



## **DRAINAGE AS-BUILTS**

### **REQUIREMENTS AND CHECKLIST**

*DRAINAGE AS-BUILTS SHALL NOT BE COMBINED ON THE SAME SHEETS OR IN THE SAME DIGITAL FILES WITH WATER AND/OR SEWER AS-BUILTS. ALL UTILITY AS-BUILTS ARE REQUIRED TO BE PREPARED INDIVIDUALLY.*

*In order to be considered for a release of performance and added to an inspection list and agenda, an Action Request Form, signed off on by the Project Engineer must be submitted concurrently with the drainage as-builts. Blank Action Requests may be printed by clicking on the following link: <http://www.franklintn.gov/home/showdocument?id=22082>.*

**NEW: Video recording:** For **site plan and final plat projects approved February 2020 and after**, drainage as-built submittals with a storm sewer size of 12-inches and larger shall be video-inspected to verify proper installation with the video recording and any associated inspection report submitted as a part of a drainage as-built record. See page 3 of this document for additional information on this new requirement.

**NEW: Paper copies are no longer required for drainage as-builts.**

For technical questions, contact Derrick McCord, Streets Department, 615-550-6883, [derrickm@franklintn.gov](mailto:derrickm@franklintn.gov), or Casey Chrisman, Streets Department, 615-550-6882, [casey.chrisman@franklintn.gov](mailto:casey.chrisman@franklintn.gov). For questions related to Project Engineer signoffs (Action Request Forms) or agendas, contact Melodie Brady, Planning and Sustainability Department, 615-591-5631 or 615-550-6736, [melodie.brady@franklintn.gov](mailto:melodie.brady@franklintn.gov)

ACTION REQUEST forms shall be submitted to the Planning and Sustainability Department, ATTN: Melodie, or emailed to [melodie.brady@franklintn.gov](mailto:melodie.brady@franklintn.gov)

**Paper copies are no longer required.** Submit a CAD and PDF to <https://franklin.idtplans.com/secure/>. Video recording, required for projects approved February 2020 and after, shall also be submitted

to this email address. (See last page of this document for further information.) Regular deadlines for inspection lists and agenda placement apply. If an Action Request form is not received from the project engineer, the drainage improvements cannot be considered for release of performance/establish maintenance, regardless of whether drainage as-builts are submitted.

- ❖ **PDF** (maximum scale shall be 1"= 50')
  - ❖ **CAD prepared in the following format:** a .dwg copy of the drainage as-builts in Tennessee state plan coordinates, NAD 83, NAVD 88, zone 4100/5301 for incorporation of the drainage as-builts into the COF GIS database.
  - ❖ **For projects approved February 2020 and after, video recording** for any storm sewer size of 12-inches and larger is required and shall be emailed to [drainage.asbuilts@franklintn.gov](mailto:drainage.asbuilts@franklintn.gov) with the drainage as-builts submittal. If you are unable to email the video recording to this email address due to file size, you may deliver it using Dropbox to [drainage.asbuilts@franklintn.gov](mailto:drainage.asbuilts@franklintn.gov). See the last page of this document for further information about video recording.
  - ❖ **Completed Action Request Form** with project Engineer seal/signature/date; [melodie.brady@franklintn.gov](mailto:melodie.brady@franklintn.gov) or deliver to the Planning Department, ATTN: Melodie.
  - ❖ **No paper copy required.**
- RLS or Engineer shall begin with the approved grading and drainage plan, then incorporate any field changes made during construction and installation of drainage structures and improvements. The as-builts shall be signed/sealed/dated upon completion by the professional that produced them.
  - The title block shall include the approved project name and City of Franklin (COF) project number.
  - All as-builts are required to be sealed/signed/dated by the Registered Land Surveyor (RLS) or Engineer that prepared them. COF cannot accept or review unsealed plans or as-builts.
  - Contact information of the professional that prepared the as-builts shall be provided on the as-builts, including firm name, address, telephone number and email address.
  - All inverts, catch basins, endwalls, swales, cross-drains, ditches, berms and all other drainage features shall be shown in their actual location on the drawings. Provide outlet protection type and limits, if applicable.
  - Volume availability of all detention and retention ponds shall be verified and shown.

- All original approved pipe and structure charts shall be provided alongside updated charts, labeled “ORIGINAL DESIGN” and “AS-BUILT EXISTING IN FIELD.”
- Provide a note on the as-builts that reflects whether installed storm pipe is HDPE or RCP.
- Note if formed inverts have been completed.
- Verify pond volume capacity and note what material the spillway is constructed with. Show pond contours, including rate of graded slope.
- **APPLIES TO PROJECTS APPROVED FEBRUARY 2020 AND AFTER:** For site plan and final plat projects approved February 2020 and after, drainage as-built submittals with a **storm sewer size of 12-inches and larger shall be video-inspected** to verify proper installation with the video recording and any associated inspection report submitted as a part of a drainage as-built record. The professional preparing the video shall be certified by the Pipeline Assessment and Certification Program (PACP®). Video documentation shall be prepared in conjunction with the preparation of drainage as-builts, shall be no more than 90 calendar days prior to a performance release request submittal and shall be submitted with the drainage as-builts. Additional testing may be required if warranted by the video inspection.

Email the video recording to [drainage.asbuilts@franklintn.gov](mailto:drainage.asbuilts@franklintn.gov) at the same time as the CAD and PDF are sent. If you have difficulty because the file is too large, try sending it to this email address using Dropbox. If you are still unable to successfully email the video recording, you may deliver it on a CD to the Streets Department (Public Works Building, 124 Lumber Drive, Franklin, TN 37064), ATTN: Casey Chrisman, 615-550-6882.