



Subdivisions and Construction Site As-built

Record Drawing Checklist

The information and references in this document are subject to change

Last Revised: 10/10/2024

The following items are required upon completion of any development where the disturbance is greater than 1 acre, part of common plan, and/or a storm system is constructed. Only after approval of the As-built will permits be issued for individual lots of subdivisions and any Certificate of Occupancy be issued for associated structures. All residential construction requires certification of critical elevations and grading (provided as update to site plan).

As-built Plan Set Requirements:

1. Submitted as .pdf and digital GIS compatible format (CAD or shapefile)
2. Owner, Engineer, Architect's name phone and email listed.
3. Project name indicates "As-built" in the plan title.
4. Record Drawing is signed by the licensed engineer.
5. Scale matches original plan submission. North arrow and adequate key is shown. As-built data shown in red.
6. Property limits, public right of way, easements, and streets are clearly labeled.
7. Public and private utilities are labeled (material, diameter, direction, etc.) and legible.
8. Description and elevation of all site benchmarks used. All elevations should be referenced to the same benchmark datum as the original design plans.
9. Final topographic contours and directional arrows overlaid on the proposed design contours with sufficient survey shots to adequately show site drainage patterns.
10. Cross-sectional survey points at emergency spillways, rock chutes, and grass swales sufficient to verify proposed design.
11. Spot elevations at all drainage paths, building pads, structure corners, and lot corners.
12. All critical elevations including low points, emergency overflows, conveyance, lowest openings, etc.
13. Cross sectional survey points at crest and sag locations of newly constructed roadway. (road centerline, edge of pavement, gutter, top of curb, centerline of road swale, right of way, etc.)
14. Location, length, diameter, material, invert and rim elevations of all sanitary and stormwater conveyance pipes and structures.
15. For each green infrastructure (including underground systems) practice provide the location, detailed description, volume (ponding, engineered soils/media, aggregate, etc.), contours, cross-sectional diagram, detail of inlet, detail of outlet control and/or bypass structures. Profile and plan.
16. For each stormwater pond and/or basin provide specific survey points to verify construction, profile and plan. At a minimum the following:
 - a. Elevations of permanent pool, water quality level, and 2yr, 10 yr, 100 yr HWL with associated volumes.
 - b. Spot elevations at bottom of pond on sufficient grid to verify construction.
 - c. Location, elevation, and dimensions of energy dissipation, emergency spillway, forebay, structures, outlet control structures, etc.
 - d. Information identified in item 15 above.
17. "As-planted" description and location of vegetation for BMP and site. (final landscape)
18. If As-built varies significantly from proposal, supporting calculations are required, indicating treatment capability. The Stormwater Management Report shall reflect these changes.

Please contact us at stormwater@owatonna.gov or 507-774-7300 for further assistance.