

AS-BUILT PLAN APPLICATION



July 1, 2017

City of Fredericksburg

Department of Planning & Community Development

715 Princess Anne Street, Room 209

P O Box 7447

Fredericksburg, VA 22404

Phone: (540) 372-1179

Fax: (540) 372-6412

www.fredericksburgva.gov

Procedures for this application can be found in
Part 2 Section D of the UDO Procedures Manual.

Application Submittal Checklist

- Completed "Project Information and Primary Contacts" Form

- Completed "Detailed Project Description" Form

- Signed "Statements of Understanding" from the owners and applicant

- Completed "Checklist for As-Built Plan" signed by the engineer who prepared the plat

- Six (6) sets of "red-lined" marked up prints

- Fee Required

FOR OFFICIAL USE:

RECEIVED DATE _____ INITIALS _____	OFFICIALLY SUBMITTED DATE _____ INITIALS _____
POST APPLICATION TRC DATE _____	PROJECT NUMBER _____

Project Information & Primary Contacts

As-Built Plan

PROJECT INFORMATION

PROJECT NAME

ADDRESS (IF AVAILABLE)

LOCATION OF PROJECT

TOTAL SITE ACREAGE

GPIN #

ZONING DISTRICT

APPLICANT /AGENT

PRIMARY CONTACT PERSON

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

OWNER (Provide attachments if multiple owners)

PRIMARY CONTACT PERSON

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

PROFESSIONAL (ENGINEER, SURVEYOR, etc.)

PRIMARY CONTACT PERSON

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

STATEMENTS OF UNDERSTANDING

I as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as Applicant or Agent for the Owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name	Date
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DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT.

DESCRIPTION (INCLUDING USE): _____

SITE STATISTICS:

_____ # Project Acres	_____ # of Buildings	_____ LF Public Streets
_____ # Impervious Acres		_____ LF Private Streets
_____ # of Open Space Acres		_____ # SWM Facilities

ZONING:

Zoning District: _____

Are/were there any **CONDITIONS** associated with this application?

Special Use Permit (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Rezoning (s)	YES <input type="checkbox"/>	Ord# _____	NO <input type="checkbox"/>
Special Exception (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Waiver(s), Appeal(s), Exception(s)	YES <input type="checkbox"/>	# _____	NO <input type="checkbox"/>

EASEMENT PLAT/DEED:

_____ Recording date
_____ Instrument number

SWM AGREEMENT:

_____ Recording date
_____ Instrument number

PERFORMANCE GUARANTEES:

_____ Amount currently secured with the City
_____ Amount to be requested for release pending As-Built plan approval
_____ Balance to remain secured with the City

AS BUILT FEES
EFFECTIVE JULY 1, 2017
(ORD 17-04)

AS-Built Plan Submission Fee	\$200	Fee	
Total Fee Due			

Checklist for As-Built Plan

A. General Information		
1	The initial submittal shall include a completed application, fee, and six (6) sets of “red-lined” marked up prints and a sealed request for reductions/release of performance guarantees and fees, which should be delivered to the office of the Development Administrator.	
2	A benchmark elevation, benchmark description, and location shall be provided on each plan sheet.	
3	All As-Built information shall be blocked in and shown on the original construction drawings and shall be blocked in, as thus: []	
4	<p>The following As-Built Certificate shall be signed and sealed by a VA professional engineer or a VA professional land surveyor and shall appear on the cover sheet of the As-Built Plan set. All sheets included in the permit set must be submitted in the final As-Built Plan:</p> <p>As-Built Certificate: I hereby certify that the information shown on this record drawing is an accurate and complete representation of data established from field information obtained under the direction of a Professional Land Surveyor or a Professional Engineer, and that the physical dimensions or elevations shown thus: [] are as-built information and the facility was constructed according to the approved plans, except as otherwise noted hereon.</p> <hr/> Name, License # <hr/> Title, Date	
5	Boundary of the site as shown on the approved site plan. The as-built plan shall show any geodetic reference points located on the site.	
6	Deed book and page number(s)/Instrument numbers of the recordation in the land records of the City of Fredericksburg of dedications and easements reflected on the approved plan.	
7	Area of the site as shown on the approved site plan and subsequent to any fee simple dedications to public use and the land area of such dedications.	
8	Location and height of all buildings showing the yard dimensions and all official building numbers (addresses) posted.	
9	Identify front, rear and side building restriction lines and current setbacks.	
10	Current calculations for open space, floor area ratio, parking.	
11	Location and width of sidewalks.	
12	Location and width of travel lanes.	
13	Buffer and screening devices to separate uses within the development.	
14	Location and screening (if applicable) for mechanical units.	
15	Location of outside waste facilities/trash receptacles and screening.	
16	Location of exterior lighting.	

