



STAFFORD COUNTY DEPARTMENT OF UTILITIES

WATER&SEWER ASBUILT/RECORD DRAWING REQUIREMENTS AND APPROVAL PROCESS

Please send a PDF copy of Asbuilt drawing for reviewed to clee@staffordcountyva.gov

Please note that In order for the County to set a water meter at the premise you must have both water and sewer easements recorded and have an approved Utility Asbuilt document. The final walk through and Bacteriological test must have also been completed and passed along with any others requirements of the Utility Inspector before water meter can be released.

No hatching or color shading allowed on plan (except on phasing plan sheet). No light grey colors. Remove all shadings from roadways when submitting these documents.

The following document is only a **simple guide** to completing an asbuilt for sewer and water. Please refer to the Stafford County Water and Sewer Standards available on the Stafford County Web Site.

<http://www.co.stafford.va.us/Departments/Utilities/Construction/Index.shtml>

Engineering Certification Stamp and Seal by a PE or a Class A & B Surveyor with the following Statement must be placed on front cover: *"I hereby state, to the best of my knowledge and personal belief, that the work shown on these plans was constructed to County standards to the directions and grades shown and are either installed within the Public right-of-way or properly recorded easements dedicated to Stafford County"*

Please make sure owner information, engineering firm name, County AP#, Parcel ID# and other pertinent information are listed on front cover. Specify as an ASBUILT or RECORD DRAWING label in the title block.

Construction contractor is responsible for providing the engineer of record preparing the Asbuilts drawings with a set of red line drawings of changes that occurred during the construction.

Asbuilts Will be submitted on standard 24x36 sheets at a scale of 1"=50'. For Multi-family projects use 1"=30'. **Asbuilts cannot be hand written.**

Partial Asbuilts will be accepted when all tests have passed. Make sure the drawings are clear as to what buildings are included in this partial.

Phasing Plan Sheet For phased projects provide an overall sheet of entire subdivision with the phase highlighted

Utility Site Plan Site plan should show proposed water and sewer, apparatus installed. This plan can have parcel lines, roads, edge of pavement, road centerline, road right of way limit, footprints of buildings or actual building, and curb and gutter and other labeling pertaining to W&S facilities. Please show all other utilities that intersect or are in close proximity of the water and sewer in thinner line weight. Asbuilts will clearly show the construction performed in that section or phase only. Label all water and sewer apparatuses, such as fire hydrants, valves, tees, valves, reducers, pipe size and material where needed on the utility plan. **Do not show hatching, contour lines, or large areas of shading or text that is not pertinent to W&S.**

Easements Documents Both sewer and water easements must be clearly visible on the plans and shown as dashed lines with the widths labeled. The Court Recordation and associated plat numbers shall be listed on the front cover for both easements plats and deeds submitted to retain a tentative acceptance letter.

Samples of language are available per request. ***** NEW LANGUAGE 2012. SAMPLE DEED ONLINE.**

North arrow Shall be oriented in the direction of the top of the sheet.

County Coordinates Plans must be submitted using County Coordinates system. For horizontal use State Plane Virginia North NAD 83 and Vertical is NAVD 88. There must be a minimum of two coordinate points within the submitted plan located and labeled. **County prefer property corners.**

No hatching or colors allowed on plan (except on phasing plan sheet). No light grey colors.

Existing These facilities will be shown for connection purposes only, and are to be shown as dash lines and labeled as such. Please list size and material of existing water and sewer pipes. If any existing water and sewer are in an easement, that land record number must be listed and labeled along the easement on the plan.

Sewage Pump Station, Water Booster Pump Station, Water Tanks These Asbuilts must show actual mechanical, electrical and structure Asbuilts conditions. Pump curves are required on all pump stations.

Proposed Utilities Shall be **bold** continuous lines at a thickness of 0.50 bold and stand out against other lines on the plans.

Example 

Revisions Made in the field during construction must be approved by the County and or may require new design analysis to be performed by the County. All revisions in the field should be recorded and retained by Site Manager. The Site Manager is responsible for supplying the Owner and or Engineer Firm responsible for completion of the Asbuilt all revisions that deviate from approved plans.

Sewer Slopes Must meet minimum requirements.

Station Points Each fitting or strand of pipe must show station points along its line on the Utility Site Plan. These station points must be reflected on the plan and profile.

Connections State the type of connection to existing facilities. (wet tap, cut in tee, reverse tap) List the size used. Detail drawing should be submitted for both water and sewer connections. Ex 12x8 T, 3-8" gate vales, 8x6 reducer, 8" PVC SDR14 C900.

Services All domestic water, sewer and fire services shall be reflected on the Asbuilts along with water meters and cleanouts. Label the size and material used. Measurements for location of these lines must be clearly indicated on plan or in a detail drawing. First cleanout must have XY coordinate location labeled. Example (X 117-----, Y 68-----) Please label what the service is. (Fire, domestic, FDC)

Provide XY coordinate locations in a table listed by attribute ID number. Example
(X 117_____, Y 68_____)

* coordinate point locations must be listed for each valve, hydrant, water meter, and cleanouts in a table format. See sample.

Detail Viewports Verify measurements for valves, tees, crosses, bends, hydrants, reducers, manholes, and cleanouts etc. These can be blown up into small viewports for better visibility. Measurements must be from permanent **above ground** objects such as, buildings, hydrants, power poles, road centerline, curb and gutter, telephone and cable junction boxes and storm and sewer manhole centers.

Profiles Profiles of both water and sewer need to be submitted. This sheet should show the span of pipe on top of the sheet, with profile directly under it. Material, class, size, slope, inverts and other specification must be stated on each span of pipe on the profile. Actual asbuilt information should be clearly visible in a rectangle or box.

Final Submission Once the Asbuilts has been approved, please submit the following.

- 1) Two signed and sealed hard copies of the approved version and
- 2) One digital CD in pdf and CAD formats with signature / stamp and certification statement.