

Asbuilt requirements for public and private improvements



Project name: _____
 Completed by: _____
 Reviewed by: _____

Revised 11/19/18

Please initial box upon completion and submit with asbuilts.

1	All electronic data must be provided in Hennepin County coordinates.
2	The size of all drawings must be 11" x 17". The maximum allowed scale is 1" = 50'.
3	The top nut of each hydrant must be surveyed and shown on the plan as a benchmark.
4	All manholes and catch basins must be numbered in both the plan and profile view. All inverts, top of casting or rim elevations, depth of manhole and stationing must be provided.
5	All sheets should note the contractor who performed the work, the year it was constructed and the date the asbuilt was completed.
6	Any pipe or structure that was removed with the project cannot be shown on the asbuilt. Please label any abandoned pipe or structures and any details regarding how it was abandoned. (example: blown full of sand/bulkhead)
7	The plans must be corrected and modified to show correct location, distances, elevations, dimensions and any other change in the plans. All elevation/length changes must be crossed out. Revisions should be shown in <i>Italic font</i> and located next to the design text.
8	Submit an electronic copy of the tie cards, curb ramp compliance checklist (for all curb ramps within public right of way), APS compliance checklist and asbuilts for review prior to submittal of the final documents.

Requirements for watermain

1	All gate valves must be shown with swing ties on the plans. Curb box ties are to be supplied per the City of St. Louis Park's tie card (Detail plate W-2). Gate valves should be tied using the following priority: hydrants, manholes, catch basins, building corners, power poles, and light poles.
2	The watermain must be shown in plan and profile with the appropriate information as to size, type of material, class of pipe, depth of cover and location of insulation.
3	Any casings or pilings must be shown in both plan and profile view, along with the size and type of material. Provide detail of casing or piling.

Requirements for storm/sanitary sewer

1	All storm and sanitary lines must be shown in plan and profile with the appropriate information as to size, type of material, length, class of pipe, grade and elevation.
2	All service locations must be shown on the plan. Also, all new sanitary sewer services must be supplied per the City of St. Louis Park's tie card (Detail plate S-2).
3	Forcemain -All valves and major bend locations must be asbuilt on the plan using swing ties.

Requirements for signals or lighting

1	Survey the location of all in-place street light wiring, signal and push button wiring, and loops to show actual locations on the plan.
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2		Provide installed locations of control cabinets.
3		Label the type of pole and luminaire model/style and vendor.
4		Label the type of signal head.
5		Add the contractor who installed the signal equipment.
6		Label the source of power for the signal cabinet and street lights.
7		Provide a St. Louis Park APS compliance checklist for each set of push buttons. (Form on the city website below asbuilt requirements.)

Requirements for streets

1		Provide a typical section for each street or parking lot.
2		Show face-to-face dimension of street widths on each plan sheet.
3		Label the type of curb and gutter.
4		Show the street in plan and profile view. Include the stationing and horizontal and vertical curve data. If gutter line grades are different from the centerline, separate profiles must be shown.
5		Provide the pavement marking plan as installed in the field.
6		Provide the signage plans showing installed sign locations.
7		Provide a St. Louis Park curb ramp compliance checklist for all curb ramps within public right of way. (Form on the city website below asbuilt requirements.)

Requirements for easements

1		Show actual location of all easements (new and existing) within the project and label the Hennepin County document number if easement has been recorded prior to finalizing the asbuilt.
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Requirements for bridges

1		Provide all plan sheets used in the design of the bridge. Modify the plan sheets to show how the bridge was constructed.
2		The plans must include the manufacturer of the bridge lighting along with the model number of the fixtures and the controller. Also, they must include the name and phone number of the manufacturer of the bridge railing.

Requirements for fiber or fiber conduit

1		Provide all plan sheets used in the design of the fiber. Survey the location of the conduit and hand holes to update the asbuilt to show how the fiber was constructed.
2		Label the size and type of conduit/fiber.

Upon review and approval by the City of the asbuilts, easements, compliance checklists and tie cards

1		Submit tie cards in PDF format. Each address should be a separate PDF document.
2		Submit asbuilts in PDF format.
3		Submit curb ramp and APS compliance checklists.
4		Submit asbuilts in AutoCAD Civil 3D format in Hennepin County coordinates.
5		All electronic files must be accompanied by a "layer description list" that identifies the elements of each layer.
6		Provide the plot style or CTB (.ctb) with the AutoCAD drawings.
7		Provide a separate AutoCAD drawing DWG (.dwg) for easements. Also, provide a copy of each easement exhibit and legal description for each easement in PDF format. The PDF copy must be a copy of the easement recorded with a document number attached.