

**FAUQUIER COUNTY  
DEPARTMENT OF COMMUNITY DEVELOPMENT**



**ADMINISTRATION**  
Third Floor – Court and Office Building  
29 Ashby Street, Suite 310  
Warrenton, VA 20186

(540) 422-8200  
Fax: (540) 422-8201

**ZONING & DEVELOPMENT SERVICES**  
Third Floor – Court and Office Building  
29 Ashby Street, Suite 310  
Warrenton, VA 20186

Zoning & Development Plans: (540) 422-8220  
Permitting & Building: (540) 422-8230  
Fax: (540) 422-8231

**PLANNING**  
10 Hotel Street, Suite 305  
Warrenton, VA 20186

(540) 422-8210  
Fax: (540) 422-8211

**AS-BUILT PLAN TRANSMITTAL FORM AND CHECKLIST**

Date of Submission: \_\_\_\_\_

\_\_\_\_\_  
Print Name  
(Developer/Representative)

\_\_\_\_\_  
Signature (Developer/Representative)

The following items must be included with the as-built plan submission:

Three (3) copies of the as-built plans

Flash Drive containing all submitted materials

Completed as-built checklist including all referenced items and supporting documentation

A copy of the recorded stormwater management facility maintenance agreement (if applicable)

Signed Statement of As-Built Certification (illustrated on the as-built plan; *required language included below*)

Submittal fee – if applicable (*First and second submission is free, 3rd and subsequent submission fee of \$300.00*)

**This as-built plan is being submitted for (only check one):**

Site Plan

Subdivision

Land Disturbing Plan

**Project Name/Subdivision Name:** \_\_\_\_\_

**Approved Site Plan Case No.:** \_\_\_\_\_ **PIN:** \_\_\_\_\_

**Property Owner:**  
**Name:** \_\_\_\_\_

**Applicant (if different from owner):**  
\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_

## Submission Requirements Checklist for As-Built Plans

**Instructions:** The submitted as-built plan shall include all of the information listed in the tables below. In addition, the as-built plan should have the name, address and phone number of the preparing firm including the date and the person responsible for preparing the survey. All as-built elevations should be boxed on the plans. This checklist should be completed in its entirety. A digital copy (flash drive) with pdf of all plan sheets shall also be submitted with the application package. For processing and bonding, see the Bonding section on the County website. Located at:

<http://www.fauquiercounty.gov/government/departments-a-g/community-development/land-development/bonding>

Does this plan include SWM/BMPs?     Yes\*   No\*\*

\*        If the as-built plan does include SWM/BMPs, complete Sections A, B, and C.

\*\*       If the as-built plan does not include SWM/BMPs, complete Section A and B.

Does this plan include a public road Right-of-Way?   Yes\*   No

\*        If the as-built plan includes a public road Right-of-Way, complete Section D.

Does this plan include trails and/or sidewalks?   Yes\*   No

\*        If the as-built plan includes trails and/or sidewalks, complete Section E.

**For a Site & Infrastructure Plan:** A complete as-built plan must be submitted prior to the issuance of a Certificate of Occupancy and prior to any requests filed for bond reduction or release.

As-built plan and engineer’s certification should be submitted to the:

**Central Processing Desk  
Department of Community Development  
29 Ashby St, Suite 310  
Warrenton, VA 20186.**

**Engineer’s certification shown on the plan should read the following:**

*“Pursuant to 9VAC25-870-55, I hereby certify that to the best of my knowledge and belief the site improvements including the stormwater management facilities shown on these record drawings have been constructed in accordance with the approved plans and specifications.*”

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Virginia License*

\_\_\_\_\_  
*Date*

*“Certify means to state or declare a professional opinion based on sufficient and appropriate onsite inspections, material tests, as-built survey data, and information provided by other professionals and the contractor, conducted during or after construction.”*

## Section A. Zoning Requirements

Reference Number	These requirements are illustrated or have been submitted with the above referenced as-built plan	Submitted with plan		
		Yes	No	N/A
A.1	A certified, dated as-built site plan which includes a scale, correct sheet numbers, match lines, north arrow and legend.			
A.2	Location, dimensions and height of all buildings and other structures including all fences and walls			
A.3	Setbacks of all structures from property lines			
A.4	Location, dimensions and materials for all sidewalks/trails/walkways			
A.5	All areas of paving, gravel, driveways, entrances			
A.6	Number, location and size of parking spaces, with handicapped parking specifically identified			
A.7	Utility locations, including septic fields, with dimensions			
A.8	Location and dimensions of all easements and the following completed statement:  All structures and utilities fall within their respective easements and all dedications and all off-site easements are recorded in DB_____PG_____.			
A.9	Fire hydrant locations			
A.10	Open Space areas (with tabulations) and recreation facilities (with detailed specifications as appropriate)			
A.11	Location, size and type of all landscaping			
A.12	Location, height, type, and watts of all outdoor lighting, including lights located on the building.			
A.13	Provide a lighting plan utilizing the as-built information.			

