



THE CORPORATION OF THE CITY OF BARRIE  
Infrastructure Department

## ENGINEERING RECORDS SUBMISSION FORM

CITY OF BARRIE P.O. BOX 400, 70 COLLIER ST, BARRIE ON, L4M 4T5  
Scott Bowerman: Engineering Records Coordinator (3<sup>rd</sup> Floor City Hall)

**SUBMITTED BY** (List City Project Manager & External Project Manager):

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

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**PROJECT PURPOSE OR TITLE:**

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**COMMENTS:**

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**DATE:**

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### **AS-BUILT DRAWING SUBMISSIONS:**

The Developers Consultants shall keep one set of drawings 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 ensure that final "AS CONSTRUCTED" paper and digital DWG AutoCAD record files are both submitted for engineering construction & development projects.
- Please ensure 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 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 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 paper sheets (Arch D 36" x 24")
- Sheet numbering must adhere to the "STANDARDIZED SHEET NUMBER NAMING CONVENTION" listed below. Note if multiple sheets per code, then add number consecutively i.e. PP1, PP2 etc.

### **STANDARDIZED SHEET NUMBER NAMING CONVENTION**

|       |   |
|-------|---|
| A     | ARCHITECTURAL PLAN                      |
| CP    | CATHODIC PROTECTION                     |
| 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    | STREETLIGHTING PLAN                     |
| SP    | SITE PLAN                               |
| STG   | CONSTRUCTION STAGING PLAN               |
| STM   | OVERALL STORM PLAN                      |
| TC    | TRAFFIC CALMING PLAN                    |
| TI    | TREE INVENTORY PLAN                     |
| TITLE | TITLE PAGE                              |
| TP    | TREE PRESERVATION PLAN                  |
| TSD   | TRAFFIC SIGNALIZATION/CONTROL PLAN      |
| WAT   | OVERALL WATER PLAN                      |
| WATSW | WATER SWABBING PLAN                     |
| WD    | WIRING DIAGRAM                          |

- "AS-BUILT" hardcopy submissions must be clearly identified as such within the revisions section of the title block.
- Hardcopy submissions must be plotted using our current "**City of Barrie's Drawing Standards**".

## **DIGITAL FILE RECORDS:**

- Digital files must be submitted on a USB Flash drive or File Transfer Service.
- Digital files must be provided in a current AutoCAD DWG 2019 file format and must be provided geospatially correct to the "UTM (Zone 17) NAD83 (Original)" coordinate system. 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" noted above. If multiple sheets per code then add a number consecutively (i.e. PP1, PP2 etc.)
- All AutoCAD DWG files must be provided using the most current version of the "**City of Barrie's Drawing Standards**" for drawing layer names, colours, line types, block symbols, sheet templates such as for plan

and profiles etc.

- A single AutoCAD base file must be provided with layout tabs for each sheet within the Title Page “List of Drawings”.
- Ensure digital files are clean of any viruses and that no zipped folders are provided.
- Ensure that AutoCAD DWG files provided do not point to any x-referenced DWG files. All x-referenced DWG files must instead be incorporated into the AutoCAD DWG file.
- Ensure that no error messages are received upon opening the AutoCAD DWG file submissions.

**\*All record submissions not in accordance with the above requirements will NOT be accepted by the City of Barrie.**