City of Rockville
Get Into It

AS-BUILT PLAN REVIEW CHECKLIST

October 2021

CITY OF ROCKVILLE
DEPARTMENT OF PUBLIC WORKS (DPW)
111 Maryland Avenue
Rockville, Maryland 20850
240-314-8500
www.rockvillemd.gov

Project Information:

Project Name: _____

Legal Description: Subdivision: _____ Lot(s) and Block(s): _____ Parcel(s): _____

Property Address: _____

Tax Acct. ID(s): _____

Engineering Firm: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

DPW PWK Permit No.: _____ (assigned by DPW)

DPW SMP Permit No.: _____ (assigned by DPW)

DPW SCP Permit No.: _____ (assigned by DPW)

DPW Project Manager: _____

How to Use this Checklist:

This checklist has been developed to provide the engineer with guidance in preparing and submitting As-Built Plans. All items in this checklist must be addressed. The engineer must complete each item in the checklist prior to submittal and indicate the status by completing the left hand column entitled "Initial Submission." Use the legend below to complete this column. Any items that are marked INC (incomplete) must be explained. The engineer must sign this checklist indicating that it has been completed in accordance with this guidance and the Submission Acceptance Policy below.

Legend: ☒ = Complete or Provided, N/A = Not Applicable, INC = Incomplete (provide explanation)

Submission Acceptance Policy:

Correctly filling out this checklist will assist in the acceptance, review and approval process. All of the items in SECTION A - APPLICATION SECTION must be provided with the initial submission for the City to accept the package and forward it to the Reviewer. Incomplete submissions may be rejected. Once forwarded to the Reviewer, the Reviewer will have one week to review the package for the items listed in SECTION B - SUBMISSION REQUIRMENTS. Failure to include the required items or to explain items not included may result in the rejection of the submission without review.

_____ _____

Name of Firm Date

_____ _____

Signature of Responsible Person Responsible Person's Name

_____

Title

AS-BUILT PLAN REVIEW CHECKLIST - PAGE 2

	Initial Submission	Rockville's Review 1st	2nd	3rd
A)	**APPLICATION SECTION** (Submissions shall be made using the City's Virtual Permit Application portal available at www.rockvillemd.gov)			
1 _____	One digital (PDF) copy of the proposed plans. Plans must be on 24" x 36" sheets and must utilize the standard City base sheet. Vector-Based PDF files are required for all plans, calculations, reports and other supporting documentation. It is recommended that drawings created in AutoCAD are converted to Vector-Based PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."	_____	_____	_____
B)	**SUBMISSION REQUIREMENTS**			
1 _____	Transmittal explaining the purpose of submission including plan type and associated permit numbers	_____	_____	_____
2 _____	One set of a red-lined digital (PDF) As-Built plan. As-Built information shall be prepared using the most current, revised construction drawings approved by the City and with original P.E. seal. Placing As-Built information upon a scanned image or other reproduction of the original construction drawings is acceptable so long as the quality, integrity, and legibility of the original drawings are substantially preserved without undue compromise	_____	_____	_____
3 _____	Construction inspection checklists signed by the Owner/Developer and City Inspector for each facility. Completed checklists may be superimposed on approved plans or included with supporting documentation	_____	_____	_____
4 _____	State of MD Professional Engineer or Professional Land Surveyor As-Built certification on the first sheet of the plan set (see Section G below)	_____	_____	_____
5 _____	Completed Stormwater Management Database Form summarizing the on-site treatment provided and listing each SWM facility constructed	_____	_____	_____
6 _____	One copy of each supporting document in electronic (PDF) format, as necessary (see Section H below)	_____	_____	_____
7 _____	AutoCAD file of all public improvements and stormwater management facilities, suitable for use in ESRI ArcMap. Required upon City's request prior to as-built approval	_____	_____	_____
C)	**GENERAL INFORMATION**			
1 _____	Scale 1" = 30' or larger with Legend, North arrow and Datum (NAD 83/91, NGVD 88) unless otherwise approved. Provide two benchmarks with location, elevation and description. Provide two graticular tick marks per plan view sheet for georeferencing	_____	_____	_____
2 _____	All As-Built information shall be blocked in and shown on the original construction drawings in red. A red check mark must be made beside design values/items if they were actually the constructed values/items	_____	_____	_____
3 _____	Horizontal variations greater that one (1.0) foot should be shown dimensionally or through plus stations. Horizontal variations greater than ten (10.0) feet should also show the graphic relocation of the object	_____	_____	_____
4 _____	Vertical elevation variations greater than one-tenth (0.1) foot shall be provided for all shown design elevations	_____	_____	_____
5 _____	Elevations measured to the nearest one-tenth (0.1) foot are sufficient	_____	_____	_____
6 _____	Constructed public streets and alleys labeled with finished centerline profile grade elevations, horizontal and veritcal curve data, finished grade slope, etc.	_____	_____	_____
7 _____	All sheets included in the permit set must be submitted in the final as-built set	_____	_____	_____
8 _____	Original seal and signature, license number of qualified preparer on all sheets	_____	_____	_____
9 _____	Add 'As-Built' label to all sheets, preferably in the lower right-hand corner of the drawing	_____	_____	_____

