Mayor Tammy de Weerd
City Council Members:
Keith Bird
Luke Cavener
Ty Palmer
Joe Borton
Genesis Milam
Anne Little Roberts

Project Name:_____

Acceptance of Record and Electronic Drawings

Within thirty days of completion of construction, before Occupancy Permits are issued, or prior to final payment for Capital Projects, the Engineer of Record will submit a complete, updated set of Record Drawings with Electronic Drawings of the project to the Construction Division of the City of Meridian Public Works Department.

The Record Drawings shall be reviewed for accuracy. Replacement sheets or new plans may be requested if errors are found.

MINIMUM REQUIREMENTS

The following are the City of Meridian's minimum requirements for approval of Record and Electronic Drawings. All sheets in the submittal set shall be modified as noted below and marked in the lower right hand corner as **RECORD DRAWING(S)**. They ***MUST BE STAMPED, SIGNED, AND DATED*** by a State of Idaho Registered Professional Engineer. Electronic drawing(s) will be submitted in the Ada County Projection. This projection can be attained through the Ada County Surveyor's webpage, City of Meridian's webpage, or the City of Meridian Public Works Department. Failure to follow the Ada County Projection will result in resubmittal of Electronic Drawings. If you have any questions feel free to contact the City of Meridian Public Works Department at 208-898-5500.

Record Drawing submittals shall show the following design and surveyed data:

1. Sewer Main diameter, length, material, and slope are to be called out in either plan or profile view.
2. Sewer Manhole and t-type cleanout rims and inverts are to be located horizontally and vertically. Design elevations (rims and inverts) in the profile shall be crossed through and the surveyed (rims and inverts) displayed in bold next to the crossed out values. Design grades shall be recalculated to show installed grades and shown in revision clouds. Changes in types and lengths of pipe must also be shown.
3. Water and Recycled Water Main diameter, length, and material are to be called out in either plan or profile view.
4. Domestic and recycled water fire hydrants, water valves, air-vac stations and blow-off locations are to be located horizontally and vertically. Documented or known changes in types, lengths of pipe, or any other changes to the domestic and recycled water systems shall be shown.
5. Any other changes to the construction drawings should be noted and shown with a revision cloud.
6. All surveyed points (as noted above) are to be shown on a separate layer in the electronic AutoCAD file.

Record Drawing Submittal Packages shall include:

1. One (1) hard paper copy (Xerox or Blue Line)
2. One (1) electronic copy on a disk that includes:
   a. PDF of Hard Paper Copy
   b. AutoCAD drawing in the Ada County Projection

Warren Stewart, P.E., Engineering Manager — Date: 3/9/16

Mike Pepin, Deputy Director of Public Works — Date: 3.11.16

Engineer of Record Signature — Printed Name — Date