



St. Mary's County Metropolitan Commission  
23121 Camden Way California, MD 20619

Serving St. Mary's County  
Potable Water Distribution - Wastewater Collection / Treatment

**STAFF ONLY**

INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_

Phone: 301-737-7400  
FAX: 301-737-7458

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## ***WATER AND SEWER CONSTRUCTION PLAN AS-BUILT REQUIREMENTS CHECKLIST***

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### **MINIMUM REQUIREMENTS**

As-Built Drawings shall include all sheets approved by the Commission in the Construction Plan set showing if any locations were revised, in Red. Two submissions are required: the first submission shall include 2 sets of paper plans and a CD. Once approved, the final submission shall include one paper set, one Mylar set, and one final CD. The CD shall contain the drawings in AutoCAD .dwg format, with northing and easting data embedded, and clearly labeled. Drawings shall be registered to NAD 83 Maryland State Plane Feet and shall be stated as such on the drawings.

“AS-BUILT” in bold RED letters shall be shown above the Title block on the lower right-hand corner of the plan along with the date that the as-built modifications were completed.

Each sheet of as-built drawings shall be signed and sealed by a Maryland Licensed Professional Land Surveyor or Maryland Licensed Property Line Surveyor. The cover sheet shall be signed and sealed and contain the following statement:

*“I hereby certify that the as-built location information of the water and sewer facilities are true and correct to the best of my knowledge and belief as surveyed under my direction.”*

The cover sheet shall include the Surveyor's name and number, business name, address and telephone number.

The amount of information required on as-builts will entail the drawing author to organize its presentation for plan readability. It may be necessary to put water and sewer information on separate sheets and/or provide tables to show coordinate information where congested conditions affect the neatness and legibility of the plans.

*One of the following marks shall be placed (as appropriate) on each line (METCOM reviewer shall verify each mark): N/A - not applicable ✓ - provided*

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**PROJECT NAME:** \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_

**ENGINEERING FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**DEPT. OF LAND USE AND GROWTH MANAGEMENT (LUGM) NUMBER:** \_\_\_\_\_

**SUBMITTAL #** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**A. General Requirements**

- \_\_\_\_\_ 1. Each page is signed, sealed and dated by a MD Registered Professional Land Surveyor or MD Licensed Property Line Surveyor.
- \_\_\_\_\_ 2. Surveyor's certificate, name, address, phone number, signature and seal is provided and signed.
- \_\_\_\_\_ 3. A minimum of two (paper) sets and a CD are enclosed for the first submission. Once approved, the final submission shall include one paper set, one Mylar set, and one final CD.
- \_\_\_\_\_ 4. "AS-BUILT" in bold RED letters are shown above the Title block on the lower right-hand corner of the plan along with the date that the as-built modifications were completed.
- \_\_\_\_\_ 5. The CD contains the drawings in AutoCAD .dwg format, and the northing and easting data is embedded and clearly labeled.
- \_\_\_\_\_ 6. Drawings shall be registered to NAD 83, NAVD 88 horizontal and vertical datum and shall be stated as such on the drawings.
- \_\_\_\_\_ 7. All watermains and services are shown in BLUE.
- \_\_\_\_\_ 8. All sewer mains and services are shown in GREEN.
- \_\_\_\_\_ 9. All forcemains are shown in ORANGE.
- \_\_\_\_\_ 10. A flow test has been completed for all new fire hydrants and the results of those tests have been included with this submittal.

**B. Plan View**

- \_\_\_\_\_ 1. The locations of any easements used by the water and sewer facilities (both new and existing) are clearly shown.
- \_\_\_\_\_ 2. The originally proposed locations of all manholes, fire hydrants, valves, etc. are lightened and all as-built locations are bolded and colorized.
- \_\_\_\_\_ 3. All storm drain, mains, structures and appurtenances and all other utilities which come within ten (10) feet of the water and/or sanitary sewer are clearly shown.
- \_\_\_\_\_ 4. A minimum of three (3) grid ticks with northing and easting indicated are provided.
- \_\_\_\_\_ 5. Northing and easting data (in NAD 83 Maryland State Plane Feet) was acquired and is submitted for Commission maintained facilities, including:
  - a. The center of each manhole, fitting, bends, valve, blow off, hydrant, water meter, sewer cleanout, lift station wet well, double detector check or other non pipe water or sewer facility.
  - b. Locations of grinder pumps and service valves.
  - c. Any other locations designated by the Commission.

**C. Profile View**

- \_\_\_\_\_ 1. The length of gravity sewer piping and actual slope between manholes are indicated.
- \_\_\_\_\_ 2. Elevations to the nearest tenth of a foot are shown for all:
  - a. Top of valve box
  - b. Top of operating nut for all valves.
- \_\_\_\_\_ 3. Elevations to the nearest one hundredth of a foot are shown for all:
  - a. Manhole rims
  - b. Inverts of every gravity sewer pipe and force main connections to manholes.

**D. Pump/Water Stations**

- \_\_\_\_\_ 1. The as-built locations for all interior piping, vaults, inverts, valves, pits/crocks, manholes/wet wells, and electrical information are clearly shown.
- \_\_\_\_\_ 2. The as-built locations for all yard piping, vaults, inverts, wells, valves, pits/crocks, manholes/wet wells, electrical information are clearly shown.
- \_\_\_\_\_ 3. The as-built locations of any buildings or structures (including any fencing) are clearly shown.
- \_\_\_\_\_ 4. All grading/paving information is provided.
- \_\_\_\_\_ 5. The locations of any easements are clearly shown.

***Applicant's Certification***

*I, the undersigned, hereby certify that the attached Water and Sewer As-Built Construction Plans include all items required by the St. Mary's County Metropolitan Commission. I understand that if any of the items required are found to be missing from the submittal, the Water and Sewer As-Built Plan will not be acceptable for approval and will be returned as incomplete. I am aware of these criteria and will accept all responsibility for delays due to incomplete submittals. I am enclosing an explanation for each item which I feel is not required and, therefore, has not been included in this submittal package.*

\_\_\_\_\_  
Professional Surveyor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professional Surveyor's Printed Name

SEAL

***MD LICENCED PROFESSIONAL SURVEYOR MUST SIGN AND SEAL THIS CHECKLIST***