17	Location of any signs; stop signs, directional, monument, etc.	
18	Parking Area <ul style="list-style-type: none"> a. Marked parking spaces showing width, depth and layout dimensions b. Parking spaces marked and designated for handicapped persons, locations of ramps per ADA. 	
19	Locations and size of loading areas.	
20	Zoning classification.	
21	Location of landscaping.	
B. Global Positioning System		
1	<p>The following GPS data shall be included:</p> <ul style="list-style-type: none"> a. GPS coordinates on the outfalls and storm water management (SWM) structure; included but not limited to SWM pond outfalls and emergency spillways, discharge points from BMP facilities, level spreaders, and other similar SWM or BMP facilities. b. The following GPS Tie In Note just be placed on cover sheet: <p>GPS Tie In Note:</p> <p>The As-Built Plan shown hereon is references to the Virginia Coordinate System of 1983 as computed from a field survey which ties this development boundary to _____. The grid factor (elevation factor x scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated, the distances shown are intended to be horizontal distances measured at the mean elevation of the development. The bearings shown are referenced to Virginia State Plane 1983 Gird North.</p>	
C. SWM/BMP Facility		
1	<p>As-Built Plans for a surface SWM/BMP facility shall include the following additional information:</p> <ul style="list-style-type: none"> a. Length, width, slope information, and depth or contours (1 foot intervals) of the pond area along with a verification of the original design volume. b. A benchmark on the riser, inlet headwall, or other approved location. c. Revised design computations verifying the functionality of the pond. Computations shall be submitted, with an additional paper copy of the As-Built Plan. d. The grading/storage volumes must be approved by Building and Development Services prior to landscaping/planting. All plantings must be added to the As-Built Plan after plant installation. As-Built Plan will not be approved without required plantings. 	

2	<p>An official Stormwater Management Facilities Certification on official letterhead, signed and sealed by a Professional Engineer for each SWM/BMP facility:</p> <p><u>Stormwater Management Facilities Certification</u></p> <p>Pursuant to 9VAC25-870-55, I hereby certify that to the best of my knowledge and belief the stormwater management facilities shown on these record drawings have been constructed in accordance with the approved plans and specifications.</p> <p>Name Signature Virginia License Date</p> <p>“Certify” means to state or declare a professional opinion based on sufficient and appropriate onsite inspections, material tests, as-built survey data, and information provided by other professionals and the contractor, conducted during or after construction.</p> <p>(SEAL)</p>	
D. Streets		
1	<p>The following information must be shown for public streets:</p> <ul style="list-style-type: none"> a. Street Names; b. Right of Way; c. Pavement width (feet); d. Center line (miles); e. Number of lanes; f. Function class; and g. Confirmation that streets have been recorded and dedicated. 	
E. Utilities		
1	<p>The location of all storm sewers, sanitary sewers, fire hydrants, and associated easements including all waterline easements. For storm and sanitary sewers, the pipe sizes, lengths, top and invert elevations and percent grade of pipe as computed shall also be shown.</p>	

I, _____, duly licensed / certified in the Commonwealth of Virginia, do hereby certify that the plan submitted with this checklist conforms to the requirements of the Fredericksburg City Code. I further certify that the above checklist is complete and accurate.

Signature

Printed Name

Date

C. As-Built Plan

1. General Description

All entities who construct public water or sewer lines, storm drainage systems, bike paths, sidewalks, trails or streets to be maintained by the City of Fredericksburg must submit an “As-Built” set of construction drawings to the office of the Development Administrator for approval as part of the City’s acceptance process. Additionally, entities constructing any stormwater management (SWM), best management practice (BMP), or stream restoration facilities must submit an “As-Built” set of construction record drawings. Submission for review and approval of an As-Built Plan to the Development Administrator is required prior to final release of performance guarantees.

The As-Built information shall preferably be shown on the original construction drawings. Placing As-Built information upon a scanned image or other reproduction of the original construction drawings is acceptable so long as the quality, integrity, and legibility of the original drawings are not compromised. The As-Built Plan set shall be submitted for signature and shall contain the same red-lined information as approved in the As-Built review.

