



ENGINEERING RECORDS SUBMISSION FORM

TO: CITY OF BARRIE P.O. BOX 400, 70 COLLIER ST, BARRIE ON, L4M 4T5
John Struik: Engineering Records & Mapping Coordinator (4TH Floor City Hall)

FROM: (List City Project Manager & External Project Manager):

PROJECT DESCRIPTION (List Contract No. & Project No.\Quotation No.\Site Plan No.\Subdivision No & Phase No.):

PROJECT PURPOSE OR TITLE:

COMMENTS:

DATE:

AS-BUILT DRAWINGS:

The Developers Consultants shall keep one set of drawing on site solely for record purposes. The Developers Consultants shall record any deviations on the drawings as the work is performed. Deviations shall include changes, additions and deletions. All deviations must be recorded, including where applicable:

- a) Plan View Deviations: Curb and Gutter, Sidewalk, Fences, Retaining Walls, Driveways, Watercourses, Ditches, Culverts, Maintenance Holes, Catch Basins, Sewer Mains, Sewer Laterals, Watermains, Valves, Hydrants and Water Services, Utility Poles, Utilities, Trees and Miscellaneous.
- b) Profile Deviations: Road Centerline Elevations, Sewer Size and Inverts, Sewer Lateral Inverts, Watermain Size and Depth, Water Service Depth, Ditch Inverts, Culvert Size and Inverts.

RECORD SUBMISSION STANDARDS & GUIDELINES

- Please assure that final "AS CONSTRUCTED" mylars and digital DWG Autocad record files are both submitted for engineering construction & development projects.
- Please assure that the Barrie Standard Drafting File is adhered to for the creation of proper drawing layers, line types, colours, and blocks with your digital drawing submissions.
- Please fill in and include this "ENGINEERING RECORDS SUBMISSION FORM" with all hard copy and/or digital file record project transfers.
- Please submit only one project per CD as per submission form.
- Projects must always be submitted with a Title Page and a List of Drawings.
- Projects must also include Storm and Sanitary design sheets in an Excel spreadsheet format (See City Standards CD for template files).
- Please identify the "PROJECT PURPOSE OR TITLE" as one of the following:
 - ROAD CONSTRUCTION:** (Sanitary, Storm or Water Infrastructure Construction Projects)
 - ROAD RECONSTRUCTION:** (Sanitary, Storm or Water Infrastructure Reconstruction Projects)
 - ROAD REHABILITATION:** (Intersection Improvements, Road Improvements, Road Urbanization, Road Resurfacing, Road Widening, Bridge, Walkway, Sidewalk, or Retaining Wall Re\Construction, Hot Asphalt Patching, Crack Sealant)

WATERCOURSE DEVELOPMENT: (Drainage Improvements)

RAILWAY: (Railway Re\Construction)

SUBDIVISION DEVELOPMENT

SITE PLAN

PARK DEVELOPMENT

INDUSTRIAL PARK DEVELOPMENT

FACILITY DEVELOPMENT

FACILITY RENOVATION

HARD COPY RECORDS:

- Must be submitted as mylar sheets (approx. 36" x 24")
- Mylar sheet numbering must adhere to the "STANDARDIZED SHEET NUMBER NAMING CONVENTION" listed below. Note if multiple sheets per code then add a dash and number consecutively i.e. PP-1, PP-2 etc.

STANDARDIZED SHEET NUMBER NAMING CONVENTION

A	ARCHITECTURAL PLAN
DET	DETAIL PLAN
E	ELECTRICAL
EAS	EASEMENT PLAN
ESC	EROSION AND SEDIMENTATION CONTROL PLAN
G	GENERAL SERVICING PLAN
GN	GENERAL NOTES
GP	GRADING PLAN
HOR	HORIZONTAL CONTROL PLAN
L	PLANTING/LANDSCAPING/STREETSCAPING PLAN
LG	LOT GRADING PLAN
M	MECHANICAL PLAN
P	PROPOSAL OR CONSTRUCTION LAYOUT PLAN
PH	SUBDIVISION PHASING PLAN
PM	PAVEMENT PAINT MARKING PLAN
PND	POND PLAN
PP	PLAN AND/OR PROFILE
QS	QUANTITIES SHEET
R	REMOVAL PLAN
S	STRUCTURAL PLAN
SAN	OVERALL SANITARY PLAN
SL	STREET LIGHTING PLAN
SP	SITE PLAN
STM	OVERALL STORM PLAN
TITLE	TITLE PAGE
TP	TREE PRESERVATION PLAN
TSD	TRAFFIC SIGNALIZATION/CONTROL PLAN
WAT	OVERALL WATER PLAN

- If the record is an "AS-BUILT" mylar then this must be clearly identified within the revisions section of the title block.

DIGITAL COPY RECORDS:

- Digital files must be submitted on a CD with the "PROJECT NAME" labeled on the CD
- Digital files must be provided in a current Autocad dwg format and must be provided geospatially correct (NAD83 Zone 17). Refer to the "Integrated Control Survey Specifications" located on the City Website.
- Digital sheet files must also be named in accordance with the abbreviations listed in the "STANDARDIZED SHEET NUMBER NAMING CONVENTION". Note, if multiple sheets per code then add a number consecutively (i.e. PP1, PP2 etc.)
- Ensure digital files are clean of any viruses.