

AS-BUILT PLAN CHECKLIST

Town of Monroe

The following is a list of detailed items which should be included for the types of record drawings as indicated. Please note that As-built drawings must include depiction of the originally approved layout shown in a lightly shaded or red background, such that variations between the approved and the completed improvements will be visible.

Provide one (1) color/shaded print & six (6) b/w prints.

A. Site Plans for Private Development

1. Property Boundaries
2. Locations of buildings including points of access
3. Limits of completed development (parking, walks, curbing, fill, cuts, etc.) include dimensions of aisles, parking spaces, walks, etc.
4. Approximate location of utilities
5. Finished floor elevation
6. Bench Mark reference (include datum)
7. Parking lot line striping (confirmation of required parking).
8. Landscaping (field edited documentation of landscaping provided – specific measurements not needed).
9. Bulk zoning data (chart).
10. All drainage, infiltration systems and oil/water separators with top frame and inverts elevations.
11. Grading information, (contours and/or spot elevations) where applicable in order to verify compliance with approved plans, in areas where grading is of concern (steep slopes or min./max. pitch in pavement).
12. Certification of all installed survey monuments marking streetline, property corners and corners of easements, where applicable (show on plan view of site layout plan, and include in certification statement).

B. Inland Wetland Commission Approvals

1. Same as “Site Plans” (above) with the addition of the following:
2. Limits of completed work/disturbance (includes fill, excavation, grass areas, clearing, etc.)
3. Location of originally flagged wetlands
4. Location of approved limits of disturbance
5. Accurate representation of all remediation work, if applicable
6. Locations of all marker pins, posts, signs or other delineation measures

C. Subdivisions (Provide 1 mylar of each as-built plan in addition to the paper copies).

1. R.O.W. and Subdivision Plans (survey data and set monument and/or pin locations, noting that all set property corner pins must be shown on an as-built subdivision lot layout plan in addition to the roadway plans). A certification statement referencing the installation of survey monumentation must also be included on the plans.
2. Roadway plans and Profiles including locations, inverts and grades, where applicable for:
 - a. Storm sewers including underdrains and footing drains
 - b. Water and Gas Mains including hydrant and gate valve locations.
 - c. Utility poles and/or underground services/structures
 - d. Easements (include set pin and/or marker locations)
 - e. Walks and ramps
 - f. Landscaping (locations of planted trees).
 - g. Guide rails and/or other fencing requirements
 - h. Finished grades (contours) of roadway and slopes
 - i. Curbing and driveway aprons/cuts (confirm high points at streetline)

Assuming that specified development may warrant other informational requirements, the above is intended as a guide.