



WATER & SANITARY SEWER AS-BUILT DRAWINGS REQUIREMENTS AND CHECKLIST

WATER & SANITARY SEWER AS-BUILT DRAWINGS SHALL NOT BE COMBINED ON THE SAME SHEETS OR IN THE SAME DIGITAL FILES WITH ANY OTHER AS-BUILT DRAWINGS. ALL WATER & SANITARY SEWER UTILITY AS-BUILT DRAWINGS ARE REQUIRED TO BE PREPARED INDIVIDUALLY.

Record drawings must be stamped and signed by a registered Engineer of Land surveyor in the state of Tennessee.

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 Water & Sanitary Sewer as-built drawings.

Blank Action Requests Forms may be printed from the following link:

<http://www.franklintn.gov/home/showdocument?id=22082>

SUBMIT the following to the Planning and Sustainability Department,

Attention:

Melodie Brady,

Surety Coordinator

melodie.brady@Franklintn.gov

615-591-5631 or 615-550-6736

- Completed Action Request Form with project Engineer seal/signature/date.

For technical questions, contact:

Ben McNeil – Utility Inspector Senior, Water Management Department, 615-794-4554.

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.

SUBMIT the following to the Water Management Department,

Attention:

Ben McNeil, Utility Inspector Senior

Ben.McNeil@Franklintn.gov

615-794-4554 office

- ❖ 2 full-size paper copies, drawn to scale (minimum paper size 24"x36", maximum scale shall be 1" = 50').
 - ❖ PDF, scaled to match paper submittals.
 - ❖ CAD prepared in the following format: a .dwg copy of the Water & Sanitary Sewer as-built drawings in Tennessee state plan coordinates, NAD 83, NAVD 88, zone 4100/5301 for incorporation of the Water & Sanitary Sewer as-built drawings into the City of Franklin (COF) GIS database.
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- Upload As built submittal to Franklin.idtplans.com on-line review portal
 - RLS or Engineer shall begin with the approved Water & Sanitary Sewer Site plan, then incorporate any field changes made during construction and installation of Water & Sanitary Sewer infrastructures and improvements.
 - The title block shall include the approved project name and City of Franklin (COF) project number.
 - All as-built drawings are required to be sealed/signed/dated by the Registered Land Surveyor (RLS) or Engineer who prepared them. COF cannot accept or review unsealed plans or as-built drawings.
 - Contact information of the professional who prepared the as-built drawings shall be provided on the as-built drawings, including firm name, address, telephone number and email address.
 - All valves, hydrants, blow-offs, manholes, service lines, sanitary sewer taps, water meters and all other Water & Sanitary Sewer features shall be shown in their actual location on the as-built drawings.
 - All original approved pipe and structure charts shall be provided alongside updated charts, labeled "ORIGINAL DESIGN" and "AS-BUILT EXISTING IN FIELD."
 - Provide the Sanitary Sewer profile as shown on original plans with any material, measurement corrections and/or modifications noted on the profile sheet.
 - Provide a note on the as-built drawings that reflects the material of installed infrastructure.
 - Provide an Inventory Chart including an inventory of all installed infrastructure. The chart shall only include public infrastructure to be accepted by The City of Franklin.
 - There shall be no notes relieving the Engineer or RLS from responsibilities and/or assurances of correct installation and location from the approved plan set.