

# **General Guidelines for As-Built Plans**

**Atlantic County Division of Engineering**

As-built plans are documents that show the existing conditions of roadway and drainage improvements after construction. The as-built plans are compared to the County approved civil plans to identify any major deviations. As-built plans are typically prepared by a licensed land surveyor, but a professional engineer can legally prepare them.

As-built drawings and written report as defined below are required prior to acceptance of the improvements and prior to the release of the performance guarantee by Atlantic County. As-built drawings and written report shall be submitted to Atlantic County Department of Regional Planning, P.O. Box 719, 201 Shore Road, Northfield, New Jersey 08225.

In accordance with the Atlantic County Land Development Standards, Section 309.3; Release of Performance Guarantee:

- A. *An applicant shall submit a written request to Regional Planning for the release of the performance guarantee after all improvements covered under the performance guarantee have been completed.*

*At a minimum this written request shall be accompanied by:*

- i. *A complete set of As-Built construction plans (2 paper prints and 1 mylar) which are signed and sealed by a New Jersey Licensed Professional engineer and New Jersey Licensed Professional Land Surveyor.*
- ii. *A written report, prepared by a N.J. Licensed Professional Engineer, which certifies that the improvements have been constructed in accordance with the standards and criteria established in the approved plan and in the A.C.L.D.S. This report shall identify any differences in the approved plans and what has been constructed as part of the performance guarantee and the impact these differences have on the County facilities (Attachment A – 2 Sheets)*

- B. *The County Engineer shall, within forty-five days of the request for the release of performance guarantee, conduct a final inspection of the improvements covered by performance guarantee.*

*The County Engineer shall forward a memo to Regional Planning within twenty days of the date of inspection detailing the results of the inspection.*

- C. *If the County Engineer finds that deficiencies exist in the improvements covered by the performance guarantee or that the terms of the performance guarantee have not been met, then a detailed and itemized description of such deficiencies shall be prepared and forwarded to the applicant. The applicant shall correct such deficiencies within forty-five days from receiving notice.*

- i. *Upon receipt of a notice from the applicant that all deficient items have been corrected, the Division of Engineering shall re-inspect all County facilities covered by the performance guarantee.*

*If all deficiencies have been corrected to the satisfaction of the Division of Engineering, the County shall release the guarantee.*

- ii. *Use by the County or availability of any performance guarantee by the County shall not be deemed to waive or release an applicant from its ultimate duty to complete required improvements. Use or availability of performance guarantee funds shall not be deemed to release or waive any claim which the County may have for a deficiency or other damage related to or arising from the applicant's failure to perform.*

## General Requirements for As-Built Plan(s):

### Acceptable Plan Submissions

1. On a copy of the approved engineering design drawings, the design information (elevations, pipe lengths, stationing, etc.) must be lined through and the as-built information placed adjacent to it. Erasures should be kept to a minimum (i.e. for placement of certification statements (Attachments B, C or D) and "as-built" lettering); or

2. To minimize the possibility of as-built drawings looking too cluttered, the plans can be redrawn specifically for as-built information. If this is done, the drawings are to be on 24" X 36" sheets and contain the following in addition to the as-built information:

- Project name as it appears on the plat
- County development number (D.R.C. File No. and R.O.P. No.)
- County Right of Way dimensions from centerline.
- County Road Name and Route # and adjoining street names
- Design information for all as-built information provided lined through
- North arrow
- Scale
- Show and label all survey lines used for locations
- Show the words "as-built" in at least one-inch high letters
- Information pertaining to benchmark (location, elevation and reference type)
- Materials certification statement **Attachment B**
- Signed engineer's or surveyor's certification statement **Attachment C** or **Attachment D**.

3. In addition to the paper and mylar copies, approved as-built plans shall be provided in a digital format as outlined in the Atlantic County Land Development Review Digital Submission Requirements. (.pdf)

### Roadway As-Built Information

All roadway information shall be shown with stations, offsets and elevations on:

- Center-line or profile grade line
- Top of curb
- Gutter or edge of pavement (specify which)
- Back of sidewalks
- A minimum of every 300 feet and at the following changes in vertical and horizontal alignment:
  - PVC and PVT
  - Low and high points
  - Curb returns
  - Centerline intersections
  - Begin and end valley gutter
  - Begin and end superelevation transition
  - Begin and end full superelevation

### **Drainage As-Built Information**

Locate all drainage structures. Location should be by station and offset whenever possible, otherwise structures must be tied down from at least two directions. Sizes, lengths and types of drainage pipes including underdrain.

Information for all structures to include:

- Pipe invert elevations including underdrain
- Top or grate elevations (specify which)
- Weir or slot elevations and sizes
- Materials and dimensions.

Cross sections through all swale and ditch construction a minimum of every 100 feet to include elevations and locations of the centerline or toes of slope (specify which) and the tops of bank.

Information for retention / detention basins to include:

- Elevations and locations along the top of bank a minimum of every 100 feet
- Dated elevation of the water stage at the time of as-built
- Ties from the top of bank to the waters edge a minimum of every 100 feet
- Elevations along the bottom of basin (two shots per average pond acreage)

Information for control structure to include:

- Location
- Top elevation
- Weir or slot elevation and size
- Elevation and size of drawdown orifice
- Length, size and inverts (at high and low points) of filter drain
- Invert of outfall pipe

Show all drainage easements, encroachments within the easements and any encroachments of drainage outside of easements.

