

AS-BUILT PLAN

APPLICATION



July 1, 2021

715 Princess Anne Street, Room 209  
P O Box 7447  
Fredericksburg, VA 22404

Phone: (540) 372-1179

[www.fredericksburgva.gov](http://www.fredericksburgva.gov)

Procedures for this application can be found in  
[Part 2, Section 9.C of the UDO Procedures Manual.](#)

## APPLICATION SUBMITTAL CHECKLIST

- Completed "Project Information and Primary Contacts" Form
  
- Completed "Ownership" Form with related documents
  
- Completed "Detailed Project Description" Form
  
- Signed "Statements of Understanding" Form (Owner and Applicant)
  
- Completed "Checklist for As-Built Plan" signed by the engineer who prepared the plat
  
- Six (6) sets of "red-lined" marked up prints
  
- Security Release Request Letter with updated cost estimates, sealed by the engineer certifying to the completion of the work
  
- Required fee

<b>FOR OFFICIAL USE:</b>  RECEIVED DATE _____  INITIALS _____	OFFICIALLY SUBMITTED DATE _____  INITIALS _____
POST APPLICATION TRC DATE _____	PROJECT NUMBER _____

## PROJECT INFORMATION & PRIMARY CONTACTS

As-Built Plan

### PROJECT INFORMATION

PROJECT NAME \_\_\_\_\_

ADDRESS (IF AVAILABLE) \_\_\_\_\_

LOCATION OF PROJECT \_\_\_\_\_

TOTAL SITE ACREAGE \_\_\_\_\_

GPIN # \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

### APPLICANT /AGENT

PRIMARY CONTACT PERSON

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### OWNER (Provide attachments if multiple owners)

PRIMARY CONTACT PERSON

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### PROFESSIONAL (ENGINEER, SURVEYOR, etc.)

PRIMARY CONTACT PERSON

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CELL NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**OWNERSHIP**

**Source of Title / Instrument #:**

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**If owned by a Limited Liability Corporation (LLC):**

1. Attach a "Certificate of Fact of Existence" from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the LLC:

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**OR**

**If owned by a Corporation (Inc.):**

1. Attach a "Certificate of Good Standing" from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the corporation:

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**STATEMENTS OF UNDERSTANDING**

As owner/co-owner of the property subject to this application, I do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

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Signature of Owner/Co-Owner	Printed Name/Title	Date
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Signature of Owner/Co-Owner	Printed Name/Title	Date
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Signature of Owner/Co-Owner	Printed Name/Title	Date
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As Applicant or Agent for the Owner(s) of the property subject to this application, I do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

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Signature of Applicant/Agent	Printed Name/Title	Date
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## DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT.

DESCRIPTION (INCLUDING USE): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SITE STATISTICS:

_____ # Project Acres	_____ # of Buildings	_____ LF Public Streets
_____ # Impervious Acres		_____ LF Private Streets
_____ # of Open Space Acres		_____ # SWM Facilities

### ZONING:

Zoning District: \_\_\_\_\_

Are/were there any **CONDITIONS** associated with this application?

Special Use Permit (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Rezoning (s)	YES <input type="checkbox"/>	Ord# _____	NO <input type="checkbox"/>
Special Exception (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Waiver(s), Appeal(s), Exception(s)	YES <input type="checkbox"/>	# _____	NO <input type="checkbox"/>

### EASEMENT PLAT/DEED:

\_\_\_\_\_ Recording date  
\_\_\_\_\_ Instrument number

### SWM AGREEMENT:

\_\_\_\_\_ Recording date  
\_\_\_\_\_ Instrument number

### PERFORMANCE GUARANTEES:

\_\_\_\_\_ Amount currently secured with the City  
\_\_\_\_\_ Amount to be requested for release pending As-Built plan approval  
\_\_\_\_\_ Balance to remain secured with the City

**AS-BUILT FEES**  
**EFFECTIVE JULY 1, 2021 (ORD 21-13)**

<b>As-Built Plan Submission Fee</b>	\$200	Fee	
<b>Security Release Request Fee</b>	\$100 per security	# of securities	
		Fee	
<b>Total Fee Due</b>			

## CHECKLIST FOR AS-BUILT PLAN

<b>A. General Information</b>		
1	The initial submittal shall include a completed application, fee, and six (6) sets of “red-lined” marked up prints and a sealed request for reductions/release of performance guarantees and fees, which should be delivered to the office of the Development Administrator.	
2	A benchmark elevation, benchmark description, and location shall be provided on each plan sheet.	
3	All As-Built information shall identify items that were installed differently from what was shown on the original construction drawings with clouds or bubbles.	
4	<p>The following As-Built Certificate shall be signed and sealed by a VA professional engineer or a VA professional land surveyor and shall appear on the cover sheet of the As-Built Plan set. All sheets included in the permit set must be submitted in the final As-Built Plan:</p> <p><b>As-Built Certificate:</b>            I hereby certify that the information shown on this record drawing is an accurate and complete representation of data established from field information obtained under the direction of a Professional Land Surveyor or a Professional Engineer, and that the physical dimensions or elevations shown thus: [    ] are as-built information and the facility was constructed according to the approved plans, except as otherwise noted hereon.</p> <p>Underground features shown herein may be based on information provided by contractor submittals and/or design plans and shall be noted as such.</p> <hr/> Name, License # <hr/> Title, Date	
5	Boundary of the site as shown on the approved site plan. The as-built plan shall show any geodetic reference points located on the site.	
6	Deed book and page number(s)/Instrument numbers of the recordation in the land records of the City of Fredericksburg of dedications and easements reflected on the approved plan.	
7	Area of the site as shown on the approved site plan and subsequent to any fee simple dedications to public use and the land area of such dedications.	
8	Location and height of all buildings showing the yard dimensions and all official building numbers (addresses) posted.	
9	Identify front, rear and side building restriction lines and current setbacks.	
10	Current calculations for open space, floor area ratio, parking.	
11	Location and width of sidewalks.	
12	Location and width of travel lanes.	
13	Buffer and screening devices to separate uses within the development.	
14	Location and screening (if applicable) for mechanical units.	



15	Location of outside waste facilities/trash receptacles and screening.	
16	Location of exterior lighting.	
17	Location of any signs; stop signs, directional, monument, etc.	
18	Parking Area <ul style="list-style-type: none"> <li>a. Marked parking spaces showing width, depth and layout dimensions</li> <li>b. Parking spaces marked and designated for handicapped persons, locations of ramps per ADA.</li> </ul>	
19	Locations and size of loading areas.	
20	Zoning classification.	
21	Location of landscaping.	
<b>B. Global Positioning System</b>		
1	<p>The following GPS data shall be included:</p> <ul style="list-style-type: none"> <li>a. GPS coordinates on the outfalls and storm water management (SWM) structure; included but not limited to SWM pond outfalls and emergency spillways, discharge points from BMP facilities, level spreaders, and other similar SWM or BMP facilities.</li> <li>b. The As-Built Surveyor shall locate a minimum of three (3) geographically dispersed property corners or published horizontal geodetic control points per project to assist with horizontal position Quality Assurance (QA).</li> <li>c. The following GPS Tie In Note must be placed on cover sheet:</li> </ul> <p><b>GPS Tie In Note:</b></p> <p>The As-Built Plan shown hereon is referenced to the Virginia Coordinate System of 1983 as computed from a field survey which ties this development boundary to _____. The grid factor (elevation factor x scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated, the distances shown are intended to be horizontal distances measured at the mean elevation of the development. The bearings shown are referenced to Virginia State Plane 1983 Gird North.</p>	
<b>C. SWM/BMP Facility</b>		
1	As-Built Plans for a surface SWM/BMP facility shall include the following additional information:	

	<ul style="list-style-type: none"> <li>a. Length, width, slope information, and depth or contours (1 foot intervals) of the pond area along with a verification of the original design volume.</li> <li>b. A benchmark on the riser, inlet headwall, or other approved location.</li> <li>c. Revised design computations verifying the functionality of the pond. Computations shall be submitted, with an additional paper copy of the As-Built Plan.</li> <li>d. The grading/storage volumes must be approved by Building and Development Services prior to landscaping/planting. All plantings must be added to the As-Built Plan after plant installation. As-Built Plan will not be approved without required plantings.</li> </ul>	
2.	<p>As-Built Stormwater Data attribute Table</p> <ul style="list-style-type: none"> <li>a. Storm Sewer Pipes <ul style="list-style-type: none"> <li>▪ Pipe Identifier</li> <li>▪ Type</li> <li>▪ Length (feet)</li> <li>▪ Pipe Material</li> <li>▪ Pipe Lining</li> <li>▪ Pipe Shape</li> <li>▪ Diameter (inches)</li> <li>▪ Upstream invert</li> <li>▪ Downstream invert</li> <li>▪ Owner – “Public” or “Private”</li> <li>▪ % of grade</li> <li>▪ Flow Direction</li> </ul> </li> <li>b. Storm Sewer Structures <ul style="list-style-type: none"> <li>▪ Structure identifier</li> <li>▪ Station</li> <li>▪ X Coordinate</li> <li>▪ Y Coordinate</li> <li>▪ Type – MH, junction box, drop inlet, grate, etc</li> <li>▪ Construction material</li> <li>▪ Rim (Top) Elevation</li> <li>▪ Owner – “Public” or “Private”</li> </ul> </li> <li>c. Structural BMPs and Detention Facilities <ul style="list-style-type: none"> <li>▪ BMP Identifier</li> <li>▪ N Coordinate of approximate center</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ E coordinate of approximate Center</li> <li>▪ BMP Function</li> <li>▪ Total Impervious Area Treated</li> <li>▪ Total Pervious Area Treated</li> <li>▪ Owner – “Public” or “Private”</li> </ul>	
3.	<p>All files shall have an organized layer scheme including easy to understand layer names. The following is the desired layout of themes: (Place existing and new construction on different layers)</p> <ul style="list-style-type: none"> <li>a. All surface-visible assets shall be surveyed in accordance with the following standards <ul style="list-style-type: none"> <li>1. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true horizontal position.</li> <li>2. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true vertical location.</li> <li>3. If the As-Built Surveyor cannot meet these accuracy standards, the As-Built Surveyor shall request CITY approval of sub-standard accuracy submittal.</li> </ul> </li> <li>b. All horizontal and vertical measurements on surface-visible assets will be measured on the center of said asset.</li> </ul>	
4.	<p>An official Stormwater Management Facilities Certification on official letterhead, signed and sealed by a Professional Engineer for each SWM/BMP facility:</p> <p><b><u>Stormwater Management Facilities Certification</u></b></p> <p>Pursuant to 9VAC25-870-55, I hereby certify that to the best of my knowledge and belief the stormwater management facilities shown on these record drawings have been constructed in accordance with the approved plans and specifications.</p> <p>Name</p> <p>Signature</p> <p>Virginia License</p> <p>Date</p> <p>“Certify” means to state or declare a professional opinion based on sufficient and appropriate onsite inspections, material tests, as-built survey data, and information provided by other professionals and the contractor, conducted during or after construction.</p> <p>(SEAL)</p>	

**D. Streets**

1

The following information must be shown for public streets:

- a. Street Names;
- b. Right of Way;
- c. Pavement width (feet);
- d. Center line (miles);
- e. Number of lanes;
- f. Function class; and
- g. Confirmation that streets have been recorded and dedicated.

**E. Utilities**

1

The location of all storm sewers, sanitary sewers, fire hydrants, and associated easements including all waterline easements must be shown. For storm and sanitary sewers, the pipe sizes, lengths, top and invert elevations and percent grade of pipe as computed shall also be shown.

2.

All files shall have an organized layer scheme including easy to understand layer names. The following is the desired layout of themes: (Place existing and new construction on different layers)

- a. All surface-visible assets shall be surveyed in accordance with the following standards (See Table 1: Surface-visible assets to be field-surveyed):
  - 1. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true horizontal position.
  - 2. All surveyed assets shall be within 0.15 feet, at a 95% confidence level, of their true vertical location.
  - 3. If the As-Built Surveyor cannot meet these accuracy standards, the As-Built Surveyor shall request City approval of sub-standard accuracy submittal.
- b. All horizontal and vertical measurements on surface-visible assets will be measured on the center of said asset.

Table 1: Surface-visible assets to be field-surveyed.

Sewer Assets	Water Assets	Miscellaneous
Manhole	Hydrant	Testing Station
Clean Out	Meter	Casing
Valve	Valve	Other Asset
Flushing Station	Meter Vault	Line Marking
Grease Trap	Well	Property Corner
Grinder Pump	Manhole	Geodetic Point

	<table border="1"> <tr> <td>Meter Station</td> <td>Fitting</td> <td></td> </tr> <tr> <td>Lift Station</td> <td>Flushing Station</td> <td></td> </tr> <tr> <td>Vault</td> <td>Pump Station</td> <td></td> </tr> <tr> <td>Air Release</td> <td>Blow Off</td> <td></td> </tr> <tr> <td>Grinders</td> <td>Air Release</td> <td></td> </tr> <tr> <td>Screens</td> <td>Storage Tanks</td> <td></td> </tr> <tr> <td></td> <td>Valve Vault</td> <td></td> </tr> </table>	Meter Station	Fitting		Lift Station	Flushing Station		Vault	Pump Station		Air Release	Blow Off		Grinders	Air Release		Screens	Storage Tanks			Valve Vault		
Meter Station	Fitting																						
Lift Station	Flushing Station																						
Vault	Pump Station																						
Air Release	Blow Off																						
Grinders	Air Release																						
Screens	Storage Tanks																						
	Valve Vault																						
3.	<p>Water Line Construction:</p> <ol style="list-style-type: none"> <li>a. Location and elevation of the installed waterline and all valves, bends, reducers, plugs and caps, restrained joints, encasements, and any other fittings or special construction.</li> <li>b. Material, class, specification and sizes of all pipes and jointing</li> <li>c. Location, elevation, and size of all water main taps made, including plugs and corporation stops used for testing.</li> <li>d. Add tracer wire or warning tape if required by plans and specifications.</li> </ol>																						
4.	<p>Sewer Line Construction:</p> <ol style="list-style-type: none"> <li>a. Location and elevations of manhole inverts, manhole centerline, and all pipes entering and exiting the manhole as determined by field survey following construction. <ol style="list-style-type: none"> <li>1. For drop manholes, include drop size and materials, whether the drop is inside or outside the manhole, and elevation of the invert at the top of the drop pipe.</li> </ol> </li> <li>b. Lengths, grades and flow direction of lines between manholes as determined following construction. <ol style="list-style-type: none"> <li>1. Add tracer wire or warning tape if required by plans and specifications.</li> </ol> </li> <li>c. Location of all encasements or special construction.</li> <li>d. Location, size and length of all service laterals by measurement from the manhole immediately downstream.</li> <li>e. Location of all lateral stubs or cleanouts as determined by field survey following construction. Distance from the sewer main shall be noted.</li> <li>f. Material, class, specification and sizes of all pipes.</li> </ol>																						
5.	<p>Water and Sewage Pumping Stations and Other Structures:</p> <ol style="list-style-type: none"> <li>a. As-built plans and specifications shall accurately indicate all approved deviations from or changes in locations, type of equipment installed and material used, and for changes in access road or other structures.</li> <li>b. Accurate listings of the names of the manufacturers of all operating equipment installed, together with model or style numbers, ratings, capacities and other pertinent information, shall be provided as part of the record plans on the Project, to include shop drawings.</li> </ol>																						

	<p>c. Sizes and types of valves and pipe in station</p> <p>d. Data to be collected and provided (linked to its feature):</p> <ol style="list-style-type: none"> <li>1. Pumps <ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Pump curves</li> <li>▪ System Head Curves for initial and future conditions</li> <li>▪ Impellor diameter</li> <li>▪ RPM if constant speed</li> <li>▪ motor voltage</li> <li>▪ motor horse power</li> </ul> </li> <li>2. Wet Well for sewage pumps <ul style="list-style-type: none"> <li>▪ Inside Diameter</li> <li>▪ Wall thickness</li> <li>▪ Interior lining or coating</li> <li>▪ Elevation of interior bottom Invert elevation</li> <li>▪ Materials and size of all pipes delivering sewage to the wet well</li> <li>▪ Invert of pump suction pipes and materials</li> <li>▪ Location and elevation of pumps in or atop wet well</li> <li>▪ Wet Well Float elevations for on and off for lead and lag pumps</li> </ul> </li> <li>3. Complete Electrical Information <ul style="list-style-type: none"> <li>▪ Site plan</li> <li>▪ Electrical Block Diagram</li> <li>▪ Panel Schedule</li> <li>▪ Panel lay-out</li> <li>▪ Lighting schedule</li> <li>▪ Pump controls</li> <li>▪ Backup Generator</li> <li>▪ kW Capacity</li> <li>▪ Driver</li> <li>▪ Fuel Capacity</li> </ul> </li> </ol>	
6.	If assets could not be located in the field, identify those assets with red boxes and note as such	
7.	Vaults for sanitary sewer force main facilities (e.g., valves, flushing station, and air release) apply a green dashed triangle and note the manhole structure and what is inside.	
8.	A legend for added symbols is to be inserted in each sheet where the symbols are used	

