

AS-BUILT PLAN CHECKLIST

Development: _____ Site Address: _____
Engineer's/Surveyor's Name: _____ Date: _____

The following checklist is not all-inclusive, but is generally representative of the requirements of the Marlborough Site Plan Review and Approval Ordinance (SPR&A) and the Planning Board's Rules and Regulations (S/D R&R). In all cases, you should use the checklist in conjunction with the SPR&A and S/D R&R as appropriate.

The as-built plan should clearly show all of the information shown on the approved site plan and should verify that the site conforms to the requirements of the approved site plan.

Provide some or all of the following sheets as required to clearly show as-built conditions-plans shall be the same as the approved site plan:

- ☐ All sheets printed on Mylar – draft version can be submitted on paper for review
- ☐ Cover Sheet
- ☐ Layout Plan
- ☐ Grading Plan
- ☐ Utility Plan
- ☐ Utility Tie Plan
- ☐ As built electronic files in AutoCAD format compatible with the most current version use by the City of Marlborough

All plans should show:

- ☐ Project title/development name
- ☐ Site address
- ☐ Site Map and Parcel
- ☐ Owner's name, address, and telephone number
- ☐ Developer's name, address, fax and telephone number
- ☐ Engineer's and Surveyor's names, address, fax and telephone number
- ☐ Date(s) of as-built survey
- ☐ North arrow
- ☐ Graphical scale
- ☐ Survey Datum and electronic files shall also be in North American Vertical Datum of 1988 (NAVD 1988) and this reference shall be shown on the plans.
- ☐ Engineer's and Surveyor's Stamp

Cover Sheet:

- ☐ Project zone
- ☐ Zoning "required vs. actual" table showing all as-built site, building, parking, and landscaping requirements
- ☐ Locus map showing all buildings within 1000 feet with scale and north arrow
- ☐ Date of Plan
- ☐ Surveyors certification stating the following: I hereby certify that the information shown on this/these plan(s) accurately depicts field conditions based on an as-built survey by *(name of as-built surveyor)* performed on *(date of as-built survey)*
- ☐ Engineer's certification stating the following: I hereby certify that the as-built information shown on this plan is in conformance with the approved site plans dated *(date of latest approved site plan)*
- ☐ Engineer's certification stating the following: I hereby certify that all accessibility and handicap parking conform to the latest Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (MAAB) requirements

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Layout Plan:

- ☐ Property line information-bearings, distances, bounds, etc...
- ☐ Label building and provide building information (number of stories, square footage, proposed use, etc...)
- ☐ Dimension building setbacks per zoning
- ☐ First floor elevation
- ☐ Sill elevations
- ☐ Parking setbacks per zoning
- ☐ Label all as-built improvements including but not limited to curb, sidewalks, ramps, parking lot, retaining walls, fences, guard rail, landscaping, etc...
- ☐ Provide critical dimensions (lane widths, parking stall widths and depths (typical), curb radius, entrance width, width of sidewalk, etc...)
- ☐ Provide driveway spot grades per zoning requirements
- ☐ Driveway requirements per Site Plan Checklist
- ☐ Pavement markings
- ☐ Handicap access ramps
- ☐ Existing topography

Grading Plan:

- ☐ 2' contours clearly labeled
- ☐ Include spot grades as required to show site elevations-especially if site is flat
- ☐ Label critical slopes
- ☐ Benchmark locations minimum of two within 200 feet of the site shown on the plans.
- ☐ Retaining wall elevations

Utility Plan:

- ☐ Show all utilities including but not limited to water, sewer, drainage, gas, electric, telephone, detention basins, etc...
- ☐ Label all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, detention basin structures, etc...
- ☐ Rim elevations
- ☐ Invert elevations
- ☐ Pipe types
- ☐ Pipe lengths
- ☐ Pipe slopes

Tie Plan:

- ☐ Show ties to all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, etc...

Engineering approval will not be granted if the information described above is not shown on the as-built plans.

Certificates of Occupancy will not be approved unless all of the requirements stated above are completed at the time of the as-built plan submittal.

See the Site Plan Review Checklist for required Site Plan information