

DESCRIPTION	YES	NO
As-built Drawings / Surveyor		
1. Electronic copy of survey data in tabular form of the utility assets		
2. A signed and sealed letter with the following statement: "I hereby certify that the as-built location information of the water and sewer facilities shown on these drawings conforms to the minimum technical standards for land surveying in the state of Florida, Chapter 61G17-6 (Florida QAdministrative Code), as adopted by the Department of Buisness and Regulation, Board of Professional Surveyors and Mappers in September 1981, and that said as-builts are true and correct to the best of my knowledge and belief as surveyd under my direction."		
Record Drawings		
1. Signed and Sealed by a Registered Engineer of Record		
2. Record drawing includes an Engineer Of Record CAD file in AutoCAD 2006 or later and either a PDF or DWF reproducible file		
3. Statement included on cover: "I certify that these record drawings have been reviewed by me or by individual(s) under my direct supervision and that these drawings incorporate the information contained in the certified as-builts."		
4. If there's a one foot horizontal or one-tenth foot vertical change, the record drawing documents the changes between the design plans and final construction		
5. 5% or greater horizontal locations between the construction and as-built information was redrafted		
6. Drawing clearly shows constructed information vs. the design information		
7. All strike outs from As-built drawing are removed		
8. Dimensions are correct		
9. Complete set of drawings		
GENERAL PLAN REQUIREMENTS		
1. Submittals include 4 paper sets and one CD		
2. Drawing sheet size is 22" x 34" or 24" x 36"		
3. CCU project number is included on every sheet		
4. Dimensioning is in English Units		
5. Drawing is legible		
6. Drawing contains a legend with a list of abbreviations and symbols used on that drawing		
7. Drawing sheets are numbered		
8. Order of Sheets: Cover, Overall Layout, Utility Plan, Conflicts, and Lift Station Details		
COVER SHEET REQUIREMENTS		
1. Project name listed with the Section, Township and Range		
2. Name of Engineering Firm		
3. Engineering firm's telephone number, fax number, email, and address		
4. Engineer of Record's Name and Florida Registration number		
5. Sealed and signed by Engineer of Record		
6. Date of plan preparation		

DESCRIPTION	YES	NO
7. Revision block to note all revisions		
8. A large scale map illustrating major roads with the location Identified		
9. A small scale map illustrating the property and all local existing roads		
10. Indicate ownership of utilities		
11. An index if plans exceed five pages		
12. Statement: "Construction and Materials shall be in accordance with Charlotte County Utilities (CCU) standards and Specifications. Plans are in accordance with CCU minimum drawing requirements dated _____. State plane Coordinates (meters) will be supplied for the record drawings."		
13. Tally Blocks: Water Demand Tally Block, Wastewater Discharge Tally Block, Water Meter Tally Block, and Reclaim Water Usage Tally Block:		
14. Developer Projects include statement: "This project has been accepted containing private sewers. Private sewers may severely limit the ability to sell portions of this property in the future. All water meters for this project must be in the name of the one entity that is responsible for maintaining the private sewers."		
OVERALL LAYOUT SHEET REQUIREMENTS		
1. Title block		
2. Engineer of Record's Name and Florida Registration number		
3. Sealed and signed by Engineer of Record		
4. Project name		
5. Scale		
6. Date of plan preparation		
7. Revision block to note all revisions		
8. North arrow		
9. Drawing set has an overall layout of proposed project on one sheet. This will have a north arrow and all phases of construction with existing and proposed mains		
SITE PLAN PROJECTS		
1. Perimeter boundary of property is shown		
2. Block and lot numbers are shown for the property in question and adjacent properties		
3. Street address is listed		
4. Outline of each serviced building is shown		
5. Building square footage is shown		
6. Restaurants indicate the number of seats		
7. Hotels indicate number of rooms		
8. Parking areas, pavement, and sidewalks are shown		
SUBDIVISION PROJECTS		
1. Boundary lines are shown		
2. Block and lot numbers are shown for the property		

