



County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

401 McIntire Road, North Wing
Charlottesville, VA 22902-4579
Telephone: 434-296-5832
WWW.ALBEMARLE.ORG

Construction Record Drawings (As-built) and Required Documents for WPO

The following is a list of documents and information required on construction record drawings for stormwater facilities (reference Water Protection Ordinance 17-422). *It is preferable that the construction record drawing be prepared by someone other than the designer. Please do not provide design drawings as construction record drawings.*

Fee \$353.60 (\$340 fee plus 4% Technology Fee).

Record (as-built) drawing requirements:

- 1) A signed and dated professional seal of the preparing engineer or surveyor.
- 2) The name and address of the firm and individual preparing the drawings on the title sheet.
- 3) Include “as-built drawing” or “record drawing” on the title sheet.
- 4) Show the constructed location of all items associated with each facility, and the inspection records to verify proper dimensions, materials and installation. The items include, but are not limited to the following:
 - a) **Updated Location** with geo-coordinates (northing/easting) of all facilities.
 - b) **Verified Drainage Area maps** for the drainage area treated, and for drainage to the facilities.
 - c) **Current physical and topographic survey** for all earthen structures. Ponds should include a survey of the pond bottom. Surveys should verify pond volumes are per design. Corrections may be required for deviations from the design.
 - d) **Plants, location and type.**
 - e) **Plans and profiles for all culverts, Pipes, Risers, Weirs and Drainage Structures** – Display the installed type of drainage structures, culvert/pipe size, weirs, materials, inlets or end treatment(s), inlet and outlet protection, alignment and invert elevations compared to design.
 - f) **Ditch Lines** – Display the constructed location of all ditch lines and channels, including typical sections and linings.
 - g) **Guardrail, fences or other safety provisions** – Display the constructed location of all safety provisions; fences, guardrail, including the type, length and applied end treatments, compared to design.
 - h) **Access roads** – show location of access roads, surface treatment, drainage, etc, as applicable.
 - i) **Easements** – Show all platted easements with deed book references labeled. Facilities and drainage must be within platted easements. Provide copies of recorded documents.

Additional Documentation Required with the As-built Submittal:

- 5) **Material layers** – biofilter media, stone layers, sand layers, keyways and cores must be verified as to material types and depths. Provide inspection reports, boring or test pit reports and materials certifications. Biofilter media must be an approved state mix.
- 6) **Inspection Records** and photographs for pipe trenches and bedding, including underdrains and filter fabric.
- 7) **Video Pipe Inspection** for any pipes which are not viewable without the need to enter a confined space.
- 8) **Computations** – For significant deviations from design, provide sealed computations verifying that the as-built condition is equivalent or exceeds design requirements.
- 9) **Compaction reports** are required verifying fill compaction in dams.
- 10) **Manufacturer(s) certification(s)** for proprietary BMP’s certifying proper installation and functioning.