

How to set up the As-built Submittal

The As-built submittal has many different parts. This document is to help with the ease of putting together the CD or zip file. Each section represents what we are asking for.

CD Setup

- 1) One CD will be submitted in a jewel case.
- 2) The label of the CD will have the following
 - a) Engineering Company Name
 - b) Prepared by Statement (who created the CD)
 - c) Project Name
 - d) Date that the data is burnt onto the CD
 - e) Designate CD as As-built
- 3) Each file should be for one section of development. If multiple sections, place files in separate directories on the CD.

Zip File Setup

- 1) One zip file for each email
- 2) The zip file should contain:
 - a. A word document containing:
 - i. Engineering Company Name
 - ii. Prepared by Statement
 - iii. Project Name
 - iv. Date the data was prepared
 - v. Designate the data as As-built
 - b. Overall CAD File
 - c. Digital As-built Submittal Spreadsheet
 - d. Stormwater_BMP.xls
 - e. All pertinent Plan & Profile sheets in PDF or DWG format
- 3) Email to Michael Morris at mmorris@noblesville.in.us
 - a. CC: Rod Dougan at rdougan@noblesville.in.us

OVERALL CAD FILE

- 1) CAD file will be in DWG format.
- 2) CAD file will be in NAD83, Indiana State Plane Coordinate System, East Zone, using Survey Feet
- 3) File name should make sense (i.e. project_overall.dwg)
- 4) There will be no XREFs attached to the drawing.
- 5) Layers
 - a) Should be descriptive (i.e. sanitary_pts or ab-sanpts)

- b) Separate layers for structures, pipes, annotation
- 6) File must be revised to show the **as-built location** of the following:
 - a) Storm structures (manholes, inlets, end sections, BMPs)
 - b) Sanitary structures (manholes, lift stations, wyes, cleanouts)
 - c) Water structures (hydrants, valves, etc.)
- 7) All Structures will be cells or blocks and have an appropriate Structure ID. Their insertion point will be at the **as-built location**.
- 8) All Storm and Sanitary lines will be continuous polylines beginning and ending at a structure insertion point. Lines will be drawn in direction of flow.
- 9) All Easements will be drawn as closed polylines for aggregate areas.
- 10) All Ponds will be drawn as closed polylines.
- 11) All annotation needs to be text (blocks and mtext does not work).
- 12) All other layers (lots, r-o-w, centerlines, sidewalks, etc) need to be on separate layers.

Plan & Profile Sheets

- 1) Plan & Profile Sheets will be in PDF or DWG.
- 2) All infrastructure pipes will have a length, pipe size (in inches) and material listed.
- 3) All storm and sanitary structures will have top of castings and invert elevations with orientation.
- 4) Design values for all infrastructures shall be as-built. Construction values will be crossed out with the construction data still legible.
- 5) All plan & profile sheets will be rotated at zero degrees. Please do not send a PDF of a plan & profile sheet that is upside down.

Structure Data Tables (As-built and BMP)

- 1) All fields must be filled out where applicable.
- 2) See the Directions tab for information on filling out the spreadsheets Pipe Sheet

Please send all Submittals with a transmittal letter to:

Michael Morris
City of Noblesville
16 S. 10th St.
Noblesville, IN 46060

Please Carbon Copy the transmittal to:

Engineering Department
City of Noblesville
16 S. 10th St. Suite 155
Noblesville, IN 46060