

1. RECORD INFORMATION

Approved signed and sealed record drawing package shall be on file for all projects prior to the request for: pressure testing, gravity line lamping, lift station start-up, conditional final/final inspections, final Health Department Certification sign-off, and Service Activation. The drawings shall include State Plane Coordinates (x, y, and z) for pipes at 100' intervals, and for all fittings, as-built elevations for pipe crossings, pipe lengths, and locations, as appropriate, for all facilities, including services and shall show sample points for pre-treatment sampling. As-built data for water services shall include control valves and services taps. As-built drawings for gravity sewers shall include pipe lengths, slopes, cleanouts, data for conflict clearances, manhole rims and invert elevations. Computer generated as-built drawings are required. Utilities are to be shown at the actual location on the record drawing. For an on-site distribution plan, the design alignment is to be deleted, leaving only the as-built alignment on the plan. For any transmission main located within a right-of-way, the original design alignment may remain, appearing together with the bolder as-built alignment. Additional blow-up details may be required to clarify as-built data for hard to read areas. Each As-Built plan sheet shall be drawn in State Plane Coordinate System, Initially; four (4) paper prints are to be submitted for review by Development Improvement and Construction Services sections. Preliminary signed and sealed record drawings showing as a minimum sample points and pipe crossing data are required in order to certify for "Construction Water Only" release from the Health Department. On final submission, the following record drawing package shall be provided:

- (a) Two signed and sealed sets of prints (24" X 36"), and (4) sets of unsigned prints.
- (b) Master utility plan on disk or Master Development plan on disk (if available).
- (c) Copy of the recorded plat on 24"x36" paper.
- (d) Electronic record drawings file on CD (AutoCAD version Release 2000 or higher) with x-references bound to the drawing (only aerials and photos may be x-referenced). In addition, an electronic CD file with an Adobe "pdf" version of the 24" x 36" As-Built drawings is required. Proposed data must be crossed out and the computer generated as-built data must be easy to be identified as such, using different font (larger size, thickness, pitch, etc.). Record drawings shall include State Plane Coordinates for all As-Built utility features in a format approved by the Department. Tabular Data is not acceptable. Collected data shall be 1 foot accurate horizontal and 1" vertical. Record data identifiers must be added to the legend and shown on each plan/profile sheet.

In addition, recording data for utility easements and plats, the name and applicator of the corrosion barrier system and the manufacturers of valves and hydrants utilized shall be listed on each applicable page of the record drawings. Please note that the legal description and sketches for proposed utility easements shall be submitted to PBCWUD for review prior to recording.

A separate electronic record drawing file is required showing only geographically correct locations of main pipes, valves, hydrants, manholes, lift stations, right-of-way lines, and property lines.

- (e) Lists of manholes, valves, and hydrants with State Plane Coordinates on forms and computer diskettes as specified by the Department. Hydrant manufacturer, valve manufacturer, manhole coating and the coating applicators shall be identified on the list. The listing shall match the data shown on record drawings. For projects with Customers having direct or indirect access to reclaimed water irrigation systems, an electronic and hard copy list of lots (with addresses) correlated to each reclaimed water meter is required. This list must be on forms and diskettes as specified by the Department. Data on diskette shall be in Microsoft Excel format.
- (f) Lift station start-up information, three lift station operation and maintenance manuals, and a copy of the backflow prevention assembly testing/certification report.
- (g) Flow testing results for all newly installed fire hydrants.
- (h) Certificates from a testing company pertaining to corrosion barrier system application for all applicable structures.

Note: The electronic drawing files must be AutoCAD format or compatible (i.e., DWG file or DXF file) on CD disc. All fonts and line types shall be from the standard AutoCAD library or be AutoCAD compatible. Reference files and blocks are to be bound to drawings prior to submittal. Layers and drawing created by turning on and off layers are to be documented and submitted in MS WORD or ASCII format. Files that do not fit on disks must be compressed and the compression executable file must be included on submitted disk. As a minimum requirement, electronic files must include all features that were shown on approved water/Wastewater/reclaimed water plans.

When Health Department certifications are submitted, one print highlighting the part of the system requested is to be submitted. Any as-built drawing found to be inaccurate or incomplete will be rejected.

As-builts shall address the following:

- (a) The as-built data on submitted plan sheets (line work, numerical data) must be easily legible, accurate and comply with PBCWUD standards (Increase the font size and/or use different font style to improve legibility). Separate water and Wastewater as-built plans may be required for projects with a high density of data and/or poor legibility (i.e., multi-family apartment complexes, commercial centers, etc.).
- (b) Record drawing prints must be signed and sealed by the Engineer of Record or a Professional Land Surveyor. A "Third Party Disclaimer" will not be accepted, i.e. the data shall be collected by the same party who is preparing the Record Drawings. Record Drawings signed and sealed by a Land Surveyor must comply with applicable Florida Statutes.
- (c) The approved design plan sheets may be used for as-built presentation. An as-built survey is also acceptable.
- (d) Add street names and addresses to each lot, building, and unit.
- (e) Applicable utility easements shall be identified on record drawings with ORB/Page, Plat Book/Page.
- (f) Complete title block with current file name (including f/k/a, a/k/a, plat name, etc.) Label drawings "Record Drawings" or "as-builts" and show appropriate entries in the revision block.