## Section B. Drainage Requirements

If it is determined from the as-built documentation that the storm drainage systems and/or the stormwater management facilities have not been constructed in accordance with the approved Stormwater Management Plan, then the permittee shall provide studies and information required by the County of Fauquier to demonstrate that the constructed systems will function equivalent to the approved Stormwater Management Plan. (DSM 211.2.3)

Reference Number	These requirements are illustrated or have been submitted with the above referenced as-built plan	Submitted with plan		
		Yes	No	N/A
DSM 211.2.3.C	As-Built Plan which illustrates the approved data with As-built information boxed "AB" on the approved plan.			
DSM 803.D	Show graphically that, all improvements within rights of way, easements or outlots have been installed within the proposed rights of way, easements or outlots with no need for area added to them.			
DSM 803.D	Provide As-built invert elevations, pipe length, slope and diameter for all storm sewer structures in a similar format to the approved plan.			

DSM 211.2.3	When not constructed within tolerances, provide culvert calculations, storm sewer calculations and HGL calculations. The tolerance for elevations on a structure is $\pm 0.1$ ft.			
DSM 803.D	Show as-built spot elevations at the top and bottom of drainage channels with sufficient number of spot elevations to determine direction of flow throughout the channel.			
DSM 803.D	Label the channel lining materials that were installed along the length of the channel.			

## Section C: SWM Requirements

Reference Number	These requirements are illustrated or have been submitted with the above referenced as-built plan	Submitted with plan		
		Yes	No	N/A
DSM 211.2.3.C	Provide the approved Stormwater Plan to include the following:			
	<ul style="list-style-type: none"> <li>• DEQ's runoff reduction method spreadsheet if applicable,</li> <li>• the limits of the FEMA Special Flood Hazard Area on the property and stream centerline as applicable,</li> </ul>			
	<ul style="list-style-type: none"> <li>• Approved grades and details for SWM facilities, and</li> <li>• Approved hydrology and hydraulic calculations.</li> </ul>			
	<ul style="list-style-type: none"> <li>• Box as-built data as applicable.</li> </ul>			
DSM 211.2.3.A	An as-built topographic survey which includes:			
	<ul style="list-style-type: none"> <li>• the horizontal and vertical datum referenced (NGVD 88 and NAD 83),</li> <li>• scale,</li> <li>• correct sheet numbers,</li> <li>• match lines,</li> <li>• north arrow,</li> <li>• and legend.</li> </ul>			
	<ul style="list-style-type: none"> <li>• The scale of the map is recommended at 1"=50' or better unless there is prior approval.</li> <li>• Contour intervals should be at a minimum of what was reported on the approved plan.</li> </ul>			
DSM 211.2.3.A	Each sheet in the plan set shall have a signed and dated professional engineer or professional land surveyor seal.			
FC Code § 11-4.2	Provide the latitude and longitude of each constructed SWM/BMP facility.			
DSM 803.D	Show the SWM lots, easements and property lines on the survey.			
DSM 803.D	Show the width, length and type of access road constructed.			
DSM 211.2.3.A	Provide As-built SWM/BMP survey grades for each facility with spot shots in pertinent areas (e.g. along the dam embankment, the emergency spillway, and bottom surface of the facility, etc.).			
DSM 211.2.3.A	Include a stage-storage summary table with design values and as-built values for each SWM/BMP facility.			
DSM 211.2.3.A & C	Clearly illustrate a profile for a SWM/BMP pond. Profiles should include: all inlet, outlet and floor elevations, aquatic bench elevation, slope of embankment, BMP water surface elevation (normal pool), the 1- or 2- (as applicable), 10- and 100-year water surface elevations, 100-year water surface elevation with the orifice 100% clogged, top of bank, emergency spillway elevation, pipe sizes, invert elevations and pipe lengths if applicable, etc.... If possible in red ink box the as-built information on the approved plans next to the design data.			

