



COUNTY OF PRINCE WILLIAM

DEPARTMENT OF PUBLIC WORKS

Environmental Management Division

5 County Complex Court, Suite 170, Prince William, VA 22192

(703) 792-7070

FY25 AS-BUILT SUBMISSION AND APPROVAL PROCESS

DCSM 110.11 As-Built Plans: As-Built plans shall be required on all currently valid final site development plans. The acceptance of As-Built plans shall be a prerequisite to final construction acceptance, bond release, and the issuance of a final certificate of use and occupancy.

An on-site inspection coordinated between the developer/builder, area site inspector, geotechnical engineer of record, and site civil engineer/surveyor is recommended to identify slopes which need to be surveyed and evaluated to identify potential issues in advance of As-Built plan submission.

Processing of the As-Built Plans

1. Confirm with Site Inspector that site work is acceptable for As-Built plan submission.
2. If site work is acceptable, arrange a meeting with the area site inspector for quality control review of the As-Built package. This meeting can take place either in the field or at the Development Services Building. Customer shall bring to the meeting:
 1. Two (2) copies of As-Built plan conforming to site conditions,
 2. One (1) copy of the recorded plat, and
 3. One (1) copy of the recorded stormwater management facility maintenance agreement (if applicable)
 4. One (1) copy of the impervious area calculation form, sealed by the civil engineer.
 5. As-Built review fee

Refer to the As-Built Submission Checklist for all submission requirements.

If acceptable for the review process, the site inspector will provide an As-Built Plan Acceptance Transmittal which will be required to submit the As-Built plans.

3. Once As-Built plans are accepted for review by the Site Inspector, the developer or representative will deliver the completed As-Built package including checklist to Watershed Management located at 5 County Complex Court, Suite 170. The transmittal includes the primary point of contact information for the As-Built approval process. Please note this is the person we will contact once the As-Built is approved.
4. First submission As-built fee is \$458.89; second submission fee is \$374.76. There is no subsequent fee after the second submission. Make checks payable to Prince William County. Please include As Built Plan # (SDR__ or SPR __) with any communications including second submission. Failure to do so may result in a delay of plan review.



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5. The review time is 15 calendar days per submission. The customer is notified when the As-Built plan is approved via the customer point of contact indicated on the transmittal form. Comments are also accessible on the web via the following link: <http://egcap.pwcgov.org/CAPSite/Plan/Search> (enter the new As-Built plan number)
6. Final submission when requested shall include **minimum** of 5 sets of plans **with new As-Built plan number included** and 5 sets of recorded plats for stamped approval. Submissions shall be made to the Watershed Management Branch located at 5 County Complex Court, Suite 170.
7. After approval, the As-Built plan will stay with Watershed Management's administrative staff for pick up by the point of contact. Administrative staff will notify the point of contact listed in the Acceptance Transmittal that the As-Built plans are approved and ready for pick up. A copy of the signed Approved As-Built Pick-Up Transmittal will serve as confirmation of receiving the approved As-Built plan.
8. After the final site walk, and prior to bond release, the Site Inspector will accept 4 original sets of the approved As-Built plans and plats (and other documentation if any) from the Developer's representative. The Site Inspector will distribute the approved As-Built to the following agencies:
 - Watershed Management Branch
 - Planning Records
 - Geographic Information Systems
 - Real Estate Assessments



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FY25 AS BUILT PLAN ACCEPTANCE CONFIRMATION AND TRANSMITTAL

Project Name: _____ Date Due: _____
Approved Plan Number: _____ As -Built Plan # _____
Received by: _____ Plan Reviewer: _____

As of this date, _____, I have conducted a quality control review on the following:

- ☐ Two (2) copies of the As Built Plan (divided, one copy for civil engineering review one copy for geotechnical engineer review)
- ☐ One copy of the recorded plat
- ☐ Completed As Built submission checklist (including all referenced items)
- ☐ Impervious Area Calculation Sheet (if applicable)
- ☐ Copy of recorded Stormwater Management Facility Maintenance Agreement (if applicable)

SITE INSPECTOR:

DEVELOPER OR REPRESENTATIVE:

Print Name

Print Name

Signature

Signature

Please submit As Built Package, signed transmittal and \$458.89 fee (payable to Prince William County) to: **Prince William County Department of Public Works, Environmental Management Division, 5 County Complex Court, Suite 170, Prince William, VA 22192**

As Built Point of Contact Information (person that will be notified of plan approval):

Name: _____ Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____ Phone Number: _____



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AS-BUILT SUBMISSION CHECKLIST

The submitted as-built plan shall include all approved coversheets (including revisions) with the name, address and phone number of the preparing firm, approved site grading sheets, and approved storm water management (SWM) and drainage computations.

Note: Construction Inspection: Inspections are needed during construction to ensure that the facilities are built in accordance with the approved plans and design specifications. The developer/owner shall provide for periodic inspections of the facility during construction. Detailed inspection checklists shall be used that include sign-offs by a licensed land surveyor or professional engineer registered in Virginia at critical stages of construction, to ensure that the contractor's interpretation of the plan is consistent with the designer's intent. The actual inspections may be performed by an individual under the direct supervision of the licensed professional [(DCSM Section 721.02(B) (11))].

