

# **APPENDIX L**

As-Built Plan Checklist

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## City of Valley Center As-Built Plan Checklist

Submit completed forms to:  
City of Valley Center Public Works, 545 W. Clay, Valley Center KS 67147.

<b>Project Name:</b> _____	
<b>Total Area of Project:</b> _____ acres	
<b>Development Type:</b> _____ Other: _____	
<b>Developer Name:</b> _____ Contact: _____ Phone: _____	
<b>Email:</b> _____	
<b>Engineer Name:</b> _____ Contact: _____ Phone: _____	
<b>Email:</b> _____	

**Directions:**

(1) Fill-out this checklist completely and include it with the As-built Plan submittal. This checklist should be included in the bound copy, behind the cover sheet for the submittal. Incomplete plans and checklists will not be accepted.

(2) Indicate whether a plan element is included or not included in the submittal by choosing "Yes" or "No" from the dropdown list in the "Element Included?" column. The question must be answered for every plan element for this checklist to be considered complete. An explanation must be provided for all "No" answers.

As-built Plan Checklist			
#	Plan Element Description	Element Included?	Explanation/Notes
<b>1.0</b>	<b>General Information</b>		
1.1	Digital copy of as-built plan, showing changes from approved designs as redlined items. Include all sheets and submitted as a single PDF file.		
1.2	Digital copy of as-built digital terrain model in Civil3D CAD format (for projects involving mass grading only).		
1.3	Digital copy of video inspection of storm sewer conduits (private construction only) in MPG format.		
1.4	Northing, easting, elevation, description, date and survey quality for all items surveyed, in comma delimited (CSV) file that can be transferred into ESRI GIS inventory.		
1.5	All points surveyed in State Plane Kansas South (feet) NAD 83 for horizontal control and NAVD 88 for vertical control using the most current geoid.		
1.6	Digital copy of Operations and Maintenance Plan with proof that O&M plan has been recorded with the Sedgwick County Registrar of Deeds, PDF format.		
1.7	Hard copy of all plan sheets in 11"x17" (half-scale) size.		
1.8	Copy of all white cards from City of Wichita Public Works & Utilities Engineering staff.		
1.9	Title block with address of project, phase or addition name, original date of issue and date of revisions made, name/address of site design engineer/company. Note: Engineer of record must be same as original design plans.		
1.10	Date of completion of construction.		
1.11	Copy of Notice of Termination filed with KDHE.		
1.12	Copy of engineering certifications submitted to KDA-DWR.		
1.13	Copy of closeout form submitted to USACE.		
1.14	Name and address of land surveyor/company. Name of person performing as-built inspection.		
1.15	Name and address of site contractor.		
1.16	Professional Engineer's seal, signature and date.		
1.17	Notation that construction is complete.		
1.18	As-Built Certification Form completed with Engineer's Certification and Land Surveyor's Certification.		
<b>2.0</b>	<b>Stormwater Management Facilities As-built Info</b>		
2.1	Type (using proper name in accordance with the Stormwater Manual) and location of all stormwater management facilities, with boundary lines for the facilities and all easement/reserve boundaries as applicable.		
2.2	Type, material, dimensions, surface area, storage volume, slope, invert elevation, rim elevation and other appropriate elevations/information for all stormwater system control structures and stormwater management facilities.		
2.3	<i>Items 2.3.1 to 2.3.12 denote specific survey locations for storm sewer system structures. Indicate whether the surveyed locations for these structures conform to these requirements by answering "Yes" or "No". An explanation must be provided for all "No" answers.</i>		

As-built Plan Checklist			
#	Plan Element Description	Element Included?	Explanation/Notes
2.3.1	Note: Were all structures with manhole lids surveyed on the northern most point of the rim? If more than one lid is on the structure, the survey point is on the lid on the left side of the structure, as viewed from the street.		
2.3.2	Were all Type 2 inlets surveyed on the left side closest to the curb, as viewed from the street?		
2.3.4	Were all drop inlets surveyed on the northernmost point of the outside frame?		
2.3.5	Were all headwalls surveyed in the center of the headwall? If there are multiple boxes with the same headwall, a survey point must be taken separately at the center of each box on the headwall.		
2.3.6	Were all pipe ends surveyed at the invert (flow line) of the pipe end?		
2.3.7	Were all end sections surveyed at the invert (flow line) at the downstream end?		
2.3.8	Were all beehive covers with manhole lids surveyed on the northern most point of the rim? If more than one cover is on the structure, the survey point is on the lid on the left side of the rim, as viewed from the street.		
2.3.9	Were all 2x5 curb inlets surveyed at the left side top of curb, as viewed from the street?		
2.3.10	Were all 2x2 curb inlets surveyed at the left side top of curb, as viewed from the street?		
2.3.11	Were all curb flow lines surveyed at the left side of the structure, as viewed from the street?		
2.3.12	Have all curb flow lines been surveyed for all structures and labeled differently from structure invert flow lines?		
2.4	Identifying label, type and location of all proprietary stormwater quality systems. Must include commercial name of the device, vendor name/address, manufacturer name, make, model and size details.		
2.5	Indication that stage-area-discharge/volume data meets or exceeds the approved design for all ponds and detention/retention facilities.		
2.6	Identifying label, type and location of all water quality volume reduction areas, with boundary lines for areas and all easement/reserve boundaries as applicable.		
2.7	Indication that water quality volume reduction areas are protected by signage as required by the local jurisdiction. Show label and location of such signage.		
2.8	Scale (horizontal and vertical, as applicable).		
2.9	Benchmarks (minimum of 2) used for site control (NAVD 88 vertical datum).		
2.10	Legend key.		
<b>3.0</b>	<b>Pervious Area Stabilization</b>		
3.1	Copy of Notice of Termination filed with KDHE.		
3.2	Narrative of stabilization techniques and vegetation establishment progress for all pervious areas. Indicate areas of seeding/planting and estimate % stabilized coverage for entire site.		
3.3	<i>Provide answers to questions 3.3.1 through 3.3.6. "Yes" answers indicate that the site is not yet stabilized. For all "Yes" answers provide the relevant location(s), an explanation for the answer and the name/address/contact phone for the party responsible for resolution of the issue.</i>		
3.3.1	Question: Are there any areas of bare soil, where vegetative cover has not been established? If Yes, provide location of unstabilized areas and reason for lack of stabilization.		
3.3.2	Question: Are there any unstable slopes on the site?		
3.3.3	Question: Are any temporary erosion and sediment controls still on-site?		
3.3.4	Question: Are there any sediment deposits at the outfalls from the site?		
3.3.5	Question: Are there any signs of sediment discharges on the streets or adjacent properties that can be attributed to the site?		
3.3.6	Question: Are all stormwater management facilities and the storm sewer system free of sediment?		
<b>End of Checklist</b>			