



City of Charlottesville

GUIDELINE FOR AS-BUILT PLANS
FOR NEW CONSTRUCTION

Prepared By:

City of Charlottesville

Neighborhood Development Services

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Introduction

Prior to issuance of a Certificate of Occupancy (CO), a developer, builder, owner or other agent must submit As-Built Plans to Neighborhood Development Services (NDS) for distribution, review and approval. While it is expected that the project will be constructed in accordance with the approved plans, it is understood that unforeseen site conditions often require alterations to the approved plan. Changes that do occur during the construction phase should be brought to the attention of the neighborhood planner for that project. Minor alterations to the approved plan may, at the discretion of city staff, be captured in an As-Built Plan (opposed to a Site Plan Amendment for major alterations). As-Built Plans will be reviewed to ensure that the project was constructed per the approved plans and that all known changes are adequately documented. As-Built Plans are required for all new construction, excluding new 1 and 2 family residential dwellings which currently adhere to the existing requirements for As-Built Surveys.

As-Built Guidelines

The City of Charlottesville has established an “As-Built Plans” guideline to confirm that the project was built according to the approved plans and that all changes are properly documented. As-Built information shall be provided as follows:

- Note this guideline excludes the as-built requirements for 1 and 2 family residential dwellings.
- As-Built Plans shall be provided to the department of Neighborhood Development Services after completion of any multifamily dwelling, subdivision, commercial or industrial development, public roads, public or private utilities, or stormwater management facilities.
- As-Built Plans shall be based on a field run survey from a Virginia licensed surveyor. Information that cannot be easily obtained by a field run survey (such as location or depth of newly constructed waterlines or pressure pipes) should be obtained from the contractor’s marked up record drawings. These record drawings must be furnished to the surveyor prior to the field run survey.
- Plans should be a re-creation of the final site plan (where applicable) and stamped or labeled as “As-Built” and all changes from the approved plans should be marked with revision clouds or drawn in a different color.
- As-built plans shall be prepared, signed and sealed by a Virginia licensed surveyor or professional engineer.
- As-Built Plans should not be submitted for City review until all construction items are in place and complete. Bonding of any construction item that is required to be on the As-Built Plans will delay the approval of the plans.
- As-Built plans shall include all information included in the most recent version of the As-Built Plan Checklist.
- Review of the As-Built Plans will be inclusive of all building locations, property boundaries, site work, utilities, stormwater management systems and all pertinent information consistent with the approved site plan.

As-Built Procedure

- Upon completion of a project and prior to issuance of a certificate of occupancy, the owner/developer shall submit 4 copies of an As-Built Plan that has been prepared by a licensed surveyor or professional engineer.
- Staff will compare the As-Built Plan with the approved Site Plan. This review may occur during an on-site inspection and may require the developer/owner to make modifications to the site or changes to the As-Built Plans if there are substantial differences in the field that do not match the approved plans.
- If changes are required for the As-Built Plan, 4 additional copies must be provided to replace the previously submitted As-Built Plan.
- Once City staff is satisfied that the project has been constructed according to the approved plan, electronic copies of the As-Built Plan should be submitted in .pdf and .dwg format. For .dwg files, they should be saved to operate with the 2007 version of AutoCAD.
- After receipt and acceptance of the As-Built Plan, a certificate of occupancy permit may be issued.

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As-Built Plan Checklist

General Information

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey and drawing prepared, signed and sealed by a Virginia licensed surveyor or engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification Note giving date(s) of survey.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal and Vertical Control Datum.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site / project bench mark.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map, scale and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"As-built" stamp or notation on each sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All changes from original plans should be clouded, highlighted, or drawn in a different color.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All easements shown and labeled (utility, drainage, access, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF and .dwg drawings of final As-Built are provided for City records.

Site Data

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buildings (existing or new, sheds, garages, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking areas (verifying number of parking spaces per approved plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks and handicap ramps.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open space or common areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage, light poles, utility poles, or other structures located inside the right of way or inside utility/drainage easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of utilities not listed below (electric, fiber optic, tv, cable & phone)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and height of retaining walls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and material of all survey monuments.

Streets

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal alignment with radii, P.C.'s and P.T.'s of all curves.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical alignment with centerline grades, vertical curve lengths, station and elevation of all PVC's and PVT's and centerline profile.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of edge of pavement, curbs, gutters and medians.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned right of way and street widths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavement section.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical cross section.

Storm Drainage

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of ditches, swales, pipes, culverts, inlets, headwalls, end sections, structures or other related items for drainage of stormwater.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater pipes shall include the following (at a minimum): size, material, length , and slope.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater structures shall include the following (at a minimum): size, material, invert elevations and rim elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Profiles for public and private storm drainage systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater management facilities shall include the following (at a minimum): type, location, size, contours, control structures, elevations, inverts, orifices, wiers, embankments and buffers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rip rap limits for outfalls, ditches or swales.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Maintenance Agreement has been recorded.

Water System

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, material and stationing of all water mains and services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of all fixtures (valves, meters, hydrants, taps, vaults, bends, tees, reducers, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Profiles for public and private (if required by City) systems (based on contractor's record drawings).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned separations from structures or other utilities.

Sanitary Sewer System

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of pipes, structures, laterals, cleanouts, pumps, or other related items for conveyance of sanitary sewer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary pipes shall include the following (at a minimum): size, material, length, and slope.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary structures shall include the following (at a minimum): size, material, invert elevations and rim elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Profiles for public and private (if required by City) systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned separations from structures or other utilities.

Gas System

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size and material of all lines and services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all valves, meters, vaults etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approximate burial depths (based on contractors record drawings)

Landscaping

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trees (existing or new) located inside or within 10' of the right-of-way or a utility/drainage easement.