Development Record Drawing 1st Submission Checklist

Please complete following checklist and attach the completed checklist with submission. Please be advised that an incomplete submission will be returned.

Town assigned drawing numbers and infrastructure inventory IDs form part of the "Record" first submission requirement. Please obtain this information prior to making your first submission. E-mail your request to the Supervisor, Design & Construction Services (ellen.deguerre@richmondhill.ca).

| PROJECT NAME: |
| PHASE / D06 / 19T / 65M: |

### RECORD CHECKLIST

Provide a check mark to show that the requirement has been completed.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>To be completed by Applicant</th>
<th>Town Use Only (Acceptable?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting a complete drawing set with all design sheets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Title / Cover Sheet shall clearly indicate:

- Developer / Owner's Name
- Project Name
- Phase (if applicable)
- Name of Consulting Engineering Company
- 19T number(s) / D06 number(s)
- 65M Plan number(s)

B. Drawing Index (please e-mail for complete list as noted above.)

- Drawing numbers revised to the Town assigned drawing numbers

C. Title and Revision Block on all drawings shall clearly indicate:

- 19T number(s) / D06 number(s)
- 65M Plan number(s)
- Benchmark Description
- Town assigned drawing number
- Revision block: Indicate "Record" with the date and initials of the individual making the revisions.
- Revise Signature Block as shown below:

  P.Eng. Sealed Sign & Date

  RECORD

  CONSULTANT
  Issued for Construction
  Originally sealed and signed by:
  <insert name>, P.Eng.
  <insert date>

  REVIEWED BY:
  Originally signed by:
  <insert Name>,
  Commissioner of Engineering
  and Public Works
  <insert date>

D. Relevant Drawings shall clearly indicate:

- Street Names and Suffixes in accordance with M-plan
- "Record" infrastructure inventory ID numbers (all manholes, valve chambers and hydrants)
- "Record" sewer pipe size, lengths, slope and materials
- "Record" manhole size, material and invert elevations
- "Record" rear lot catchbasin pipe size, length, slope and materials including inlet and invert elevations
D. Relevant Drawings shall clearly indicate (Continued):

- Double lines on the plan and profile for sewers 900mm or greater
- "Record" service lateral inverts for all services at street line
- "Record" data shall be consistent on all drawings
- Provide a minimum of two horizontal dimension ties between all watermain valve chambers from the nearest surface features (i.e. light standard, hydrant, etc.)
- Provide horizontal dimension ties between all water boxes across the frontage of all lots
- Revise and re-word all design and construction notes to reflect the "Record" state as example below:
  - "Existing manhole to be removed" --- "Existing manhole removed"
  - "Existing road grade" --- "Original Grade"
- If the storm sewer has been constructed flatter than designed and is surcharging, provide the revised 25 year storm hydraulic grade line on the profile and enclose a letter certifying that basements will be protected up and including the 25 year storm event.

E. Design Sheets shall clearly indicate:

- Project Name
- Phase (if applicable)
- Name of Consulting Engineering Company
- 19T number(s) / D06 number(s)
- 65M Plan number(s)
- Revise pipe size, lengths and slopes as per "Record" information
- If the sewer has been constructed flatter than designed and is surcharging, indicate the pipe and quantify in the comment column.
- Town assigned design sheet number(s)
- Town assigned drawing number(s) for referencing drawings
- Town assigned infrastructure inventory ID numbers

Applicant’s Contact information

Consulting Engineering Company:

Contact Person: ___________________________ Phone Number: ___________________________

Town Use Only - Comments

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________