

*City of Virginia Beach
Development Services Center*

***DSC Information Notice #56
March 31, 1997***

Topic: Certificate of Completion and As-Built Record Drawings for Subdivisions

Background: As-built record drawings have been required with the Certificate of Completion (C of C) for subdivisions for many years. Many consultants and staff have confused, prepared or accepted construction plans as as-built record drawings. The old C of C process required paper copies of the final recorded subdivision plat and construction plans and one (1) mylar set of as-built record drawings.

The City's definition and requirements for as-built record drawings are located in the Public Works Specifications and Standards. Updates to these sections, 3.15 and 11.6, are being prepared for the April 1, 1997, City Council public hearing. This topic has been discussed during the last two (2) Bi-Monthly Consultant's meetings.

Item #1: ***Certificate of Completion (C of C) for Subdivisions***

The C of C process (see attached flowchart) has been modified to support the new as-built record drawing review and approved process for subdivisions. The new C of C submittal package must contain the following:

- 6 copies of the as-built record drawing;
- 6 copies of the recorded subdivision final plat; and
- C of C form, signed and sealed by the consulting engineer.

The routing process and request for inspections will remain the same. The inspection by the appropriate agencies and the deficiency notifications sent to the developer through the DSC will also remain unchanged. **The coordination of the review and approval of the as-built record drawings will be the responsibility of the Surveys Bureau of Public Works Engineering (see Item #3 - As-Built Record Drawings Process).** Once approved, the as-built record drawing requirement for the C of C will be checked off. When all of the requirements of the C of C are met, the performance surety may be replaced with a two (2) year defect surety.

Item #2: ***As-Built Record Drawings Requirements***

Section 3.15.3 Technical, of the Public Works Specifications and Standards, outlines the technical requirements for as-built record drawings. These are surveyed drawings, run in the field, with additional "as-built" information provided by the contractor. **The use of "marked" or "redlined" construction plans is not acceptable.**

Item #3: As-Built Record Drawings Process for Subdivisions

The requirements for the as-built record drawings for subdivisions and the process for the review and approval of the drawings (see attached flowchart) have changed. However, the as-built record drawings still remain a requirement of the C of C process. As such, the drawings must be approved before the subdivision improvements and dedications can be accepted, the performance surety released and a defect surety received by the City.

The new process requires six (6) paper copies of the as-built record drawing to be submitted with the C of C package. These paper copies will be routed to several City agencies by the DSC for review and comment. The responding comments will be coordinated by the Surveys Bureau of Public Works Engineering. The surveyor preparing the as-built record drawings will be contacted by the Surveys staff regarding the approval or needed changes to the drawings. Once Surveys has received the approved mylar drawings, the DSC will be notified to check-off the as-built requirement for the C of C.

Effective Date: As-Built Record Drawings will be required for all C of C requests submitted for the first time on or after April 15, 1997.

Contacts: C of C Process and Surety Questions - Surety Specialists:

Linda Smith	427-8745
Suzanne Beagle	426-5660
Jami Carroll	427-4134

As-Built Record Drawings Technical Requirements and Approval Process:

Waid Kidd	427-4131
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Public Works Specifications and Standards:

Richard Elliott	427-4131
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