

Liberty Consolidated Planning Commission

H.E. "Sonny" Timmerman, P.E., AICP, Director

100 Main Street, Suite 7520
Hinesville, GA 31313

phone 912 408-2030
fax 912 408-2037

Technical Details and Layering Convention For Submission Of Final Plat and/or As-Built Information

I. SUBMISSION OF ELECTRONIC MEDIA

The magnetic diskette/CD shall utilize the following format:

1. The magnetic media on which the drawing is to be recorded shall be a CD.

2. Magnetic media recording of a drawing file, which requires more storage space than one CD can provide, shall be recorded using a self-extracting zip file format.

3. All plans provided shall be in a DXF or DWG format (Auto Cad R14 or later).

4. Drawing submittal shall, at a minimum, be identified by the following layering convention. A layer-log specifying the layer convention may be required. Additional layers, to be identified, may be required depending upon the type of development.

BLDG-EX	EXISTING BUILDING
BLDG-PROP	PROPOSED BUILDING
BLDG-HATCH-EX	EXISTING BUILDING HATCH
BLDG-HATCH-PROP	PROPOSED BUILDING HATCH
CBD	CALLS, BEARINGS, DISTANCE
CL	CENTERLINE
CONT-MJR	EXISTING CONTOURS (MAJOR)
CONT-MNR	EXISTING CONTOURS (MINOR)
CONT-PROP	PROPOSED CONTOURS
D-EX	EXISTING DRAINAGE STRUCTURES
D-PROP	PROPOSED DRAINAGE STRUCTURES
DIMENSIONS	DIMENSIONS
DITCH-EX	EXISTING DITCH
DITCH-PROP	PROPOSED DITCH
EASEMENT	EASEMENTS
EOP-EX	EXISTING PAVEMENT
EOP-PROP	PROPOSED PAVEMENT
EROSION	EROSION CONTROL

FENCE-EX	EXISTING FENCE
FENCE-PROP	PROPOSED FENCE
FZ	FLOOD ZONES
GRADES	GRADES
PL-EX	EXISTING PROPERTY LINE
POWER-EX	EXISTING POWER LINE
PVT-HATCH-EX	EXISTING PAVEMENT HATCH
PVT-HATCH-PROP	PROPOSED PAVEMENT HATCH
RW-EX	EXISTING RIGHT OF WAY
RW-PROP	PROPOSED RIGHT OF WAY
SETBACK	SETBACK LINES
SEWER-EX EXISTING	SEWER LINE
SEWER-PROP	PROPOSED SEWER LINE
TEXTS	TEXT SMALL
TEXTM	TEXT MEDIUM
TEXTL	TEXT LARGE
TREES-EX	EXISTING TREES
TREES-PROP	PROPOSED TREES
WATER-EX	EXISTING WATER LINE
WATER-PROP	PROPOSED WATER LINE
WETLANDS	WETLANDS
WETLANDS-HATCH	WETLANDS HATCH

II. SUBMISSION OF RECORD DRAWINGS

Record Drawings (or “As-Builts” Constructed Drawings) will be prepared in ink by revisions to a Mylar copy of the original. Record drawings will have the **original data lined through and thh record data added to the drawing**. The original data will not be accepted as the record drawing data. Each sheet will be labeled “Record Drawing” in one-inch (1”) letters and have the appropriate certification block for signature by a Surveyor and Engineer. The following items will be required for all Record Drawings:

GENERAL REQUIREMENTS

1. Record Drawings Checklist shall be attached.
2. A minimum of two permanent benchmarks, or as required, shall be shown such that no lot will be more than 1,000 lf from the same. The benchmark shall be referenced to MSL (mean sea level).
3. The name of subdivision and owner and/or sub-divider, graphic scale, date, total number of lots, total area (in acres) of the tract being subdivided, total area (in acres) the rights-of-way, total area (in acres) of the lots, minimum lot size, zoning district, and vicinity map.
4. Location of all monuments, iron pins, and permanent benchmarks shall be indicated.
5. A north arrow shall be shown to indicate the principle meridian.
6. Tract boundary lines, right-of-way lines, easement lines, and property dimensions drawn accurately to scale. Bearing and other data required by the Georgia Plat Act to enable a mathematical closure of tile

tract and each lot. All bearings will be represented in degrees, minutes, and seconds and referenced to the principle meridian.

7. All plats will indicate the type of field equipment used to obtain the linear and angular measurements shown on the plat.

8. The name of each street and width of the right-of-way. Streets will be identified as private or public.

9. All Utilities will be identified as private or public.

10. If the property contains or is next to wetlands, identification of the wetland boundary line, accurately surveyed and the Corp of Engineer's approval date should be shown on the plan. A copy of the Corp of Engineer's approval letter must be attached.

11. All plats shall show the closure precision of the data shown on the plat. Closure precision shall not be less than one foot (1) in ten thousand feet (10,000').

12. Names of recorded subdivisions and record owners of un-platted land(s) adjoining the property shall be indicated on the plans.

13. All flood zones should be delineated. If all or any portion of the subdivision is within the one-hundred-year (100) flood boundary, the following statement shall appear on the plat:

Review of the Federal Emergency Management Agency Flood Insurance Rate Map with Community Panel Number _____, and as revised on ___/___/___ (if applicable), for the City/County of _____, Georgia, indicates that all or portions of (he subdivision lie within the 100-Year Flood Hazard area.

14. The location of the floodway should be shown, if applicable.

15. The first sheet of the set shall have a vicinity map in the upper left-hand corner.

16. All record drawings will be on a minimum of 24 x 36-inch Mylar sheets. The drawing will bear the name, address, telephone and fax number of the firm preparing the drawing and the date the record drawing data is added to the Mylar via the revision block.