LETTER HEAD  
of  
Consulting Engineer Firm

{Month xx, 200x}

COUNTY OF ATLANTIC  
Division of Engineering  
Dolphin Avenue & New Road  
P.O. Box 719  
Northfield, NJ 08225-0719

Attn: {Name of County Engineer}, P.E.  
County Engineer

SUBJECT: PROJECT COMPLETION CERTIFICATION  
{Project Name}  
Atlantic County Route No. xxx  
{Municipality}, Atlantic Co., NJ  
Road Opening Permit (R.O.P.) No. :...xxxx-xxx  
Atl. Co. D.R.C. File No.: X- xx-xxxx

Dear {County Engineer}:

I hereby certify that in my opinion as a Licensed Professional Engineer in the State of New Jersey, the project known as the {Project Name} in the municipality of {Municipality}, Atlantic County, NJ has been **COMPLETED** in a satisfactory manner and in substantial conformance with the County approved construction documents, subject to attached Certified Engineer's Report. Furthermore, the contract documents for the project require the workmanship and materials within County's Right of Way to be in substantial conformance with the current New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction, as amended.

Respectfully,

{Name of Licensed Resident Engineer}  
Professional Engineer  
{NJ Lic. No. XXXXXXXX}

(Engineer's Seal)

LETTER HEAD  
of  
Consulting Engineer Firm

{Month xx, 200x}

COUNTY OF ATLANTIC  
Division of Engineering  
Dolphin Avenue & New Road  
P.O. Box 719  
Northfield, NJ 08225-0719

Attn: {Name of County Engineer}, P.E.  
County Engineer

SUBJECT: **CERTIFIED ENGINEER'S REPORT**  
{Project Name}  
Atlantic County Route No. xxx  
{Municipality}, Atlantic Co., NJ  
Road Opening Permit (R.O.P.) No. :...xxxx-xxx  
Atl. Co. D.R.C. File No.: X-xx-xxxx

Dear {County Engineer}:

I hereby certify that in my opinion the following noted substandard design feature(s) exist on the construction project known as {Project Name} in the municipality of {Municipality}, Atlantic County, New Jersey.

We have the following revisions, clarifications, or additions to the contract documents for the referenced project:

**{A written report identifying any differences in the approved plans and the impacts these differences have on the County facilities. If needed attach additional information, such as Revised Drainage Calculations, Traffic Analysis, etc.}**

I further certify in my professional opinion, the design exceptions presented do not compromise public safety or the welfare of the traveling public. Should there be any questions, please let us know.

Respectfully,

*{Name of Licensed Resident Engineer}*  
Professional Engineer  
*{NJ Lic. No. XXXXXXXX}*

(Engineer's Seal)

Attachment "B"

# AS BUILT

INFORMATION PROVIDED BY:

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #: \_\_\_\_\_

I HEREBY CERTIFY THAT THE MATERIALS AND QUANTITIES USED IN THE CONSTRUCTION OF:

_____ Pavement	_____ Water Main
_____ Curb & Gutter	_____ Sanitary Gravity System
_____ Storm & Drainage System	_____ Force Main
_____ Underdrain	_____ Lift Station

ARE IN ACCORDANCE WITH THE APPROVED PLANS AND COUNTY SPECIFICATIONS, UNLESS OTHERWISE APPROVED BY THE COUNTY ENGINEER.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Contractor's State License Number

Attachment "C"

# AS BUILT

INFORMATION PROVIDED BY:

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #: \_\_\_\_\_

IN ACCORDANCE WITH CURRENT NJDOT SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, I HEREBY CERTIFY THAT THE

_____ Pavement	_____ Water Main
_____ Curb & Gutter	_____ Force Main
_____ Storm & Drainage System	_____ Sanitary Gravity System
_____ Underdrain Connections	_____ Lift Station

ARE AT THE HORIZONTAL AND VERTICAL LOCATIONS AS SHOWN ON THESE "AS-BUILT" DRAWINGS.

SIGNATURE \_\_\_\_\_  
NAME: \_\_\_\_\_  
N.J. PROFESSIONAL ENGINEER NO. \_\_\_\_\_

Attachment "D"

# AS BUILT

INFORMATION PROVIDED BY:

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone #: \_\_\_\_\_

I HEREBY CERTIFY THAT THE

_____ Pavement	_____ Water Main
_____ Curb & Gutter	_____ Force Main
_____ Storm & Drainage System	_____ Sanitary Gravity System
_____ Underdrain	_____ Lift Station

ARE AT THE HORIZONTAL AND VERTICAL LOCATIONS AS SHOWN ON THESE "AS-BUILT" DRAWINGS AND MEET THE MINIMAL TECHNICAL STANDARDS SET FORTH BY THE NEW JERSEY BOARD OF PROFESSIONAL LAND SURVEYORS AND NEW JERSEY ADMINISTRATIVE CODE

DATE OF FIELD SURVEY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

N.J. PROFESSIONAL LAND SURVEYOR NO: \_\_\_\_\_