



**ENGINEERING SERVICES
POLICY STATEMENT**

For

Record Drawings

Date: January, 2009

**Edward N. Domingue
Director of Engineering Services**

POLICY STATEMENT ON RECORD DRAWINGS

Prior to final project approval, "Record Drawings" shall be prepared for all public improvement plans submitted to the City of Escondido. All "Record Drawings" shall be prepared by a Registered Civil Engineer. Bond copies of the Improvement Plan shall be marked "Record" and shall be submitted to the City's Engineering inspector for initial approval. Any corrections will be made on the bond set and returned to the Engineer of record. The mylars should be changed and signed by the Engineer of record and returned to the City for final approval. All Mylars need to be kept as clean as possible.

Public improvement projects will not be completed and improvement security shall not be released until "Record Drawings" have been prepared on the original mylars to the satisfaction of the City Engineer. The City will not charge a separate fee for the processing of "Record Drawings".

ITEMS TO BE INCLUDED ON "RECORD DRAWINGS"

- A. Include any and all field changes to the approved Improvement Plans, based on a site review by the Registered Civil Engineer.
- B. Include any revisions from field notes prepared by the Engineering Services Inspector.
- C. Revise any elevations and stations controlled by alignment and profile that differ by more than 0.1 feet from the improvement plans.
- D. Revise locations of sewer and water service laterals, driveways, street furniture and other appurtenances that differ by more than 1.0 foot from the improvement plans.
- E. Show all private utilities (SDG&E, Telco and Cable TV) on the improvement plans.
- F. Note any changes in the type of pipe material and strength classification used for all storm drains.
- G. Show all street lighting conduits and pull boxes on the plans. Show the power source for the street lights.
- H. Note "R" values, the traffic index and structural sections for all streets.
- I. Note areas that were over excavated because of unsuitable sub base material.
- J. Show all details of any sub-drain systems installed for groundwater control.
- K. Verify that all public utilities fall within existing easements or within the public right-of-way.
- L. Add the Map or Document No. and the Recording Date of all easements and dedications.
- M. Indicate the locations and type of all street survey monuments on the plans. A Corner Record or Certificate of Correction may need to be filed

- with the County prior to final acceptance of the project.
- N. Complete the 'Construction Record" box in the lower left-hand corner of improvement plans.
 - O. Note "Record Drawings" on all sheets of plans followed by the signature, seal and date of the Registered Civil Engineer.
 - p. Do not use cloud on record drawing mylars.