

## **AUGUSTA COUNTY POLICY FOR SUBMISSION OF RECORD DRAWINGS**

This policy is to set forth the standards for certifying post construction BMPs required by Chapter 9 (Environment) of the Augusta County Code and construction of public and/or private improvements required by Review Agencies in Chapter 21 (Subdivision) of the Code. The intent of this policy is to create a uniform procedure of submitting information in order to certify that post construction BMPs and subdivisions have been constructed in accordance with applicable County and State regulations and in order that every person is treated in a fair and consistent manner. In addition, this document will outline the acceptable procedures so that Review Agencies, Developers, and Designers will know how the certification will be handled. The County realizes that some designs are unique and will require special consideration with regard to certification. These situations will be resolved in discussion with the designer or certifying professional to satisfy these requirements.

### **Post Construction BMPs**

§ 9-11, paragraph A.11 states: “A construction record drawing for permanent stormwater management facilities shall be submitted to the Administrator. The construction record drawing shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia, certifying that the stormwater management facilities have been constructed in accordance with the approved plan.

### **Subdivision Improvements**

§ 21-39, paragraph D states: “A certificate of final completion of such facilities or improvements from any applicable public agency shall be required before the final complete release of any bond, escrow, letter of credit or other performance guarantee. In addition, a certificate of final completion of such facilities or improvements in full conformity with the final plat and accompanying construction plans from either a duly licensed professional engineer or land surveyor shall be required before any such release.”

### **Submittal**

The following is to be submitted to the Community Development Department for routing to the applicable review agency or agencies. It is acceptable for approved construction plan and profile sheets to be used to develop Record Drawing plan sheets to be submitted for review. It is also acceptable to submit sheets for water and sewer separate from those for streets, storm drainage and other improvements.

1. General Requirements
  - a. Cover sheet and all pages should be clearly labeled as “Record Drawings”
  - b. Include a schedule of plan revisions, addendums, and/or field changes on the cover.
  - c. Any field changes to the approved plan must be shown clearly in different color, encompassed in a revision cloud, or delineated in another distinguishing way.

2. Copies to be submitted
  - a. Record drawings for water/sewer facilities shall be submitted in accordance with ACSA Design and Construction Standards, latest edition or ACSA Policy 10.6 – “Plan Review and Project Acceptance for Water and Sewer Services” for Interim Acceptance Submittal.

NOTE: This submittal may be prior to and independent of the preliminary and/or final record drawings for the subdivision, and should be submitted to the Department of Community Development for routing to the Augusta County Service Authority.

- b. Preliminary Review of Final Record Drawings – Three (3) printed copies.
  - c. Final record Drawings - Two (2) printed copies, and a digital submittal in PDF format.
3. Plan and profile for all roadway centerlines including public and private streets and alleys
  - a. Plan view will show R/W and all improvements, including pavement markings and required signage. Edge of pavement (ep) and roadside ditch centerlines, or back of curb (bc) locations should be field verified at pc/pt points.
  - b. Roadway cross sections at each pc/pt are required showing the extent of the ROW and any parallel easements with all improvements. Crosssections may be reduced in accordance with the intervisibility standard in the Subdivision Monumentation Policy.
  - c. In lieu of cross sections, provide roadway profile indicating as-built elevation of all PVIs along the roadway baseline.
  - d. All roadway items, including but not limited to stone and asphalt depths, shall be verified by the engineer. For public roadways, and where otherwise available, engineer may provide copies of VDOT inspection records as adequate verification.

4. Plan and profile for all Stormwater Management Facilities, both public and private, including the limits of the inclusive R/W, Drainage Easements, or Common Areas:
  - a. Channels
    - i. The location of the channel in relation to any easements
    - ii. Include cross sections of constructed channels at 50 foot intervals to show that the required typical section has been met. If a channel is less than 50 feet in length the cross section should be checked at the beginning, end, and a middle point of the channel
    - iii. The slope needs to be included with the location of the centerline and cross section of the channel to insure there is positive grade
  - b. Storm Sewers

If storm sewers are constructed, the following needs to be verified and shown on the construction plan sheet:

    - i. The location of the storm sewer in relation to any easements
    - ii. Pipe size and material
    - iii. All inverts in and out
    - iv. The location of all manholes and corresponding top elevation
  - c. Stormwater Management Facility / Post Construction BMP
    - i. A construction plan sheet showing the constructed volume through contours of detention / retention facilities including the following information:
      1. The location of the facility in relation to any easements
      2. Elevation of the top of the embankment
      3. Elevation of the emergency spillway
      4. Emergency spillway length / width
      5. Elevation of the top of the riser
      6. Elevation and diameter(s) of the orifice invert(s)
      7. Outlet pipe location, material, length and inverts
      8. Slope of the bottom of the pond to insure positive flow
    - ii. If an underground facility, the following needs to be verified and shown on the construction plan sheet:
      1. The location of the facility in relation to any easements
      2. The pipe size, length and material
      3. All inverts in and out of the storage pipe and conveyance pipes
      4. The location of all manholes / access points including the top elevations

- iii. If the stormwater management facility is a unique design or other design for which the above requirements are not adequate to demonstrate proper construction and operability, certification requirements should be coordinated with the County Engineer prior to submittal. In each case however, the certifying professional must demonstrate that the facilities are properly constructed, lie within any dedicated easements and will function as designed
  - d. Where as-built conditions differ negatively from design parameters, for all channels, pipes, basins, or other stormwater management facilities, water surface elevations should be shown in plan, profile and section views to demonstrate that the design high water remains within the dedicated drainage easement, row, or common area.
  - e. If changes were made in the field that required modifications to the design of the stormwater facilities, calculations must be revised and submitted for review and approval.
5. Plan and profile for all water facilities
- a. Refer to ACSA record drawing requirements found in the ACSA Design and Construction Standards, latest edition and ACSA Policy 10.6 - Plan Review and Project Acceptance for Water and Sewer Services.
6. Plan and profile for all sanitary sewer facilities
- a. Refer to ACSA record drawing requirements found in the ACSA Design and Construction Standards, latest edition and ACSA Policy 10.6 - Plan Review and Project Acceptance for Water and Sewer Services.

The licensed Engineer and/or Surveyor shall provide the following statement and shall apply his/her seal: I certify that all improvements have been constructed in conformance with the approved construction plans (and final plat in the case of subdivisions) and will function as intended in the design calculations. All substantial deviations from the approved construction plans and design calculations, (1) are shown hereon or in the attached documents, (2) either meet or exceed design requirements or have been waived in writing by the appropriate agency, and (3) will function in a satisfactory manner

### **When to Certify**

All certification information must be submitted for review and approved prior to final release of the bond. If damage occurs after certification, improvements may need to be re-certified. This will be determined by the County Engineer in consultation with the appropriate agency. Certification is required for all post construction stormwater BMPs and for all subdivisions in which the final plat was submitted and approved on or after October 1, 1995.

## **Modifications to this Policy**

If any unforeseen circumstances arise that are not addressed in this policy, the certification procedure shall be agreed to between the engineer/surveyor and the County Engineer prior to certification being accepted for release of the construction bond.

May 1, 1998  
April 15, 2009  
January 1, 2019