



As-Built Site Construction Plan Requirements Checklist

Project File Number: _____
Project Name: _____

Accepted By: _____
Date: _____

As-Built Site Construction Plan Completeness Checklist – Prior to the final acceptance of a site improvement, applicants shall submit the following items for the City to accept the project as complete:

Required File Inventory Items

Applicant/Staff Verify

- / Two legible, full-sized marked-up sets of the existing City approved site construction plan(s) that identify all field changes and the final locations of all approved site improvements.
- / As-built site construction plans shall clearly and accurately represent all changes (strike through approved original dimensions & notes and add updated information) with both vertical and horizontal, as recorded at the time the material and equipment were installed.
- / As-built site construction plans shall include the words “**As-Built**” in the title block with the current date on each revised sheet. The following As-Built approval block shall be incorporated into the revised site construction plans:

AS-BUILT

PERMIT NO: _____

APPROVED BY: _____

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
CITY OF LAKE STEVENS
1812 MAIN ST / P.O. BOX 257
LAKE STEVENS, WA 98258
PH: (425)622-9443

- / A licensed Professional Engineer (PE) and Professional Land Surveyor (PLS) registered in the State of Washington must stamp the As-Built site construction plans. The PE and/or PLS shall stamp and sign the final engineering pages of the site construction plans; and the PLS shall stamp and sign the final site survey.
- / One electronic full-size set labeled “As-Built - Preliminary Submittal - [Submittal Date]” of the As-Built drawings in the following electronic formats:
 - / PDF, and
 - / “.dwg” or other AutoCad-compatible format per Lake Stevens Municipal Code (LSMC) 14.18.035(d).
- / Two full-sized copies of approved record drawings from the Lake Stevens Sewer District, Snohomish County PUD and any other affected agencies.

Required As-Built Items

As-Built drawings are shall be required for subdivisions, short subdivisions, and commercial developments. When all items on the punch list are completed (see below), the City will process the project for final acceptance per LSMC 14.16A.130(c) and 14.60.470.

Site Construction Plan Punch list			
Storm Drainage Revisions (onsite and off-site improvements)			
Yes	No	N/A	Revision
			Pipe size, slope, length, and material
			Flow direction arrows
			Catch Basins (CB and rim type, rim and invert elevations)
			Detention/infiltration/water quality/infiltration vaults with length, width, and depth dimensions; top, inlet, and outlet pipe elevations
			Detention/infiltration pond and water quality swale water surface elevations, vertical and horizontal dimension, with all inlet and outlet pipe invert elevations
			Invert elevations for stub-outs on lots (plats and subdivisions)
			Dimensions of vaults (cross-section and plan view details)
			Control catch basins, manholes, and spillways
			All invert elevations for outfalls into streams, creeks or ditches, and the direction of flow for the downstream watercourse
			Record drawing final storm water detention summary located on the plan sheet showing the detention performance tables. (see tables below)
			Other (list):

DETENTION SUMMARY CHART

STORM EVENT	LIVE STORAGE VOLUME (cf)			DEAD STORAGE VOLUME (cf)			RELEASE RATE (cfs)		
	REQUIRED	DESIGNED	AS-BUILT	REQUIRED	DESIGNED	AS-BUILT	REQUIRED	DESIGNED	AS-BUILT
2									
50									

LOTS THAT FLOW TO DETENTION FACILITY DESIGNED IMPERVIOUS AREA FOR LOT DEVELOPMENT

Lot	Lot Area	Impervious Area	% of Lot
1			
2			
3			
n			
Totals			

Grading Revisions (onsite and off-site improvements)			
Yes	No	N/A	Revision
			Contours
			Walls/Rockeries
			Other (list):

Composite Utility/Service Plan Revisions (LSMC 14.60.470)			
Yes	No	N/A	Revision
			Sewer
			Water Mains
			Water Meters
			Street Lighting Standards
			Traffic Signal Poles & Wiring
			Power (transmission / distribution lines)
			Mail Boxes
			Transformers
			Cable TV
			Telephone Risers
			Utility Vaults
			Gas Lines
			Overhead Electric/telephone/cable facilities
			Other (list):

Streets and Roadway Features Revisions			
Yes	No	N/A	Revision
			Horizontal and vertical curve data (including radii)
			Locations of sidewalks, driveways, and other roadway features - ADA accessible ramps location need to be surveyed
			All signing including NO PARKING, STOP, GUIDE, AND ROAD NAMES – The locations of these features need to be surveyed.
			Street names and public versus private ownership
			Street lights, and hydrant locations
			Other (list):

Fire Department Changes (LSMC 14.84.090)			
Yes	No	N/A	Revision
			Fire Hydrants
			Turn-a-round
			Sprinkler system
			Other (list):

Other Revisions			
Yes	No	N/A	Revision
			Plat name changes
			Any and all utility, access, and construction easements
			NGPA (Native Growth Protection Area Easements or Tracts)
			Septic Systems (drain field and reserve area)
			Landscaping
			Other (list):