AS-BUILT PLAN REVIEW CHECKLIST - PAGE 3

Initial Submission		Rockville's Review 1st	2nd	3rd
D) STORM DRAIN, SANITARY SEWER AND WATER PLANS				
1 _____	Invert elevations (inlet, outlet, weir, etc.) measured to the nearest tenth-foot (0.1) for structures and field connections	_____	_____	_____
2 _____	Pipe diameter, distance between structures (measured centerline to centerline), pipe slope and structure stationing labeled on profile view	_____	_____	_____
3 _____	Rim elevation of structures	_____	_____	_____
4 _____	Any changes in type of structure noted in the structure schedule	_____	_____	_____
5 _____	Any changes in type or class of pipe noted in the pipe schedule	_____	_____	_____
6 _____	Water valve tie drawings	_____	_____	_____
7 _____	Length, width, depth and outfall elevation of rip rap and other outfall protection as specified	_____	_____	_____
E) STORMWATER MANAGEMENT PLAN				
1 _____	Grading, storage volume and hydrology must be approved by DPW prior to landscaping/planting. All plantings must be added to the As-Built plans after plant installation. As-Built plans will not be approved without required plantings	_____	_____	_____
2 _____	Profile along the centerline of the embankment	_____	_____	_____
3 _____	Profiles and/or cross sections of the stormwater management facilities with associated details	_____	_____	_____
4 _____	Elevations of the "water quality", 2, 5, 10 and 100-year storms as appropriate	_____	_____	_____
5 _____	Profile along the centerline of the principal spillway/outfall pipe extending below the protected outfall or to the downstream manhole structure	_____	_____	_____
6 _____	Length, width, slope information and depth or contours (one-foot intervals) of the pond area along with a verification of the original design volume	_____	_____	_____
7 _____	Profile along the centerline of the emergency spillway	_____	_____	_____
8 _____	Design and As-Built Stage versus Storage Table on the plan view sheet	_____	_____	_____
9 _____	Establishment of a benchmark on the riser/control structure or inlet headwall to the nearest one-tenth (0.1) foot	_____	_____	_____
10 _____	As-Built information for concept condition items (i.e. SVI reforestation, grading requirements, bio-sensitive stream crossing, etc.)	_____	_____	_____
11 _____	Infiltration rate test results as required by SWM construction inspection checklists	_____	_____	_____
12 _____	Include SWM Drainage Area Map. Modify delineated drainage areas if constructed is different than approved. Use modified areas in as-built computations	_____	_____	_____
F) MATERIALS USED (Material/delivery tickets for materials used in the construction must be provided to the DPW Construction Inspector at the time of construction)				
1 _____	Dimensions and type of material for the riser/control structure	_____	_____	_____
2 _____	Diameter, length and type of material for the principal spillway, underdrains, and observation wells/cleanouts	_____	_____	_____
3 _____	Trash rack device(s): Size, location and type	_____	_____	_____
4 _____	Anti-seep collars, precast collars and concrete cradles: Number, size and location	_____	_____	_____
5 _____	Low stage orifice: Invert, size and length	_____	_____	_____
6 _____	High stage weir/riser crests: Invert, size and length	_____	_____	_____
7 _____	Manhole covers/facility access: Vented/non-vented delineation, with steps/ladders provided for maintenance access	_____	_____	_____
8 _____	Flow splitter: Diversion pipe/weir invert, size and location	_____	_____	_____
9 _____	Storm drain pipes/appurtenances: Incoming and outgoing sizes, inverts and outfall dimensions	_____	_____	_____
10 _____	Aggregates and planting soil: Coarse/fine type and thickness	_____	_____	_____
11 _____	Filter (geotextile) fabric: Type and location (vertical and horizontal)	_____	_____	_____