DESCRIPTION	YES	NO
3. Outline of each serviced building is shown		
4. The square footage and use of non-residential buildings are shown		
5. Number of units and unit numbers are shown for multi-family buildings		
6. Existing and proposed roadways are shown		
7. Existing and proposed utility easements are shown with dimensions		
GENERAL UTILITY PLAN SHEETS		
1. Title block		
2. Engineer of Record's Name and Florida Registration number		
3. Engineer's Seal and Signature		
4. Project name		
5. Match lines to assist sheet navigation		
6. Horizontal and vertical Scale (on profile sheets)		
7. Date of plan preparation		
8. Revision block		
9. North arrow		
10. Horizontal Scale Range Between 1" = 10" and 1" = 50"		
11. All existing utilities are shown		
12. All public and private roadways are shown		
13. All easements are shown with dimensions		
PIPING PLAN VIEW		
1. Incremental measurements are shown for valve to valve, valve to fitting, manhole to manhole etc...		
2. Proposed utilities are shown		
3. Mains are marked with size, type, and class of pipe		
4. Gravity mains indicate pipe length and slope		
5. Fittings indicate size, type, and material (if different from main)		
6. Valves indicate size and type		
7. Service lines and laterals indicate size, length, material, class, and slope (sewer laterals)		
8. Horizontal deflection points are indicated		
9. Test points are indicated		
10. Water, irrigation, and reclaim meters are indicated by type and size		

DESCRIPTION	YES	NO
11. Locations of Air/Vacuum, blow offs, hydrants, fittings, and thrust blocks are indicated		
12. Manholes/Pumping stations are numbered and include elevations		
13. Piping in conflict with proposed utilities are shown with elevations		
14. Conflicts are identified and numbered		
15. Conflict detail shows pipe elevations, material, class, and size		
16. All existing and abandoned utilities are shown		
Elevations are to the nearest tenth of a foot		
17. Mains every 100 feet have an elevation		
18. All fittings have an elevation		
19. Connection points have an elevation		
20. All valves have an elevation		
21. Elevations at top of pipe on water and sewer utilities where they cross other facilities		
Elevations are one hundredth of a foot		
22. Elevations on manholes including rim and inverts		
23. Elevations on top of slab, bottom of wet well, and influent pipe invert		
State Plane Coordinates		
24. Coordinates are provided for all property corners.		
25. Mains every 100 feet have coordinates		
26. Manholes, fittings, valves, blow offs, hydrants, meters, cleanouts, lift stations etc.. All have coordinates		
27. Water main taps for all service lines have coordinates		
28. Service lateral wyes and tees on gravity mains have coordinates		
29. Connection to existing facilities have coordinates		
30. Lift Station top of slab, bottom of wet well, influent pipe and control set points		
31. Coordinates provided for all CCU maintained facilities		
PIPING PROFILE		
1. Gravity, water, force, and reclaim mains include profile		
2. Profile shows grade line, size, material, and class of pipe		
3. Manholes include pipe inverts and rim elevation		
4. Doghouse / cored bored manholes indicate length of pipe between appurtenances with pipe slope		
5. Wet wells included rim and invert elevations of all pipes		

DESCRIPTION	YES	NO
6. Vertical deflection points are shown		
7. Plan and profile views are aligned		
8. Horizontal directional drilling and boring locations are shown		
9. Vertical scale is between 1" = 1" and 1" = 5"		
10. Conflict details were added to profile		
DELIVERY OF ELECTRONIC METADATA		
1. One CD labeled with CCU Project number, Submittal date, and set label		
2. Data is in State Plane, Florida West, NAD83		
3. Horizontal accuracy meets National Mapping Standards		
AutoCAD		
1. CCU layer standards used		
2. All layers included		
3. All layers are frozen except for Charlotte County Utilities		
4. Horizontal accuracy meets National Mapping Standards		
5. Model space scaled to 1:1		
6. Axis is set to 0		
7. Only state plane coordinate drawing in model space		
8. Plot Configuration set to ArchD		
9. Xrefs are included		
10. Point data is in the format of ASCII, MS Excel, or DBF		
11. Hard copy of readme file included		
12. Readme file included and contains: file name, drawing name, drawing number within the set, drawing scale, drawing date, and the xref listings with their path		
GIS		
1. Metadata is submitted in xml format		
2. Data format is in shapefile or geodatabase 9.x		
3. GIS data named in the form of: XxxxxXxxxXxxxx		
4. Aerial named: ex: Aerial_[200710] [yearmonth]		
5. Attribute Table is formatted properly		