, and paid online.	

Once completed, please email [engineering@baytown.org](mailto:engineering@baytown.org) and include the associated permit number in your message.

11. **Survey Data:**

- Accurate and up-to-date survey data and topographic features (i.e. on page 2)
- Coordinates of key points on the site; infrastructure and attributes
- Benchmark information. (Texas South Central 4204, NAD83, GEOID99 Conus or GEOID18, Grid coordinates).

12. **As-Built Changes:**

- Detailed documentation of any changes made during construction.

13. **Digital Format:**

- Provide drawings in digital format (PDFs, and SHP) for easy access and future use.
- Ensure compatibility with common software used by the municipality (ArcGIS, TBC).

14. **Certification and Seal:**

- Include a certification statement signed and sealed by the surveyor/engineer verifying the accuracy of the as-built drawings.

### **Examples of Topographic Features to be included:**

1. Sidewalks.
2. Driveways or other pavement including material.
3. All structures within Right of Way or Easement.
4. Drainage structures and pipes.
5. Berms and Swales.
6. Edge of road or curb and gutter.
7. Retaining walls.
8. Open Ditches.
9. All trees, landscaping.

## AS-BUILT RECORD PLAN SET REQUIREMENTS

10. List of all impervious structures and materials including their associated area in square feet and lot coverage percentage.
11. Sanitary Sewer Cleanouts.
12. Meters/Meter Boxes.
13. Valves/Valves Boxes.
14. Sanitary Sewer Manholes.
15. Fire Hydrants.
16. Accessory Structures.
17. Fences.
18. Along lot perimeter and at grade breaks at a maximum spacing of 25 feet.
19. Grid throughout interior of lot including grade breaks at a maximum spacing.
20. Elevations from existing infrastructure/ buildings.
21. Drainage structure tops, pipe sizes, materials, and flowlines.
22. Retaining wall perimeter.