

Record Drawing Submittal Process

The submittal process for the review and approval of Record Drawings is as follows:

1. Submittal of Record Drawings

- a. Submit two (2) copies of either a contractor's "red-lined" mark-ups of approved construction drawings or an electronic submission of approved construction drawing with changes to the above "clouded" based on a contractor's "red-lined" mark-ups to the Engineering Division's Capital Projects Section.
 - i) Only changes from the approved construction drawings need to be presented.
 - ii) The "red-lined" information will have a single line placed through it with the revised information or measurement placed next to it.
 - iii) If an electronic drawing is submitted in place of the contractor's red line drawings, then a single line will be drawn through the errant information. The correct information will be placed next to the errant information and a "cloud" will surround both.
 - iv) A licensed professional engineer with the State of North Carolina (either the engineer of record or one hired by the developer) shall also be responsible for reviewing the contractor's red line mark-ups of approved construction drawings prior to submittal to the City of Greenville.
- b. Submit storm drainage calculations
 - i) The engineer shall review the Record Drawings to determine and establish if any construction deviations will impact positive storm drainage flow throughout the system or place the system out of compliance with the City of Greenville requirements.
 - ii) If there is not positive drainage throughout the storm drainage system or if the system is not in compliance with the approved construction drawings or the City of Greenville requirements, the engineer must submit revised storm drainage calculations based on the record drawings for review and evaluation by the Engineering Division, as well as discuss the issue(s) with the City Engineer or his designee to determine a viable solution(s).



PUBLIC WORKS DEPARTMENT
1500 Beatty Street
Greenville, North Carolina 27834

CITY OF GREENVILLE, N.C.

USE WITH THE CITY OF GREENVILLE, N.C. STANDARD SPECIFICATIONS ONLY

www.greenvillenc.gov

No.	Date	Description
1	9/16/11	APPROVAL
Scale: not to scale	Sheet #: 1 of 2	Detail # C30.02

RECORD DRAWING SUBMITTAL PROCESS

- c. Record Drawings shall be reviewed within ten (10) working days after date of receipt.
- i) The benchmark(s) and datum used for measurements of the record drawings shall be conveyed and easily interpreted on the submitted drawings and shall be the same as used for the design of the original approved construction drawings and for construction.
- (1) If the referenced benchmark(s) used for design and construction and shown on the approved construction drawings have been compromised, new benchmark(s) must be reestablished to an accuracy on the site from published NGS monuments in accordance with the Standard of Practice For Land Surveyors in North Carolina, N.C.A.C. Title 21, Chapter 56, Section .1600, and by either conventional survey methods or Global Positioning Systems survey methods (21 NCAC 56.1607).
- * Revisions to the record drawing submittals or requests for additional information may be required by the City of Greenville staff and may delay approval.
- ii) Any exceptions or deviations from the approved construction drawings determined as acceptable by the City Engineer shall be noted on and incorporated as part of the final Record Drawings.

2. Upon approval of all Record Drawings

- a. One (1) copy shall be returned by the Engineering Division to the engineer with an approval stamp.
- b. The engineer shall submit an electronic copy of the drawing in "pdf" format with the following certification:

"I, _____, as a duly registered Professional Engineer in the State of North Carolina, hereby certify that construction of the street(s) and storm drainage infrastructure as presented on these Record Drawings has been completed in substantial accordance with the approved plans and specifications and that the information pertaining to said infrastructure provided by _____ and prepared under the supervision of _____ is correct to the best of my knowledge and belief."

- c. The engineer shall also submit an electronic drawing in a version of AutoCad "DWG" format compatible with the City of Greenville's current system.
- d. The Engineer's & Owner's Certification of Completion forms (Std. detail No. C31.01 & C31.02, respectively) shall be submitted to Engineering Division.

3. A pre-final street acceptance inspection shall be scheduled following approval and completion of all submittal requirements stated above.



PUBLIC WORKS DEPARTMENT
1500 Beatty Street
Greenville, North Carolina 27834

CITY OF GREENVILLE, N.C.

USE WITH THE CITY OF GREENVILLE, N.C. STANDARD SPECIFICATIONS ONLY

www.greenvillenc.gov

No.	Date	Description
1	9/16/11	APPROVAL
Scale: not to scale	Sheet #: 2 of 2	Detail # C30.02

RECORD DRAWING SUBMITTAL PROCESS