




KIVA #: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

The purpose of this checklist is to offer comments on record drawings for Paving, Concrete, and Drainage Facilities plans for the City of Phoenix Planning and Development Department (PDD).

This checklist serves to minimize redline comments on record drawing submittals and to maintain consistency among reviewers on record drawing submittal requirements. Plan approval and civil permit closeout depends on compliance with the comments made on the plans and this checklist.

Please return this checklist and the check prints with your next submittal. Please direct any discussions of redline comments on plans or questions about this checklist to the reviewer listed above.

The following symbols are used to identify changes needed to the plans.  **REQUIRED**

General Requirements

- ☐ All as-built information shall be shown on the most current complete set of city-approved and stamped plans with the PDD Plan Reviewer initials for the specific work permitted.
- ☐ Easements and rights-of-way shown on the drawings must be shown on a recorded plat or map of dedication. Easements dedicated by separate instruments and described by metes and bounds must be recorded.
- ☐ Plans must be black lines on white background, sized 24-inches by 36-inches, having dark, clean, crisp line work, symbols, and annotation. These items must be sufficient boldness and size, and be free from background obscuring, to be legible and easy to read. No shading or tinting is acceptable.
- ☐ Minimum acceptable height for all record drawing lettering is 1/8 inch. Large lettering is preferred, especially for dimensioning, stationing, size, material, slope, and elevation callout. Standard bold block lettering is required.
- ☐ All items changed or unchanged must have a bold (**AB**) lettered next to them. Required, minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring.
- ☐ On phased projects, the phase lines must be clearly shown on both the key map and on the plan sheets. The locations of the phase lines must be clearly identifiable.
- ☐ Benchmark locations and elevations must be shown on the cover sheet. Only city datum elevations are acceptable.
- ☐ The cover sheet must show the name, address, and phone number of the professional engineer or surveyor that certifies the record drawing with the following statement (indicate which phase, if applicable):

"I hereby certify this record drawing was made under my supervision or as noted and is correct to the best of my knowledge and belief."

Registered Professional Engineer (Civil) or Land Surveyor

Reg. No.

Date

- ☐ Each additional plan sheet must contain the signature and seal of the certifying Arizona registrant.

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Paving Plan Requirements

- ☐ As-built the offsite quantities wherever they are located on or within the record drawings.
- ☐ As-built stations and elevations of grade breaks at edge of pavement and/or crown line.
- ☐ As-built gutter and top of curb, stations and elevations, at grade breaks, 100-foot stations, and all other stations called out on the plan view or profile. As-built Points of Tangency (PT), Points of Curvature (PC), Beginning Curb Return (BCR), and Ending Curb Return (ECR).
- ☐ As-built elevations of existing edge of pavement when new pavement abuts to it.
- ☐ As-built all valley gutter flow line elevations.
- ☐ As-built flow line elevations in swales and curb openings.
- ☐ As-built distances from monument line to back/face of curb, edge of pavement, and sidewalk. Show on plan view or typical detail for street section.
- ☐ As-built centerline of all driveways and ADA ramps that are not located at an intersection.
- ☐ As-built centerline stations for all ADA ramps that are not located at an intersection.
- ☐ As-built the widths of all sidewalks and driveways.
- ☐ As-built all stations and elevations for medians and other traffic calming devices including distance from monument line to back of curb.
- ☐ As-built stations for monuments at each intersection.
- ☐ As-built all longitudinal and cross slopes.

Paving Plan with Drainage Facilities

Drainage facility as-built information must be shown on the city-approved and stamped plans specifically approved for drainage facilities (typically shown on the Grading and Drainage or the Paving Plans).

- ☐ As-built stations, offsets, widths, and invert elevations for headwalls, spillways, and box culverts.
- ☐ As-built flow line elevations, rim elevations, and/or size, length, slope, and inverts of pipe for storm drain and all other drainage structures.
- ☐ As-built pipe invert elevation, gutter flow line and/or grate elevation, station and offset for each catch basin.