- (g) New hydrants and main valves must be numbered on plan sheets.
Add “phase #”, “water only”, “sewer only”, etc., to all applicable plan sheets. As-built phase limits must be shown on plans:
- Gravity Wastewater main must terminate with a manhole. Temporary plugs must be shown.
 - Phased as-builts with lift stations must include in the first phase as-built information for the lift station and force main up to the point of connection to “existing” system.
 - Phased pressure mains, Wastewater force mains shall generally end with a restrained valve.
- h) Horizontal coordinates shall be rounded off to the tenth of a foot. Elevation data shall be shown to the hundredth of a foot (top of manhole, inverts, or to the tenth of a foot for top of pipe elevations. Elevation datum shall be listed on each plan view sheet. Slopes shall be rounded off to the nearest one-ten thousandth.
- (i) As-built data for pressure mains must include coordinates for valves, fittings, hydrants and pipe @ 100 foot intervals. Show as-built restrained pipe lengths if restrained lengths differ from Minimum Standards. For “wet tap” or “cut-in” connections into existing system, a distance from point of connection to an existing in-line valve is required.
- (j) As-built data for sewer laterals shall include coordinates for cleanouts (and invert elevations if proposed data is shown on the design plan).
- (k) As-built data for water services shall include any horizontal fittings up to control valve, vertical fittings (for pipes larger than 2”), water service materials, taps and control valves (for PVC services), and taps and curb stop valves (for HDPE services).
- (l) As-built data for any casings installed for future use.
- (m) As-builts lift station details are required, including location of power source and conduits to control panel.
- (n) As-built data for oil/grease interceptors (OGI’s), grease traps and sand/oil interceptors (SOI’s) including type, capacity, model #, manufacturer, and cleanout locations.
- (o) Flow test results for all new fire hydrants are required.
- (p) Completed valve, hydrant and manhole data list (with State Plane Coordinates) must be submitted as part of record drawing review.
- (q) Completed PBCWUD lift station start-up data diskette and operation and maintenance manuals must be submitted with final record drawings prior to lift station certification.
- (r) Record drawings for reclaimed water irrigation systems shall include:
- (1) Plans to be submitted on 24” x 36” paper.
 - (2) Title block, name of project, company designing system, north arrow, and scale max. 1” = 100’.
 - (3) Identification as “record drawing”.
 - (4) Seal, signature and date required.
 - (5) Phase lines for partially built projects.
 - (6) Street names, lot numbers and street addresses for each lot served by each reuse water meter.
 - (7) Legend: valves, pipe material
 - (8) Valves, fittings, etc. (with dimensions).
 - (9) Irrigation zones shall be in a schedule format with each electronic valve clearly numbered on the plans.

- (10) Typical lot irrigation layouts for each model with:
 - name of project
 - street
 - driveway
 - scale
 - valves
 - piping identification (size, material)
 - notes about “low angle nozzles”
 - (8-1/2” x 11” sheets are acceptable)
- (11) Two sets of prints and one set of acceptable mylars are required.
- (12) The record drawings must distinguish all lots served by each master irrigation meter.
- (13) Projects with monitoring wells shall include:
 - Top of casing elevation
 - State Plane Coordinates of the well
 - Depth of screen
 - Control water elevation (per permit)
 - Easement recording data
- (s) For projects with lake discharge reclaimed water services, the top rim elevation of the stilling well pipe is required on Record Drawings

The following legal package documents are required prior to any Service Initiation:

- (1) Bill of Sale with cost documentation
- (2) Property Owner’s Affidavit
- (3) Recorded utility easements with appropriate Title Insurance policy or recorded plats. A transparency overlay matching the scale of record drawings and showing proposed utility easement may be required for non-residential projects.
- (4) For projects with Customers having access to a master metered reclaimed water irrigation system, a Customer data profile sheet is required on forms as specified by the Department. Also, the “Assignment and Acknowledgment of Operation and Maintenance for the Onsite Reclaimed Water System” is required.
- (5) For projects with over sizing credits and/or cash reimbursements, detailed cost documentation (invoices) and corresponding cost estimates (or bids) are required. In addition, a completed IRS W-9 Form (“Request for Taxpayer Identification Number and Certification”) is required for projects with cash reimbursements.
- (6) For projects with utility related right-of-way permits or canal crossing permits (LWDD, DOT, PBC Roadway, NPBID, roadway permit issued by Cities, permits from SFWMD, etc.) an acknowledgement of completion from the permitting Agency shall be submitted to the Department prior to first Service Initiation.
- (7) An electronic database (MS Excel) of lot numbers and/or addresses served with access to reclaimed water.
- (8) A confirmation of a notice to all property owners/customers to be served with reclaimed water through a master meter.
- (9) Acknowledgement from the property owner to record daily lake elevations and report the data monthly to utility (lake discharge only)