



OFFICE USE ONLY
File #: _____
Date Received: _____

TOWN OF CLAYTON
Engineering Department
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

A. Public Utility Record Drawing (As-Built) Application

Public utility record drawings are required to be submitted and approved by Engineering prior to the start of any warranties or acceptance of any public infrastructure. Record drawings shall reflect the actual condition of the public utilities "as-built." No final plats will be recorded or certificate-of-occupancy issuance prior to public utility record drawing approval. **This application should not be used for Stormwater Record Drawing submittals.**

Site Information

Name of Project: _____

Previous Project Name(s): _____

County Tag #: _____ NC Pin #: _____

Address/Location: _____

Property Owner/Developer Information Primary Contact?

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Project Engineer/Designer Information Primary Contact?

Prepared by (Engineer): _____ NC PE License #: _____

Engineering Firm: _____

Mailing Address: _____

Phone Number: _____ Email: _____

I certify all the information requested within this application and checklist has been included as part of this submittal and is true and accurate to the best of my knowledge. I also certify utility locations have been field verified and are within the limits of all recorded easements

Engineer's Signature: _____ Date: _____

SEAL

B. Public Utility Record Drawing Review Instructions and Process

Applicants may submit Public Utility Record Drawing applications and fees to the Engineering Department on a rolling basis (accepted daily). For more information on submittals, instructions, or processes, please contact the Development Services Coordinator at 919.359.9390 or at engineering@townofclaytonnc.org.

Submittals can be delivered in person, mailed, and/or electronically using the following addresses:

In-Person and UPS/Fedex Delivery:
Town of Clayton, Engineering Department
Attn: Development Services Coordinator
111 E. Second Street
Clayton, NC 27520

USPS Mailed Delivery:
Town of Clayton, Engineering Department
Attn: Development Services Coordinator
PO Box 879
Clayton, NC 27528

Electronic Submission*: planning-engineeringsubmittals@townofclaytonnc.org

**Electronic submissions are still required to provide one (1) hardcopy submission; see Section D for more information.*

Public Utility Record Drawing Review Timeline:

- Applicant completes submittal to the Town: Staff performs completeness review and notification provided to applicant within one (1) business day.
- Initial and subsequent reviews: Review completed by staff five (5) days immediately following notification of acceptance.
- Initial and subsequent review comments: Staff provides applicant with review comments within two (2) business days of review completion. Review comments are valid for 90 days.
- Approval: Upon addressing all staff comments, staff provides public utility record drawing approval letter within two (2) business days of review completion.

C. Review Fee Calculation

The Applicant is responsible for calculating review fees for all applicable documents upon submittal of the Public Utility Record Drawing Application. All engineering review fees must be paid **at time of submittal**. Submittals will not be accepted until review fees have been paid. Engineering staff will verify review fee calculations are correct and all submittals are subject to additional fees based on the documents submitted. Any additional fees must be paid **before** review comments will be provided to the applicant. Engineering fees are payable by check or credit card. For more info about fees, please review the ToC Comprehensive List of Fees and Charges or contact the Planning and Engineering Development Services Coordinator at 919.359.9390 or at planning-engineeringsubmittals@townofclaytonnc.org.

Record Drawing Review:

Initial: \$200 base fee = \$_____ Fee Amount

Re-Review: \$50 base fee per review = \$_____ Fee Amount

Total Fee Submitted: \$_____

Mail Check to:
Town of Clayton, Engineering Department
PO Box 879
Clayton, NC 27528

In-Person Payment:
Town of Clayton, Engineering Department
111 E. Second Street
Clayton, NC 27520

D. Public Utility Record Drawing (As-Built) Checklist

The application and all required materials must be submitted using the checklist below. Incomplete submittals, or those containing inaccurate information will be deemed not accepted. **This checklist should not be used for Stormwater Record Drawing submittals.**

General Requirements:

- One (1) electronic set in PDF format containing the **entire** application and submittal documents, including all plan sheets and all required supplemental information below.
- One (1) hardcopy set containing the **entire** application and submittal documents, including all plan sheets (24" x 36") and all required supplemental information below.
- All** plan sheets shall be signed and sealed by a professional engineer, including details. Digital or electronic signatures are acceptable. **Scanned signatures or images will not be accepted. The Town reserves the right to reject any digital signature deemed not valid.**
- AutoCAD submittal in DWG format; including the base file and survey layers
- Field verified data and locations, using the NC Plane Coordinate System, for all visible infrastructure
- Reference of any infrastructure located below grade not matching approved construction drawings
- Vicinity Map
- Scale of Drawings
- North Arrow
- Benchmark elevation and location
- All easements with Johnston County register of deeds reference (Deed Book/Page, Book of Maps/Page)
- Label of utility maintenance (public, private, etc.)
- Project phase lines (if applicable)

Water Distribution System

- Pipe size, material, and location
- Vertical and horizontal separation between sewer and stormwater systems
- Location of all valves, fire hydrants, meters, blow-off assemblies, and casing pipe
- Table of valve details: manufacturer, model number, # of turns to close, type (gate, butterfly, etc.)
- Distance between apparatuses
- Copy of Engineer's certification letter indication water distribution system construction is in accordance with the approved plans, specifications, and permits

Gravity Collection System

- Pipe size, material, and location
- Pipe grades
- Manhole locations and inverts elevations (in, out, and rim/top)
- Distance between manholes
- Vertical and horizontal separation between water distribution and stormwater systems
- Clean-out locations
- Copy of Engineer's certification letter indication gravity collection system construction is in accordance with the approved plans, specifications, and permits

Pump Stations and Force Mains

- Pump station data and test reports
- Force main size, material, and location
- Force main grades
- Location of air release and check valves
- Manhole locations and inverts elevations (in, out, and rim/top)
- Distance between manholes
- Vertical and horizontal separation between water distribution and storm water systems
- Clean-out locations
- Pump station and associated appurtenances bound operation and maintenance manuals
- Equipment warranties and spare parts as requested (if applicable)
- List of subcontractors, manufacturers, and supplies who participated in project
- Pump station certification
- Pump station and force main design calculations
- Pump station record drawings
- Pump station startup report
- Certified pump curves
- Copy of Engineer's certification letter indication pump station and force main construction is in accordance with the approved plans, specifications, and permits