



## PLANNING AND COMMUNITY DEVELOPMENT



### Consultants, Builders and Developers

### Notice #20171002

October 2, 2017

#### Topic: Subdivision As-Builts (Infrastructure Record Drawings)

#### Process Upgrade:

- Effective October 1, 2017, the Planning and Community Development Department/Development Services Center (DSC) will manage the review and approval of Subdivision As-Builts. These are currently managed by Public Works/Surveys.
- All submittals will be via [Accela Automation](#), similar to site plans and subdivision construction plans. The [Submittal Form](#) lists the submittal requirements.
- There are no changes to the technical information required on the As-Built at this time.
- The DSC Project Team Leader (PTL) will be the point of contact, manage the review, and provide written comments and approval via email.
- The As-Builts will be routed via Accela to the following agencies for review:
  - Public Works/Surveys
  - Public Works/Traffic Engineering
  - Parks & Recreation/Landscape Management
  - Planning & Community Development/Permits & Inspections/Civil Inspections
- Public Utilities will no longer review subdivision as-builts, however all sanitary sewer and water information is still required to be shown.
- Review times will be 4 weeks for the initial submittal and 3 weeks for any subsequent submittals.
- Upon approval, the consultant will be required to upload a “.dwg” format file in Accela, or provide a CD with this file prior to release of the corresponding surety. This final electronic version must be signed and sealed by the responsible professional.

#### For More Information, Please Contact:

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