

RECORD DRAWING REVIEW FREQUENTLY MISSED ITEMS

- **General Format**
 - Item #9 (Record Drawing Checklist page 1) No copyright statements on record drawings or associated off-site easement exhibits
- **Title Block**
 - Item #1 (Record Drawing Checklist page 2) Title Block included on all Plan and Profile Sheets
- **Cover Sheet – Record Drawing Checklist page 2**
 - The entire sheet is often missing
 - Item #9 (Record Drawing Checklist page 2) Vicinity map with North arrow (also make sure that vicinity map identifies street names)
- **Plan Sheet(s) – Record Drawing Checklist page 3**
 - Item #1 - Identify graphic scale – check for correct use of scale and that drawings match the scale
 - Item #2 - Blow-ups/insets for all fire hydrants and/or hydrant valves and elsewhere as deemed appropriate; identify either graphic scale or dimensions
 - Item #3 - North Arrow; specify if North Arrow is true or grid
 - Item #4 - Show and label phase lines
 - Item #5 - Label tax map number and owner's information for subject property and all adjacent properties. (clearly identify property lines) Verify current information at www.richlandcountysc.gov/Online-Services and www.lex-co.com
 - Item #8 - Label distances for all water mains and service lines (call out). Call outs should indicate size of pipe, material of pipe, and distance of pipe from fitting to fitting. Distances must be provided to nearest one-tenth of a foot
 - Item #10 - Location data: Two (2) locations (tie point references) are required for the point of beginning and the end of all new lines. These tie points should tie the distances between said fitting to a stable physical feature such as true property corner or building corner
 - Item #11 - Label lot numbers, buildings and, existing/new public and/or private roadways and most current tax map number(s) with ownership

- Item #12 - Bends on water drawings must be identified by size (degrees) and noted as vertical, if the bend is a vertical bend
- Item #13 - Location of utility lines within easement relative to easement boundaries (Please be mindful of displaying utility on correct side of road)
- Item #14 - Show and label easements for all utilities (power, gas, etc.) on subject properties (Make sure that minimum width of easement is provided)
- **Plan Sheet(s) – Record Drawing Checklist page 4**
 - Item #18 - Label road names and identify ownership of roadway and width of road right-of-way
 - Item #20 - Show sewer profiles including separations for all other utilities meeting Ten State Standards
 - Item #21 - Identify all rights-of-way, easements, and areas to be dedicated for public use shown along with the purpose of each stated, including but not limited to power line rights of way, gas line rights of way, water, sanitary sewer, and storm drainage easements, public roadways
 - Item #22 - Label City File Number(s) and project name for existing lines being tied to
- **Profile Sheet(s) – Record Drawing Checklist page 4**
 - Item #2 - Label station numbers on all manholes, junction boxes, catch basins, etc. Also, show distances of main lines along profile view. Distances and station numbers should correlate
 - Item #3 - Show size, material, and slope between manholes, and lengths of all sanitary sewer lines on plan view and profiles
- **Record Drawing Notes/General Notes – Record Drawing Checklist pages 4 & 5**
 - Be sure to include all necessary general notes (items #1-6) and other items deemed appropriate as item #7 notes
- **Engineer’s Certification – Page 7**
 - Be sure to use this certification on the Record Drawing