17. Surveyor/Engineer's statement (with embossed or wet seal and with the original signature on each sheet) will verify that the record drawings are accurate and complete and reflect the true conditions in the field (preferably in the lower right hand corner).

18. Contractor's statement (with an original signature on each sheet) will verify that "all construction specifications and product qualities have been met or exceeded" (preferably in the lower right hand corner).

19. Record drawings will be labeled either "Water" or "Sewer", in one-inch (1") high letters on the sheet that pertains to the data shown. Water and sewer record data will not be shown on the same sheet.

20. Names will be labeled on all rights-of-way, access easements (water and/or sewer easements off the right-of-way), lift stations and water distribution facilities.

21. If the water and/or sewer system are to be private (not to be dedicated to the local authority) then so state on each sheet.

22. The location and elevation of the benchmark(s) referenced will be shown on the drawing. If the referenced benchmark(s) is not shown, a complete description of the location will be provided for future locating.

23. Location and size of detention pond "as-built", certified by a professional State of Georgia Registered Engineer.

DRAINAGE SYSTEM REQUIREMENTS

1. All drainage structures should be located horizontally to the nearest foot and vertically to the nearest hundredth of a foot.

2. Provide elevations for all drainage structures, top, invert, bottom, etc. Elevations to be at an accuracy of one hundredth of a foot (0.01').

3. Identify size, material, length, and slope of all piping.

4. Provide spot elevations every one hundred feet (100) on all ditches, canals, etc.

5. Show all drainage easements and encroachments to those easements on the record drawings.

6. Record drawing information required on storm water detention/retention basins shall consist of:
____ (a) Spot elevation on top of bank to confirm minimum design band elevation. ____ (b) Elevation of top of control structure, throat, faces, or under drain. ____ (c) Location of top of bank, toe/slope, bottom of basin, and existing water edges at time and date of taking elevations.
____ (d) Sediment marker and mark elevations.

WA TER DISTRIBUTION REQUIREMENTS

1. Fire hydrants and valves should be accurately located to the nearest tenth of a foot (0.1').

2. The end of the service line location should be indicated to the nearest property line.

3. All valve, fire hydrant and curb ball valve locations will be:

— (a) perpendicular to the right-of-way.

____ (b) parallel to the water main and referenced perpendicular to the right-of-way line of the nearest street.

4. All horizontal and vertical distances will be shown to the nearest tenth of a foot (0.1).

5. Show all sizes and types of valves and pipes.

6. Show size and type of lateral.

7. Show special detail drawings where installations are not shown on the approved drawings for whatever reason or where required for clarity.

8. Show distance from back of curb and the right-of-way to the water main every two hundred feet (200). The distance shown should be to the nearest foot (1').

9. Typical water service installation details with deviations from original approved

plans will be noted on the "as-built" drawings.

10. Footage measurements for water service laterals will include the distance from:

— (a) The nearest valve, curb ball valve or fire hydrant and valve location down stream of the service saddle.

____ (b) The end of the service line to the nearest property line.

____(c) The downstream manhole and laterals stamped in the curb.

SANITARY SEWER SYSTEM REQUIREMENTS

GRAVITY SWERE:

_____ 1. The manhole at the point of connection will be labeled STA 0+00 and measurements will go upstream.

_____ 2. Junction manholes will serve at STA 0+00 for branch lines off the main trunk line.

_____ 3. The location of all manholes will be given to the center of the manhole cover.

_____ 4. Elevations will be given for the top of the manhole cover and for each pipe invert.

_____ 5. Identify runs of gravity, (i.e. 300 lf. 8-inch, PVC, S=0.004)

_____ 6. Show size and type of lateral.

_____ 7. Tie sanitary wyes and tees to the center of the manhole frame and cover downstream of the service.

_____ 8. Show the distance from the corner of the nearest property line to the end of the service line.

FORCE MAIN:

_____ 1. Show horizontal and vertical control dimensions to the nearest tenth of a foot(0.1')

_____ 2. Show locations and elevations of the pipe at every change in grade.

_____ 3. Show the size and type of pipe, valve, etc. (i.e. 8" PVC 45 degrees bend).

_____ 4. Show the force main in both plan and profile views.

_____ 5. Footage measurements will begin at the discharge side of the valve vault with an STA 0+00 Designation and continue to the manhole to which the force main discharges.

_____ 6. Show distance from the edge of the pavement, back of curb, right of way, or easement line to the centerline of the force main every two hundred feet (200'). Distance should be shown to the nearest of one foot (1').

WASTEWATER LIFT STATIONS:

- _____ 1. Show the size and location of the wet-well to the nearest tenth of a foot (0.1').
- _____ 2. Show the elevation of the wet-well base, top of slab, finished ground elevation, level control, influent and effluent pipes inverts.
- _____ 3. Show all schedules on the approved construction drawings that show pump manufacturer, Pump type, motor type and style, electrical data, horsepower, and impeller data will be amended to show "as-built" conditions.
- _____ 4. Show plan and profile drawings.

The above checklist shall be used as a minimum guideline for development requirements and must be completed, signed, and forwarded by the engineer proposing the development with the plans to the City of Hinesville Department of Inspection and to the Liberty Consolidated Planning Commission.

The developer's engineer shall document the fact of completion by placing his/her initial on the line at the front of the applicable item or indicate that the item is "N/A" (Non-Applicable). Please ensure that the portion below is filled out .

Name of Development: _____

Developer's Engineering Firm: _____

Developer's Engineer Signature _____ Date: _____