

**PITTSFIELD CHARTER TOWNSHIP  
HARD COPY REQUIREMENTS FOR RECORD SET DRAWINGS**

January 2007

Scope

Prior to the Township's acceptance of the final site plan, final subdivision plat, or the acceptance or approval of any public utility, or other improvements, acceptable record set drawings must be submitted to and approved by the Township Engineer.

General Requirements

At the project's punch list stage, the Township will provide the proprietor's engineer with marked-up field plans, copies of daily reports, and Global Satellite Positioning (GPS) points of horizontal locations. The proprietor's engineer will use this information, along with his own records, to produce one set of blue-line record set drawings that shall be submitted for review to the Township Engineer. The Township's marked-up field plans must be returned to the Township along with the blue-line record set drawings. Revisions and re-submittals of the blue-line record set drawings will be required until they are approved. When the Township Engineer has approved the blue-line record set drawings, the proprietor's engineer will receive instructions to forward reproducible Mylar plans (minimum 3 mils in thickness) for subsequent processing through the Township. DIA 20 Mylar is not acceptable.

Initially, only sheets that contain as-built information need to be submitted for reviews by the Township Engineer. However, all sheets that were included in the approved engineering plans must be submitted with the final approved record set drawings. Any sheets that are included in the final set that do not contain as-built information shall contain a note that reads, "This sheet does not contain field measured/as-built information."

The approved record set reproducible Mylar drawings will not be sealed by the proprietor's engineer. Accompanying the Mylar plans will be two (2) complete set of blue-line record set drawings sealed by a registered engineer licensed by the State of Michigan, certifying the plan to be field measured.

The field measured plan elevations shall be based on USGS Datum (NAVD 88) and shall be noted as such on the approved Mylar plans.

All dimensions and/or information that has changed from the approved construction plan shall be lined-out and clearly identified as field measured.

All location changes in excess of 3 feet horizontally or in excess of 0.5 feet vertically shall be redrawn.

Any material revision for utilities shall be lined out and revised to the type of material installed.

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Water Main Plan Requirements

1. If the location of a gatewell structure has changed in excess of 5 feet horizontally from the plan location, it shall be redrawn to represent the actual location in the field and noted as field measured.
2. Gate valve and well rim elevations shall be shown and labeled in the profile.
3. Fire hydrant grade line elevation shall be shown and labeled in the profile.

Sanitary Sewer Plan Requirements

1. If the location of a manhole or structure has changed in excess of 5 feet horizontally from the plan location, it shall be redrawn to represent the actual location in the field and noted as field measured.
2. The field measured length of pipe between each manhole shall be shown and labeled in both plan and profile.
3. Length of stubs installed out from a manhole shall be shown and labeled in both plan and profile.
4. Field measured manhole cover rim elevations shall be shown and labeled in both plan and profile.
5. Field measured invert elevations of pipe in and out of each manhole shall be shown and labeled in the profile.
6. Field measured percentage of grade between each manhole shall be shown in the profile.

Storm Sewer Plan Requirements

1. If the location of a manhole or structure has changed in excess of 5 feet horizontally from the plan location, it shall be redrawn to represent the actual location in the field and noted as field measured.

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2. The field measured length of pipe between each manhole and/or catch basin shall be shown and labeled in both plan and profile.
3. Length of stubs installed out from a manhole shall be shown and labeled in both plan and profile.
4. Field measured manhole, inlet, and catch basin cover rim elevations shall be shown and labeled in both plan and profile.
5. Field measured invert elevations of pipe in and out of each manhole, inlet and catch basin shall be shown and labeled in the profile.
6. Field measured percentage of grade between each manhole, inlet and catch basin shall be shown in the profile.

Retention and/or Detention Basin Plan Requirements

1. Certification of final computed volume for the pond shall be provided.
2. Field measured contours shall be generated and shown on the drawings. Top of bank elevations must be shown.
3. All orifice invert, restrictor invert, rim, and location field measured information shall be provided for the outlet control structure (if applicable).
4. Spillway elevations shall be shown at 50 feet maximum intervals (if applicable).
5. Outlet and inlet ditch elevations shall be shown at 50 feet maximum intervals (if applicable).