



## Devens Enterprise Commission As-Built Record Drawings Policy

As per 974 CMR 3.03(4), the Devens Enterprise Commission (DEC) requires as-built plans be submitted to verify completed construction in accordance with the approved plans. To aid Applicants in meeting this requirement, the DEC has established an "As-Built" procedure. As-Built information shall be provided to the DEC, prior to the issuance of a final Certificate of Occupancy.

All As-Built information shall be obtained by a Professional Land Surveyor based on an on-the-ground survey and completed in accordance with the standards established in 250 CMR 6.00.

### As-Built Record Drawings shall consist of:

1. Certification from a registered land surveyor, professional land surveyor, or professional engineer that all construction has been completed in accordance with the approved Development Plan; and
2. A stamped As-Built Plan (Record Drawing) showing the following information:
  - \_ Project title/development name
  - \_ Date of Plan, site address and parcel number
  - \_ Owner's name, address, and telephone number
  - \_ Developer's name, address, fax and telephone number
  - \_ Date(s) of as-built survey
  - \_ North arrow and Scale
  - \_ Engineer's and Surveyor's names, address, fax and telephone number
  - \_ Engineer's and Surveyor's Stamp and signature
  - \_ 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)
  - \_ Plan survey datum shall reference Massachusetts State Plane (NAD 83) and National Geodetic Vertical Datum of 1929 (NGVD 1929). This reference shall be shown on the plans.
  - \_ Zoning "required vs. actual" table showing zone, all as-built site, building, parking, impervious coverage, setbacks and landscaping requirements
  - \_ 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
  - \_ Label all as-built improvements including but not limited to building footprint, curb, sidewalks, ramps, parking lot, retaining walls, fences, guard rail, lighting fixtures, signage, crosswalks, 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
  - \_ Existing topography
  - \_ 2' contours clearly labeled
  - \_ Label critical slopes
  - \_ The survey shall be tied into at least two points on the Devens Survey Control Network. Show location and coordinates of all control points used or set for the project.
  - \_ Retaining wall elevations
  - \_ Show all utilities including but not limited to water, sewer, drainage, gas, electric, telephone, hydrants, detention basins, etc...
  - \_ Label all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, detention basin inlet and outlet structures (including elevations of weirs/spillways and extent of rip rap and any other materials)
  - \_ Rim elevations
  - \_ Invert elevations
  - \_ Bottom of sump elevations
  - \_ Pipe type, length, diameter, slope
  - \_ Show ties to all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, etc...

Prior to the issuance of the occupancy permit, one (1) As-Built Plan will be provided to the DEC Director who will compare the As-Built Plans with the approved plans during a site inspection and note any discrepancies or changes. All deficiencies and errors noted by the Director shall be corrected prior to submittal of the final stamped As-Built plans.

Once the Director is satisfied that the project has been constructed according to the approved plan two (2) copies of the stamped As-Built Plan and As-Built Certificate will be provided to the DEC along with two (2) electronic copies in both AutoCAD and PDF format.