Initial Submission		Rockville's Review 1st	2nd	3rd

G) CERTIFICATIONS

1 _____	Certifications from suppliers which are not included as material tickets (e.g., filter cartridge information or secondary as-built of plumbing system from contractor)	_____	_____	_____
2 _____	As-built certification statement, signed by a Professional Engineer or Professional Land Surveyor indicating, "I hereby certify that the information shown on this record drawing is an accurate and complete representation of data established from field information obtained under the direction of a Professional Engineer or a Professional Land Surveyor, and that the physical dimensions or elevations shown thus 37.55' are as-built information and the facility was constructed according to the approved plans, except as otherwise noted hereon"	_____	_____	_____
3 _____	As-built certification statements for green roofs only, signed by the Owner / Developer indicating, **Green Roof Bearing Capacity Certification** "I hereby certify that the constructed roof meets the load bearing capacity specified on the approved plans" **Green Roof Waterproofing Certification** "I hereby certify that the waterproofing membrane has been installed and has been tested to ensure water tightness"	_____	_____	_____
4 _____	As-built certification statement for ponds only, signed by a Professional Engineer indicating, "This record drawing is accurate and complete and the pond is constructed as per the approved stormwater management plan or subsequent approved revisions and substantially meets and/or exceeds the requirements of the Soil Conservation Service MD-378 Standards and Specifications for ponds"	_____	_____	_____
5 _____	As-built certification statement for single-family development only, signed by the Owner/Developer AND City Inspector indicating, "This record drawing accurately and completely represents the stormwater management practices as they were constructed. All stormwater management practices were constructed per the approved Sediment Control/Stormwater Management plans or subsequent approved revisions"	_____	_____	_____
6 _____	Geotechnical engineer's inspection and testing reports verifying that the materials used (i.e. soils, concrete, reinforcing steel, etc) meet the project specifications of the approved plan	_____	_____	_____
7 _____	Landscape plan included with as-built plan set. Number and location of landscape/wetland plantings shown, as-built planting schedule and details, certified by a Maryland licensed design professional	_____	_____	_____

H) SUPPORTING DOCUMENTATION

1 _____	Completed "Contractor's Construction Inspection Checklist" with supporting documentation for all SWM facilities (one checklist per facility)	_____	_____	_____
2 _____	Revised design computations verifying the functionality of SWM facilities. One copy of a red-lined electronic (PDF) SWM Report shall include a stormwater summary sheet comparing the approved and as-built critical design parameters, shown by values and percent change	_____	_____	_____
3 _____	Storage deviation verification (i.e., TR-20 model to show adequate storage if the available storage does not agree with the original design)	_____	_____	_____
4 _____	Verify easements, covenants and any other legal agreements are recorded and provide the Liber and Folio reference. Verify the SWM facility was constructed within the recorded easement area	_____	_____	_____
5 _____	Verify structural computations and approved shop drawings are submitted	_____	_____	_____