



CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department

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City Engineer

As-Built Drawing Checklist (Private Development)

(Updated December 19, 2024)

In accordance with Section 36.25 of the Site Plan Regulations, the applicant's engineer or surveyor shall prepare and submit to the City Engineer a detailed "as-built" survey of all site plans showing the location of buildings, structures, municipal and non-municipal utilities, parking and loading areas, driveways, and access, as well as any public improvement constructed indicating location, dimensions, materials, and other information required by the City Engineer. The plan should reflect all changes made to the signed final plan set during the construction process. Per the Site Plan Regulations, the digital as-built drawing shall be provided conforming to this checklist **PRIOR to the issuance of a Certificate of Occupancy.**

In accordance with Section 31.10 of the Subdivision Regulations, the applicant's engineer or surveyor shall submit to the City Surveyor a detailed as-built survey of the subdivision, indicating location, dimensions, materials, and other information required by the City Engineer. A New Hampshire licensed professional engineer shall certify to the City Engineer that the layout of the line and grade of all public improvements is in accordance with the construction plans for the subdivision as approved by the Board. Per Section 30.05 of the Subdivision Regulations, the release of a financial guarantee shall not be undertaken until the City Engineer has an acceptable as-built plan of the subdivision.

Applicants shall retain their own field book records for use in reflecting ties and materials in the as-built drawing and shall NOT rely on any records or ties from the Engineering Division.

The drawing shall meet the following minimum requirements:

- Sheet Size: 24" x 36" with a 1" margin (22" x 34" effective plan area);
- Scale: 1"=10', 1"=20', 1"=30', 1"=40, or 1"=50';
- Horizontal Datum: New Hampshire State Plane Coordinate System, North American Datum 1983 (NAD 83);
- Vertical Datum: North American Vertical Datum 1988 (NAVD 88);
- Location of above ground surface features (including features within the right-of-way along the frontage of the site);
- Topographic Information: Two-foot contour intervals and spot elevations;

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- Property lines, including bearings and distances; and easement lines;
- Municipal and private storm sewers, including mains, catch basins, manholes, headwalls, flared end sections, culverts, and foundation drains. Show and label pipe sizes, materials, and rim elevations, and inverts (including foundation drains);
- Municipal and private water mains, valves, corporation stops, services, water shut-offs, hydrants, blow-offs, bends, and other water main components. Show and label pipe sizes and materials;
- Municipal and private sanitary sewers including mains, manholes, cleanouts, and services. Show and label pipe sizes, materials, rim elevations, and inverts;
- Non-municipal utilities and equipment including natural gas, electric, and telephone;
- Septic systems and well locations;
- Location and purpose of ground signs;
- Location and type of solid waste facilities and required screening;
- Location of outside storage areas and screening, noting dimensions and height of the screening;
- Location of light poles;
- Location, layout, and property address of each building and unit shall be noted on the plan;
- Location, dimensions, and purpose of any easements, rights-of-way, or other restrictions;
- Location and layout of driveways, curb cuts, parking lots, and loading areas;
- Submit electronic copy of the drawing, provided in **BOTH AutoCAD format and PDF**; and
- Must be signed and sealed by the professional engineer or surveyor who prepared the as-built drawing.

SUBMITTAL AND REVIEW PROCESS OF AS-BUILT DRAWING:

1. Provide to the project planner in the Planning Division, **BOTH the AutoCAD format and PDF versions** of the as-built drawing.
2. The project planner in the Planning Division will coordinate receipt, review, and notifications of needed revisions.
3. Project planner shall notify the applicant upon final approval of the as-built drawing.
4. **No Certificate of Occupancy for site plans shall be issued, nor shall the release of financial guarantees be issued for subdivisions,** UNTIL the final signed version in both AutoCAD and PDF has been provided to the project planner.