



**PUBLIC WORKS & WATER RESOURCES**  
CITY OF NEWARK

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**GENERAL SITE AND UTILITY AS-BUILT CHECKLIST**

As-Built Drawings shall include all sheets pertaining to the Site Layout & Utility Plans as approved by the Public Works and Water Resources Department (PWWR) in the Construction Improvement Plan set showing any deviations, identified with a revision cloud or in red ink. The as-built shall show only features remaining at the completion of construction, design. Demolished features shall not be shown.

The cover sheet shall be signed and sealed and contain the following statement:

*"I hereby certify that the as-built location information of the water and sewer facilities are true and correct to the best of my knowledge and belief as surveyed under my direction."*

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

DEVELOPER: \_\_\_\_\_

OWNER: \_\_\_\_\_

OWNER'S PHONE: \_\_\_\_\_

OWNER'S EMAIL: \_\_\_\_\_

ENGINEER/SURVEYING FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

**General Requirements**

- 1. Each page is signed, sealed and dated by a DE Registered Professional Land Surveyor or Engineer.
- 2. Surveyor's/Engineer's certificate, name, address, phone number, signature and seal is provided and signed.
- 3. A minimum of two (2) paper sets and a CD are enclosed for the first submission. Once approved, the final submission shall include two (2) paper sets and one final CD.
- 4. The final CD contains the drawing in AutoCAD .dwg format, and the northing and easting data is embedded and clearly labeled.
- 5. Drawings shall be registered to NAD 83, NAVD 88 horizontal and vertical datum and shall be stated as such on the drawings.
- 6. Sediment and Stormwater Facility As-built and Post Construction Verification Documents submitted to PWWR under separate cover

- 7. A flow test has been completed for all new fire hydrants and the results of those tests have been included with this submittal.
- 8. A bacteria test has been completed for all new waterlines and the results of those tests have been sent to the Office of Drinking Water for an "Approval to Operate Letter" prior to issuance of a C.O.
- 9. Sanitary as-built must be submitted to the DNREC Surface Water Discharges Section for approval.

**As-built Site Plan Requirements**

- 10. The locations of the property lines and any easements (both new and existing) are clearly shown.
- 11. New Construction (building location(s) and F.F. elevations)
- 12. Site topography and spot grades (enough to verify runoff direction, slopes in ADA accessible areas, and elevations and a typical top of curb bottom of curb).
- 13. Required buffer/landscape areas
- 14. Locations of all utilities (as applicable) including locations of existing utilities where known, including but not limited to the following:
  - Water Lines – domestic and fire, size and type of piping, meter pits and inline valves, and curb stop locations – Provide DE State Plane coordinates all valves.
  - Sanitary Sewer Plan and Profiles – size and type of piping, inverts, cleanouts, manholes, tanks. Provide DE State Plane coordinates all structures.
  - Storm Sewer Pipes – size and type of piping, inverts, cleanouts, manholes, structures Provide DE State Plane coordinates all structures.
  - Electric – underground wiring location, transformers, generators, pedestals, streetlights and site lighting, utility poles, meter boxes and access points
  - Steam and Condensate Piping – size and type of piping, inverts, manholes, vents
  - Chilled water piping - size and type of piping, inverts
  - Gas mains and services – location of piping, meter and valves – Provide GIS locations for all valves.
- 15. Show paved areas - include markings (parking spaces, curb ramps, crosswalks and fire lanes)
- 16. Locations of Floodplains, Special Flood Hazard Areas and wetlands shown.

- 17. Locations of all required ground signs and traffic controls.
- 18. Fire Department Connections and hydrants including Knox Box locations.
- 19. All other site features such as bicycle racks, fences, trash enclosures, dumpster pads, etc.
- 20. Required buffer/landscape areas.

**CERTIFICATION OF ENGINEER / LAND SURVEYOR**

**I, the undersigned, hereby certify that I am a Professional Engineer / Land Surveyor registered in the State of Delaware and it is my opinion that, to the best of my knowledge, each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines and policies.**

\_\_\_\_\_  
**Signature and Seal of Professional**

\_\_\_\_\_  
**Date**

\*Submission of this Checklist does not relieve the Applicant from the responsibility to comply with all applicable regulations, codes, standards, guidelines and policies

\*\*The Public Works and Water Resources Department and/or Code Enforcement Department reserve the right to revise this checklist periodically as the need arises.