



## GIS Digital Construction Drawing Submittal Checklist

Project Name: \_\_\_\_\_ Assigned Record Drawing No's: \_\_\_\_\_

Please fill out the contact information for the person who drafted the CAD drawing that can answer questions about the digital CAD file:

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Digital Submittal Specifications: (please initial and date each item below as completed)

\_\_\_\_\_ **Single CAD Drawing**  
AutoCAD drawing shall be one composite file in model space. Include all third-party files in the composite such as: street lighting and conduit etc. No reference files and no locked or frozen layers will be accepted. Include only one composite DWG file per submittal. **Tip:** when "binding" reference files into the current drawing use the INSERT option, then EXPLODE the block reference that was created during the bind.

\_\_\_\_\_ **File is in the following Coordinate System:**  
\_\_\_\_ Horizontal: Washington State Plane North, NAD 83 (91-HARN)  
\_\_\_\_ Vertical Datum: NAVD 88  
\_\_\_\_ Survey Feet

\_\_\_\_\_ **CAD Format**  
\_\_\_\_ AutoCAD 2018 DWG or earlier

\_\_\_\_\_ **Label CD/DVD or thumb drive with:**  
\_\_\_\_ Project Name  
\_\_\_\_ Record Drawing Number  
\_\_\_\_ Company Name  
\_\_\_\_ Contact Name  
\_\_\_\_ Contact Phone Number

\_\_\_\_\_ **Checklist completed and included with CD or thumb drive**

## Digital CAD Layer/Level Documentation

Site Plan CAD Drawing File Name (example:RedmondCityHall.dwg):

NOTE: Detailed Description of Special Features included in Appendix B:

Feature Groups	Digital CAD Layer Name or Level Number
New Stormwater Drainage/Mgt and annotation	
Existing Stormwater Drainage/Mgt and annotation	
New Natural Resource and annotation	
Existing Natural Resource and annotation	
New Wellhead Protection and Annotation	
Existing Wellhead Protection and Annotation	
New Water System and annotation	
Existing Water System and annotation	
New Sanitary Sewer and annotation	
Existing Sanitary Sewer and annotation	
Other Utilities and Easements	
Demolition/Abandonment	
Telecommunications	
New Transportation and annotation	
Existing Transportation and annotation	
New Buildings and annotation	
Existing Buildings and annotation	
Parcels and annotation	
Landscaping	
Not Built (NBLT)	

### Features to be included on approved record drawing digital submittal:

**Stormwater Management:**

- Pipes
- Catch basins
- Manholes
- Inlets
- Culverts
- Underdrains
- Vaults
- Ponds
- Biofilters/Swales/ Ditches
- Infiltration Systems/French Drains
- Other Drainage Features (as appropriate)

**Natural Resources:**

- Streams
- Wetlands

**Wellhead Protection:**

- Monitoring Wells

**Water System:**

- Pipes and Fittings
- Valves
- Hydrants

**Water System Continued:**

- Service Lines
- Meters
- PRV
- Fire System
- Private Fire Pipe
- Monitoring Stations
- Backflow Devices
- Easements
- Water Pipe Tie-in

**Sanitary Sewer:**

- Manholes
- Pipes and Fittings
- Side Sewer
- Valves
- Air Vacs
- Cleanouts
- Grease Interceptors/Oil Water Separators

**Other Utilities and Easements:**

- Other Utilities
- Easements

**Telecommunications:**

- Antennas
- Radio Equipment
- Cables

**Demolition/Abandonment**

**Transportation:**

- Pavement
- Curb and Gutter
- Driveways
- Channelization
- Signage
- Sidewalk
- Street Lighting
- Traffic Signals
- Monument Cases
- Conduit
- Junction Boxes

**Landscaping:**

- Irrigation
- Trees/Plantings

**Not Built (NBLT):**

- Crossouts