



**SOUTHEAST METRO STORMWATER AUTHORITY (SEMSWA)
LETTER OF MAP REVISION
RECORD DRAWINGS (AS-BUILT PLANS)
REQUIREMENTS CHECKLIST**

This checklist is to be used for production of all Record Drawings (As-Built Plans) to support Letter of Map Revision (LOMR) submittals. Refer to separate checklists detailing the requirements for the reports and exhibits for Letter of Map Revision submittals. This checklist provides a detailed outline of the information required for Record Drawing submittals; only submit information from each section as applicable to your project. If you have any questions about the requirements listed, or specific to your project, please contact SEMSWA.

SEMSWA Case Number: _____

City/County Case Number: _____

Case Name: _____

Submittal Date: _____

SUBMITTALS

Yes	No	N/A	Requirement
			1. SEMSWA approved ¹ (SEMSWA “Final” stamp) record (As-Built) drawings must be submitted to SEMSWA for all Letter of Map Revision (LOMR) Requests, as part of the LOMR submittal package.
			2. Electronic files for the drawings must be provided in native CAD format and in PDF format. The CAD submittal must include all CAD files, including all associated reference and data files and must be in a form compatible (.dxf or .dwg) with the most current version of AutoCAD. Additionally, CAD drawings must be submitted in the original project coordinate system and in State Plane NAD83 Colorado (Central) US feet. All elevation data should be referenced to NAVD 88.
			3. Record drawings should contain field-surveyed information of sufficient detail to allow SEMSWA to verify the horizontal and vertical location of all significant features.
			4. Record drawings should include parcel, easement, floodplain, floodway, and jurisdictional boundaries. Ownership information and easement reception numbers should be shown.
			5. Record drawings should clearly indicate the limits of construction.
			6. Must include a Record Drawing Certification Statement, signed and stamped by the responsible Professional Land Surveyor OR Professional Engineer registered in the State of Colorado. The certification should state that to the best of the engineer/surveyor’s knowledge, the referenced improvements are accurate, have been built according to the plans being certified, are in place, and are fully functioning.

DRAWING REQUIREMENTS

A. Fill/Grading (If placement of fill constitutes the project.)

			1. Limits of fill/grading
			2. Contours at a maximum 2-ft. interval throughout project area and 100 ft. beyond property/ project limits; include contour labels
			3. Ground surface elevations at tops and toes of slopes at a maximum interval of 25 ft.
			4. Spot elevations at the center of any high or low areas (hilltops, depressions, etc.)
			5. Limits of vegetation, pavement, etc.

B. Bridges/Culverts

			1. Top of Road Elevations, at the end points and at all grade breaks
			- Upstream
			- Downstream
			2. Low Chord Elevations, at the end points and at all grade breaks
			- Upstream
			- Downstream
			3. Structure invert elevations
			- Upstream
Yes	No	N/A	Requirement
			- Downstream
			4. Stream invert elevations
			- Upstream
			- Downstream
			5. Plan and profile of bridge/culvert
			6. Structure dimensions (height, width, span, length)
			7. Shape and number of openings (culverts only)
			8. Material
			9. Pier location, dimensions, shape (bridges only)
			10. Beveling or rounding (culverts only)
			11. Wing wall angle(s)
			12. Skew angle
			13. Revetment
			- Material
			- Limits
			- Elevations

C. Channelization/Channel Relocation/Channel Stabilization

			1. Limits of channel improvements
			2. Contours at a maximum 2-ft. interval throughout project area and 100 ft. beyond property/project limits; include contour labels
			3. Ground surface elevations at toes and tops of slopes, at end points, and breaks in grade

			4. Limits and elevations of channel lining materials (riprap, concrete, etc.)
			5. Flowline elevations at the end points and breaks in grade
			6. Plan and profile of channel improvements
			7. Location, elevations, and dimensions of all Grade Control (Drop) Structures
D. Grade Control Structures/Weirs			
			1. Limits of channel improvements
			2. Structure dimensions
			3. Dimensions and elevations needed to define weir crest(s), top of structure, plunge pool, etc.
			4. Plan and profile of grade control structure
E. Detention Facility/Dam (Includes All Detention/Water Quality Ponds)			
			1. Project limits
			2. Ground surface elevations at toes and tops of slopes at a maximum interval of 25 ft.
			3. Ground surface elevations along the centerline of embankments at the end points, at a maximum interval of 25 ft., and at all grade breaks.
			4. Contours at a maximum 2-ft. interval throughout project area and 100 ft. beyond property/project limits; include contour labels
5. Outlet Structure			
			- Flowline elevations at the upstream and downstream ends of structure and at all intermediate locations where there are abrupt changes in the flowline
			- Structure dimensions
			- Dimensions and elevations needed to define weir crests and top of structure
			- Elevation of orifices in orifice plate
			- Dimension, number, and spacing of orifices in orifice plate
			- Dimensions of structure, including wall thicknesses
6. Trickle Channels			
			- Typical Section
Yes	No	N/A	Requirement
			- Flowline elevations at the end points and at grade breaks
7. Overflow Spillways			
			- Width of spillway crest (measured in the direction of flow)
			- Length of spillway crest (measured perpendicular to the direction of flow)
			- Elevation of crest at both ends and at any intermediate grade breaks
			- Elevation of top of embankment at ends of spillway

			8. Micropools, Forebays, BMPs/Enhancements, and Other Miscellaneous Structures - Dimensions, slopes, and elevations as necessary to define the improvement - Elevations for micropool floor and permanent pool
F. Levee / Floodwall / Berm			
			1. Project limits
			2. Ground surface elevations at tops and toes of slopes and/or walls at the end points and all grade breaks
			3. Ground surface elevations along the centerline of embankments at the end points and at all grade breaks
			4. Plan and profile of embankment/wall
			5. Top elevation and dimensions of all walls and channel lining and embankment protection materials (riprap, concrete, etc.)
			6. Embankment side slopes
			7. Embankment/wall material
			8. Location, dimensions, elevations, and material of all openings through embankment/wall
			9. Type, location, dimensions, elevations, and materials of all opening closures (gates, etc.)

Notes:

1. All development projects should have received SEMSWA approval for as-builts through the SIA "Probationary Acceptance Process", and CIP projects through the "Substantial Completion Process".