2. Review Procedure

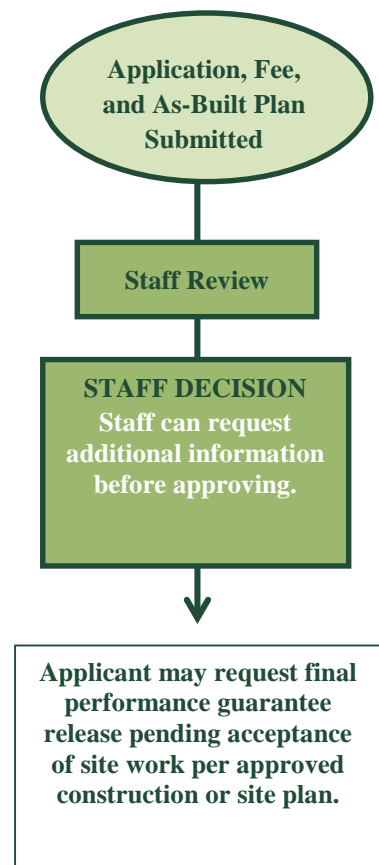
- a. The initial submittal shall include an application, fee, six (6) sets of “red-lined” marked up prints, and a sealed request for reductions/release of performance guarantees with fee, delivered to the office of the Development Administrator for distribution. This submittal shall include recorded copies of any public easements required with the project.
- b. The Development Administrator will distribute to City departments (and state agencies, if necessary) for review and approvals. The Development Administrator may request additional information as needed.
- c. Final approval by Development Administrator.
- d. The design engineer will be notified to submit two electronic versions of the plan one in CAD 2013 and one in PDF once all changes have been satisfactorily shown.
- e. Performance guarantees released.

3. Things to Know

As-Built Plans shall clearly show any changes or variations from the approved design. Horizontal variations greater than 1.0 foot should be shown dimensionally or through plus stations. Horizontal variations greater than 5.0 feet should also show the graphic relocation of the object. Vertical

Process Flow Chart

As-Built Plan



elevation variations greater than 0.02 feet shall be provided for all design elevations.

For a surface SWM facility as-built data that demonstrates that the constructed facility varies from the original design storage elevations by greater than or equal to one percent (1%), will have to be corrected (regrades) prior to submission for review unless storage is verified. All constructed features not previously approved on the original construction drawings may have to be modified at the City's discretion.

The plan preparer shall submit an electronically formatted computer file containing all information shown on the As-Built Plan. The computer file shall conform to 2013 CAD format (current City standards as of adoption date) and include all layers that contain boundary data, improvements to the land, and existing utility and street infrastructure. The file shall be submitted to the City of Fredericksburg FTP site in its final form prior to final release of performance guarantees.

4. Submittal Requirements

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3	All As-Built information shall be blocked in and shown on the original construction drawings and shall be blocked in, as thus: []	

4	<p>The following As-Built Certificate shall be signed and sealed by a VA professional engineer or a VA professional land surveyor and shall appear on the cover sheet of the As-Built Plan set. All sheets included in the permit set must be submitted in the final As-Built Plan:</p> <p>As-Built Certificate: I hereby certify that the information shown on this record drawing is an accurate and complete representation of data established from field information obtained under the direction of a Professional Land Surveyor or a Professional Engineer, and that the physical dimensions or elevations shown thus: [] are as-built information and the facility was constructed according to the approved plans, except as otherwise noted hereon.</p> <p>_____</p> <p>Name, License #</p> <p>_____</p> <p>Title, Date</p>	
5	Boundary of the site as shown on the approved site plan. The as-built plan shall show any geodetic reference points located on the site.	
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15	Location of outside waste facilities/trash receptacles and screening.	
16	Location of exterior lighting.	
17	Location of any signs; stop signs, directional, monument, etc.	
18	<p>Parking Area</p> <ul style="list-style-type: none"> a. Marked parking spaces showing width, depth and layout dimensions b. Parking spaces marked and designated for handicapped persons, locations of ramps per ADA. 	
19	Locations and size of loading areas.	
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D. Streets	
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1	<p>The location of all storm sewers, sanitary sewers, fire hydrants, and associated easements including all waterline easements. For storm and sanitary sewers, the pipe sizes, lengths, top and invert elevations and percent grade of pipe as computed shall also be shown.</p>