



PUBLIC WORKS DEPARTMENT

RECORD DRAWING REVIEW CHECKLIST

Project Name: _____

Date: _____

Project No.: _____

By: _____

Circled items need to be addressed. **Checked** items are complete.

General Plan Formatting:

1. Plan sheets and profile sheets or combined plan and profile sheets and detail sheets as required shall be on sheet sizes 22" x 34". Sheets shall be good quality bond paper and to scale pdf format.
2. No adhesive backed material placed on drawing.
3. No colored shading by pencil or other means.
4. Lettering size no smaller than 1/10 of an inch in height and uppercase.
5. Existing features shown with dashed lines, and/or half-toned (screened / grayscale).
6. As-built features shown with solid lines.
7. Each plan set shall contain a project information/cover sheet with the following:
 - a. Title: Project name and Sedro-Woolley permit number.
 - b. Table of contents (if more than 3 pages).
 - c. Vicinity map.
 - d. Name and phone number of surveyor.
 - e. Name and phone number of engineer.
 - f. Legal description.
8. An overall site plan shall be included if more than three plan sheets are used. The overall plan shall include the following:
 - a. Right-of-way layout.
 - b. Street names and road classification.
 - c. Storm drainage system.

- d. All of the above shall be indexed to the detail plan sheet.
9. Each sheet of the record drawing plan set stamped, signed and dated by the professional civil engineer or land surveyor licensed in the State of Washington in-charge of the record drawing.
10. Title block provided on each sheet. The title block shall list at a minimum the development title, the name, address and phone number of the firm or individual preparing the plan, page (of pages) numbering and sheet title (e.g. road and drainage, grading).
11. Location and label of each section or detail provided.
12. Indicate units of measurement for all slope call outs as either % or ft./ft. Do not mix units of measurement on a plan set.
13. All match lines with matched sheet number (stationing) provided.
14. All division or phase lines indicated with the limits of construction that are as-built.
15. Wetlands labeled with the number from the wetland inventory or labeled as "uninventoried" if such.
16. City's standard approval block located in lower right corner of all drawings. Permit number shown on top of approval block.
17. Copy of this checklist, filled out.

Plan View: Site Plan and Roadway Elements

1. Property lines, right-of-way lines and widths of as-built road and intersecting roads shown.
2. Existing and as-built roadway features such as centerline, edge of pavement and shoulder, ditchline, curbs and/or sidewalks shown.
3. As-built contours shown at two-foot intervals for slopes < 20% and five-foot intervals for slopes 20% or greater. Contours shall extend one-hundred feet (100') beyond property lines or catch points; whichever is greater.
4. The location of all utilities shown. All utility poles and related guy wire/anchors clearly identified.
5. All roads and adjoining subdivisions identified.
6. Right-of-way shown with sufficient dimensioning to clearly show exact locations on all roadway sections.
7. For subdivision projects, drawing scales shall be 1"=20'; however 1"=50' shall be optional for development of lots one acre or larger. Contact Public Works for prior approval. For commercial or multi-family projects, scale shall be 1"=20'. Details may be drawn at a larger common engineering scale.
8. North oriented to the top or right side of the sheet.

9. _____ Stationing shown in plan view reads from left to right or bottom to top. The same station not used more than once on a project.

Plan View: Drainage Conveyance

1. _____ All storm drainage structures sequentially numbered starting from the furthest downstream structure. If tying into an existing CB, label that structure with the existing CB Number, i.e. EXCB #H-6.
2. _____ Slope, length, inverts, diameter and material for all pipes, culverts and stubouts shown.
3. _____ Catch basin size and type labeled. Catch basin as-built locations and inverts labeled.
4. _____ Downspout and footing drain stubout and cleanout locations shown. Invert and rim elevation of all cleanouts shown.
5. _____ Project benchmark location and elevation called out on each sheet where elevations are called out. Provide a note that says, "VERTICAL DATUM: NAVD 1988".
7. _____ Stubout locations and invert elevations for future pipe connections shown.
8. _____ All drainage easements, tracts, access easements, buffers and building setback lines clearly shown on the plans. Show dimensions, type of restriction and use and recording number.

Plan View: Other

1. _____ Location and dimensions of all buildings, with projections and overhangs, property lines, building setback lines (BSBL), streets, alleys, and easements shown.
2. _____ Location of all drainage facility fencing, together with a typical section view shown.
3. _____ Details of all retaining walls and rockeries including sections through critical portions of the rockeries or retaining walls provided. Routing of drain lines behind walls shown.

Profiles: Roadway and Drainage

1. _____ Centerline ground profile at 50-foot stations and at significant ground breaks and topographic features, with average accuracy to within 0.1 foot on unpaved surface and 0.02 feet on paved surfaces provided.
2. _____ For roadways, provide final road and storm drain profile with the stationing the same as the horizontal plan, reading from left to right, to show stationing of points of curve, tangent and intersection of vertical curves, with elevations shown to the hundredth of a foot.
3. _____ On a grid of labeled lines, provide a continuous plot of vertical positioning against horizontal. The grid aligned with and relate to the centerline of the right-of-way where applicable.
4. _____ Show finish road grade and vertical curve data; road data to be measured at centerline.
5. _____ Show all roadway drainage, including detention tanks, that are within the right-of-way or easement.

6. _____ Slope, length, size and type (or in plan notes or on a detail sheet) for all pipes and detention tanks in Public ROW shown on the profile.
7. _____ Indicate the inverts of all pipes and culverts and the elevations of catch basin grates or lids. If the plan and profile elements are on separate sheets, then the elevations of catch basin grates or manhole lids and pipe inverts shall appear on both the plan view and profile view.
8. _____ Indicate roadway stationing and offset for all catch basins.
9. _____ Profile on the same sheet with, and aligned underneath, the plan view.
10. _____ Indicate vertical and horizontal scale.
11. _____ Profiles with respective street names and plan sheet reference numbers if drawn on separate sheets labeled.
12. _____ Property boundaries shown.
13. _____ Match line locations shown.
14. _____ Profiles for all 12-inch and larger pipes and for channels (that are not road side ditches) provided.
15. _____ Location of all gas, water and sanitary sewers shown.
16. _____ Energy dissipater locations shown.
17. _____ Vertical scale shall be such that there is sufficient space in the profile view for showing utilities and labels. Clarifying details may be done at a larger engineering scale.
18. _____ Extend as-built profile a minimum of 200 feet into existing paving.
19. _____ Place the road vertical alignment data above the profile and storm drainage data below the proposed profile centerline.

Details: Stormwater Facilities

1. _____ Provide a scaled drawing of each permanent stormwater facility, including tract boundaries.
2. _____ Show as-built contours at two-foot intervals. Show and label maximum design water elevation.
3. _____ Dimension all berm widths.
4. _____ Show and label at least two sections through pond. One section must include the restrictor.
5. _____ Show location of access road to control manhole and pond bottom.
6. _____ Specify rock protection/energy dissipation requirements and details.
7. _____ Provide inverts of all pipes, grates, inlets, tanks, vaults and spot elevations of pond

bottom.

8. _____ Show location and detail of emergency overflows and spillways.
9. _____ Provide plan and section view of all energy dissipaters, including rock splash pads. Specify the size of rock and thickness.
10. _____ Show bollard location on plans.
11. _____ Copy of this checklist, filled out.