



**PUBLIC WORKS & WATER RESOURCES**  
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
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**GENERAL SITE AND UTILITY AS-BUILT CHECKLIST**

As-Built drawings shall include all sheets pertaining to the Site & Utility Plans as approved by the Public Works and Water Resources Department (PWWR). Any deviations from the approved plans shall be identified with a revision cloud or in red ink. The As-Built Plans shall show only features remaining at the completion of construction. Demolished features should not be shown.

**PROJECT NAME:** \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**OWNER PHONE:** \_\_\_\_\_

**OWNER EMAIL:** \_\_\_\_\_

**P.E. / P.L.S. COMPANY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STANDARD SUBMISSION REQUIREMENTS**

1.  Completed checklist signed, sealed and certified by a Delaware P.E. /P.L.S.
2.  All plans shall be signed, dated, sealed and certified by a Delaware P.E. /P.L.S.
3.  Surveyor's/Engineer's certificate, name, address, phone number.
4.  A minimum of seven (7) paper sets.
5.  A digital PDF copy of all plans.
6.  An AutoCAD (.dwg) format file containing all linework shown on the as-built plans including the required utility locations as described in this checklist. AutoCAD file shall be in DE State Plane Coordinate System (U.S. Survey Foot).
7.  Drawings shall be registered to NAD 83, NAVD 88 horizontal and vertical datum and shall be stated as such on the drawings.
8.  City of Newark [Sediment and Stormwater Facility As-Built](#) and DNREC [Post Construction Verification Documents](#) (PCVDs) submitted to PWWR under separate cover.
9.  A flow test has been completed for all new fire hydrants and the results of those tests have been included with this submittal.

10.  A bacteria test has been completed for all new water lines and the results of those tests have been sent to the Office of Drinking Water (ODW) for an "Approval to Operate" letter. Letter furnished to the City prior to issuance of a Certificate of Occupancy.
11.  Sanitary Sewer As-Built has been submitted to the DNREC Surface Water Discharges Section for approval and the approved plans have been furnished to the City.

### **AS-BUILT PLAN REQUIREMENTS**

12.  The locations of the property lines and any easements (both new and existing) are clearly shown.
13.  New construction (building location) and finished floor elevations.
14.  Site topography and spot grades (enough to verify runoff direction and slopes in ADA accessible areas), elevations, top of curb and curb flow line.
15.  Required buffer/landscape areas.
16.  Locations of all utilities including but not limited to the following:
  - 16.1.  Existing Utilities – All utilities that are tied into and that appear on the site plan shall be shown to the most practicable extent. Approximate linework shall be shown, connecting to the proposed utilities, and indicated as approximate on the plans. Provide DE State Plane coordinates for all valves, inlets, and manholes.
  - 16.2.  Water Lines – All domestic and fire mains and services, size and type of piping, meter pits, in-line valves, and curb stop locations. Provide DE State Plane coordinates for all valves.
  - 16.3.  Sanitary Sewer – Plan and profile view, size and material of piping, inverts, cleanouts, manholes, and tanks. Profile not required if not shown on previously approved plans.
  - 16.4.  Storm Sewer – Size and material of piping, inverts, cleanouts, roof drains, manholes, structures. Provide DE State plane coordinates for all structures.
  - 16.5.  Electric – Underground and overhead wiring location, transformers, generators, pedestals, street lights, site lighting, utility poles, meter boxes, and access points.
  - 16.6.  Steam and Condensate Piping – Size and material of piping, inverts, manholes, vents.
  - 16.7.  Chilled Water Piping – Size and material of piping, inverts.
  - 16.8.  Gas Mains and Services – Size, material and location of piping, meters and valves. Provide DE State Plane coordinates for all valves.
17.  Fire Department connections and hydrants including Knox Box locations.
18.  Show Paved Areas and Walkways – Include markings for parking spaces (specify any ADA spaces), curb ramps, crosswalks and fire lanes.
19.  Locations of all required ground signs and traffic controls.
20.  Locations of Floodplains, Special Flood Hazard Areas and wetlands shown. Indicate source.
21.  All other site features such as bicycle racks, fences, trash enclosures, dumpster pads, etc.

**AS-BUILT PLAN NOTE REQUIREMENTS**

22.  Cover Sheet signed and sealed with the following statement:

‘I hereby certify that the as-built location information shown on this plan are true and correct to the best of my knowledge and belief as surveyed under my direction.’

**CERTIFICATION OF ENGINEER / LAND SURVEYOR**

**I, the undersigned, hereby certify that I am a Professional Engineer / Land surveyor registered in the State of Delaware and it is my opinion that, to the best of my knowledge, each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines and policies.**

\_\_\_\_\_  
Signature and Seal of Professional

\_\_\_\_\_  
Date

\*Submission of this checklist does not relieve the Applicant from responsibility to comply with all applicable regulations, codes, standards, guidelines and policies.

\*\*The Public Works and Water Resources Department and/or Planning Department reserve the right to revise this checklist periodically as the need arises.