



RECORD DRAWINGS (Commercial Development)

Upon the completion of all site improvements, the Developer shall submit Record Plans to the City for review and acceptance. The record drawings shall; depict the “as-built” condition of the improvements, including any variations from approved plans; show that the final lot grading and site improvements are in compliance with the plans approved, and; be signed by a registered Minnesota land surveyor and/or engineer, as specified.

All as-built conditions, such as elevations, locations, and distances, shall be labeled as such by use of italics and the crossing out of original proposed information, etc.

Record Plans

Each record plan sheet shall be stamped “Record Drawing” and the record plans shall contain, at a minimum, the following information:

1. General Construction Information
 - Contractor
 - Sub-contractors
 - Material Suppliers
 - Dates of Construction
2. As-built finish floor elevations.
3. As-built footprint of buildings
4. As-built footprint of parking lot and driveways.
5. As-built grade elevations of building corners.
6. As-built top of curb elevations at all corners, high points, low points, and at a minimum interval of 100’.
7. As-built spot elevations of all graded retention ponds, swales and wetlands.
8. As-built ground elevation at all emergency overflow (EOF) locations.
9. As-built ground elevation at all lot corners.
10. As-built spot elevations and/or topo of all green areas, outlots, and undeveloped lots.
11. As-built rim and invert elevations at all manholes (storm and sanitary sewer).
12. As-built locations of sewer and water services (including as-built elevation of sewer stubs).
13. As-built sanitary sewer service wye locations, referenced to downstream manhole.
14. As-built locations of all watermain bends and appurtenances.

15. As-built pipe lengths and grades for storm sewer and sanitary sewer lines.
16. As-built top nut of hydrant elevations.
17. As-built swing ties to all gate valves, curb stops and cleanouts. The maximum swing tie length is 100 feet and the swing ties must be made to manholes, catch basins, hydrants and/or permanent building corners.
18. As-built retaining wall elevations along top and bottom of wall.
19. Identify all wetland delineations and wetland demarcation.
20. As-built 100 Year HWL / OHWL contour of any water features (ponds, wetlands, etc.).
21. As-built elevations of all storm water conveyance swales and drainage ways.
22. Verification that all property corners are in place as of the date of the record drawings.

Submittal

Two sets of completed record drawings shall be submitted to the City Engineer for review and approval. Once approved, three additional hardcopies and two disks containing the record drawings in both .dwg and .pdf form shall be submitted to the City for filing.