9.	<p>As-Built Sanitary Sewer Data Attribute table</p> <ul style="list-style-type: none"> <li>a. Sanitary Sewer Pipes <ul style="list-style-type: none"> <li>▪ Pipe Identifier</li> <li>▪ Type i.e. gravity or force main</li> <li>▪ Length (feet)</li> <li>▪ Pipe Material</li> <li>▪ Pipe Lining</li> <li>▪ Tracer wire or marking tape</li> <li>▪ Diameter (inches)</li> <li>▪ Upstream invert</li> <li>▪ Downstream invert</li> <li>▪ Owner – “Public” or “Private”</li> <li>▪ % of grade</li> <li>▪ Flow Direction</li> </ul> </li> <li>b. Sanitary Sewer Structures <ul style="list-style-type: none"> <li>▪ Structure identifier</li> <li>▪ Station</li> <li>▪ X Coordinate</li> <li>▪ Y Coordinate</li> <li>▪ Invert elevations and sizes of all pipes with flow into and flow out of the MH</li> <li>▪ Type i.e. gravity flow through manhole, end-of-line MH, summit MH ( a manhole placed where the sewage can flow two ways from the manhole)</li> <li>▪ Vaults for air-release valves, blow-offs, emergency pump connections, or pig launcher</li> <li>▪ Construction material</li> <li>▪ Lining</li> <li>▪ Rim (Top) Elevation</li> <li>▪ Owner – “Public” or “Private”</li> </ul> </li> </ul>	
10.	<p>As-Built Water Data Attribute table</p> <ul style="list-style-type: none"> <li>a. Water Pipes <ul style="list-style-type: none"> <li>▪ Pipe Identifier</li> <li>▪ Type- distribution /transmission main, fire hydrant connecting line, private fire protection system connection, dead-end main with plug or cap</li> <li>▪ Thrust restraints including thrust blocking, restrained joint pipe, restraining mechanical joint glands such as Megalug, rods/eyebolts/clamps</li> <li>▪ Station</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Length (feet)</li> <li>▪ Pipe Material</li> <li>▪ Lining</li> <li>▪ Corrosion protection if any</li> <li>▪ Tracer wire or warning tape</li> <li>▪ Diameter (inches)</li> <li>▪ Owner – “Public” or “Private”</li> </ul> <p>b. Water Structures</p> <ul style="list-style-type: none"> <li>▪ Structure identifier</li> <li>▪ X Coordinate</li> <li>▪ Y Coordinate</li> <li>▪ Type</li> <li>▪ Construction material / Make / Model</li> <li>▪ Owner – “Public” or “Private”</li> </ul> <p>c. Valves on main lines, in pump stations and special structures</p> <ul style="list-style-type: none"> <li>▪ Nominal Size</li> <li>▪ Style, gate, knife, butterfly, outside stem and yoke, check, air release, pressure relief, surge relief, surge anticipator, pressure reducing (include outlet pressures), ball, gear reduction, if any, and turns to open/close hand-wheel or operating nut, rising or non-rising stem</li> <li>▪ Owner – “Public” or “Private”</li> </ul>	
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I, \_\_\_\_\_, duly licensed / certified in the Commonwealth of Virginia, do hereby certify that the plan submitted with this checklist conforms to the requirements of the Fredericksburg City Code. I further certify that the above checklist is complete and accurate.

Signature

Printed Name

Date