Legend: APM = Administrative Procedures Manual

DCSM = Design and Construction Standards Manual

<u>REF. SECTION</u>	<u>REGULATIONS</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
APM 4.12.2	Impervious Area Certification shall be submitted for commercial, industrial and multi-family properties.			
APM 4.12.1.A.2	Horizontal location of storm sewers with one (1) tie for all storm structures. All ties shall be affixed to permanent objects (i.e. building corners, fire hydrant).			
APM 4.12.1B.	invert elevations (in and out) for all storm sewers, and invert of structures			
APM 4.12.1.C.	Length, size, percent slope, and type of material used for all storm sewer and storm water management (703.02.B.1			
APM 4.12.1.D.	Top of structure elevation on all storm sewer structures			
APM 4.12.1.E.	As-built topography for Storm Water Management/Best Management Practices, Low Impact Designs and verification of as-built storage volume with the approved design.			
APM 4.12.1.F.	Detailed as-built information for special design drainage and storm water management structures			
APM 4.12.1.G	As-built elevations including centerline, cross sections and slopes of channels, swales, channel outfalls, and outfall protections and downstream of outfall pipes located			

<u>REF. SECTION</u>	<u>REGULATIONS</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
	within drainage easements. A typical as-built ditch section shall be shown on the plan.			
APM 4.12.A.1.H.	All dedicated easements shall be shown. The cover sheet of the plan and plat shall show the deed book and page numbers in which the easements are recorded.			
APM 4.12.1.I	A graphic scale and north arrow shall be shown on each as-built plan sheet.			
APM 4.12.1.J	Any changes/revisions from the approved construction plan shall be indicated by circling the changes in red with written explanation for the changes by the engineer			
APM 4.12.1.K	Except for the storm water management, best management practices, and the low impact designs, the as-built certification of physical survey (statement is listed in APM) shall be dated within one year of submission (the physical survey itself shall be within one year of submission) to the County for review.			
DCSM 702.02 (A)	Provide as built topographic survey of the overland relief for the one hundred (100) year storm event.			
DCSM 702.02 (D)	Hydraulic grade line and computations for as-built conditions for drainage system not built according to the approved plan			
DCSM 702.10 (B) and (C)	As built certifications for storm sewer anchors/cut off walls added to the plan			
DCSM 110.11	The as-built information (i.e. physical survey) pertaining to the storm water management facilities, best management practices, and low impact designs shall be current within 6 months of submission to the County for review			
DCSM 770.50 (B)	As-built location and elevations of Retaining walls by the professional engineer or land surveyor , and certification from the geotechnical engineer of record			
DCSM 721.10 (A) and (B)	SWM access road width and grade, embankment width, gate, and fencing (721.11(A) and (B) for details).			
DCSM 722.04 (B)	Following information along with the as-built plans shall be included as table on the storm sheets: 1. SWM/BMP Facility a. SWM/BMP Facility Type b. Location c. Subdivision/Site Name d. Hydrologic Unit Code (HUC) of the receiving stream. *(in most cases, the HUC of the development) ("HUC" means a watershed unit			

<u>REF. SECTION</u>	<u>REGULATIONS</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
	<p>established in the most recent version of Virginia's 6th Order National Watershed Boundary Datasheet)</p> <p>e. Total acres treated (BMP Acres)</p> <p>f. Year Built</p> <p>g. Land Use (commercial, single family, industrial, etc.)</p> <p>h. Latitude and longitude of the facility.</p> <p>i. Maintenance (County/ private)</p> <p>j. Copy of maintenance agreement (if applicable)</p> <p>2. Each Outfall</p> <p>a. Size of outfall (diameter or equivalent)</p> <p>b. Subdivision/Site Name</p> <p>c. Hydrologic Unit Code of the Receiving Stream (Development)</p> <p>d. Drainage Area to the outfall</p> <p>e. Year Built</p> <p>f. Land Use</p> <p>g. Latitude and Longitude</p>			
DCSM 722.04 (C)	A completed "construction inspection and as-built survey checklist", certified by a professional engineer or surveyor verifying that the storm water management facilities and associated conveyance systems have been built in accordance with the approved plan and design specifications. The completed checklist shall be incorporated on the plan.			
DCSM 722.02 (J)	Copy of recorded Storm Water Management/Best Management Practices maintenance agreement.			
DCSM 722.02 (K)	Approved and as-built Storm Water Management fact sheets. Rerouting of the pond is required if as-built conditions deviate significantly from the approved plan.			
DCSM 732.01(A)	Letter of Map Amendment or Revision from Federal Emergency Management Agency			
DCSM 770.50 (A) and (B)	The written certification shall include all geotechnical elements, but is not limited to, the type of material, compaction, depth and spacing of piles/piers, location, length, spacing, strength and type of geogrid, and ground cover to protect the slope as specified, and any other stabilization measures as recommended in the approved geotechnical report. The GER shall verify and certify that the final slope is in accordance with the slope approved in the geotechnical report at the time of as-built plan submission.			

<u>REF. SECTION</u>	<u>REGULATIONS</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
DCSM 770.50C	The Site Civil Engineer of Record (SER) or a Land Surveyor duly licensed in the Commonwealth of Virginia shall provide a written certification on the gradient of the constructed slope as directed by County staff.			
DCSM 721.08	Setbacks from the 100 year WSE to the structure and the property line.			
DCSM 721.02 (B) (12)	As-Built Certification: After the facility has been constructed, the developer shall have an as-built certification conducted by a licensed land surveyor or professional engineer registered in Virginia and submitted to the County along with the as-built checklist and as-built plan. The as-built certification verifies that the facility was installed as designed and approved.			
Policy	Interior curb with spot elevations where inlets are provided			
Virginia Dam Safety Regulations 725.00(D)	Submit two DCR approved copies of all the documentation (i.e. Operation and Maintenance Plan, Inundation Zone Maps, Emergency Action Plan, etc.....) as well as one soft copy related to Virginia regulated impoundment structures to the County for its records as well as for facilitating emergency operations. Site finalization and final bond release is subject to meeting this requirement.			