DSM 211.2.3	Provide as-built elevations for all necessary man-made structures detailed in the approved plans such as: outlet protection (including apron width and length), emergency spillway (width and length), risers (including the orifice diameter and shape), weirs, trash racks, head- and endwalls, concrete cradles, anti-vortex devices, concrete channels, etc.			
DSM 211.2.3	For practices and structures using vegetation as a component (enhanced extended detention, constructed wetlands, vegetated swales, grassed swales, bioretention structures, etc.), provide the design and constructed landscaping plan, including design plant material list, installed plant species and location, and plant material tickets.			
DSM 211.2.3	For structures that are designed with earthen liners, provide verification of liner thickness and impermeability of material.			
DSM 211.2.3	When not constructed within tolerances, provide calculations to demonstrate that the constructed systems will function equivalent to the approved Stormwater Management Plan. This includes meeting all water quality regulations, water quantity regulations, and that channels are adequate throughout the site.			
DSM 211.2.3	If foundation of a riser in a wet pond varies from the approved plan, provide as-built buoyancy calculations.			
DSM 211.2.3.B	Provide the permittee's inspection log records with copies of all inspection test results documenting compliance with the approved Stormwater Management Plans (includes dam compaction logs, concrete form tests, facility install photos, etc.).			
DSM 211.4	Provide a copy of the recorded Maintenance Agreement for all SWM/BMP facilities.			
DSM 211.2.3.A	All applicable information in the table below must be completed and shown on all SWM/BMP as-built plans for each facility:			
<b>SWM &amp; BMPs</b>				
<b>SWM</b>		<b>Q<sub>2-yr</sub> (cfs)</b>	<b>Q<sub>10-yr</sub> (cfs)</b>	<b>Q<sub>100-yr</sub> (cfs)</b>
Allowable discharge				
Approved peak discharge				
As-built peak discharge				
		<b>WSE<sub>2-yr</sub> (ft)</b>	<b>WSE<sub>10-yr</sub> (ft)</b>	<b>WSE<sub>100-yr</sub> (ft)</b>
Approved water surface elevation				
As-built water surface elevation				
		<b>Elevations (ft)</b>		
Approved top of dam				
As-built top of dam				
Approved emergency spillway/overflow spillway				
As-built emergency spillway/overflow spillway				
<b>BMP</b>		<b>Volumes (cf)</b>		
Storage required				
Storage approved in design				
Storage provided in as-built				

## Section D. VDOT

Reference Number	These requirements are illustrated or have been submitted with the above referenced as-built plan	Submitted with plan		
		Yes	No	N/A
DSM 803.D	All improvements within the right-of way and easements have been installed within the right-of-way and easements with no need for any additional area to same. Show graphically on the As-Built Plan.			
DSM 803.D	Grades, cross-sections, and horizontal and vertical alignments of the street match the approved plans. Provide graphically on the As-Built Plan.			

## Section E. Parks and Recreation Requirements

Reference Number	These requirements are illustrated or have been submitted with the above referenced as-built plan	Submitted with plan		
		Yes	No	N/A
E.1	Location of all right-of-way or easement lines, clearly labeled.			
E.2	Location of all structures within trail, e.g. manhole covers, meter covers, etc.			
E.3	Typical ramp or curb opening installation details that deviate from original plans shall be noted on as-built drawings.			
E.4	Special detail drawings will be required where installations were not as shown on original drawings due to field conditions or where required for clarity.			
E.5	Survey data on monuments installed or encountered within the project area.			
E.6	Locate and describe all installed regulatory or warning signage and pavement markings within the project area.			
E.7	Location and species information on installed street trees/shrubs within trail corridor.			
E.8	Location, type, material and reinforcement, height, drainage systems and foundation information of all retaining walls.			
E.9	Note any changes to the alignment, either vertically or horizontally, of curb & gutter, sidewalk, pavers or any other surface improvement.			
E.10	Provide crown line spot elevations approximately on 100-foot stations, or as field conditions warrant.			
E.11	Location of all obstructions within 5 ft. of trail edge and all man made features within trail property/easement.			

Comments:

*Note: This checklist must be signed and sealed by the licensed professional preparing the plan and submitted with the plan. Each checklist item must be adequately addressed in the plan for the plan to be deemed complete and acceptable for review.*

Professional Sign and Seal: