



CITY OF GRAND PRAIRIE RECORD DRAWING SUBMITTAL PROCESS

PRELIMINARY RECORD DRAWINGS AND WALK-THROUGH:

When project utilities, [final grade verification](#), and paving are complete, and final stabilization nears completion; the Developer or representative will schedule a Pre-Walk Inspection of the site with the City Inspector to review the project completion status and discuss final acceptance requirements. This meeting is a mandatory requirement for final walk-through, and final project acceptance and occupancy.

The Engineer of Record shall submit one half-size (11"x17") bond set of preliminary record drawings for review to the City Inspector prior to the preliminary walk-through. The preliminary record drawing set shall include any field changes, and show actual built conditions; revision notations and clouds are to be reflected on the preliminary record drawings. The City of Grand Prairie Inspectors shall review this set for accuracy and use it during the Pre-Walk, and Final Walk-Through Inspection.

FINAL WALK-THROUGH:

The Developer will schedule a Final Walk-Through with the City Inspector once the preliminary record drawings have been submitted and reviewed by the City Inspector, and the preliminary punch list is complete. **Scheduling is subject to availability of Public Works representatives, and is only during normal business hours.** The Engineer of Record is to attend the preliminary walk-through, or, the final walk-through as an absolute minimum.

RECORD DRAWINGS AND FINAL ACCEPTANCE:

To receive final acceptance, the Engineer of Record must submit a final set of digital Record Drawings, including revisions per comments/punch lists made during the Pre-Walk and Final Walk-Through, to the appropriate subfolder within the project's online folder. The subfolder is normally named "Project-Acceptance."

The final set of Record Drawings must include the following:

- All sheets combined into a single PDF
- Cover and design sheets stamped with the City's standard record drawing stamp, signed and dated by the Engineer of Record.
- 22"x34" sized sheets, printable to true half size.
- Revision notations shown, in the title block for example, but any clouding to be removed for clarity of overall drawing.
- File naming convention for Record Drawings PDF: [CFN#]-[X#]-[Title] where
 - CFN# is the City File number, X# is the project tracking number, and Title is the name of the project, generally based on the title shown on the cover sheet.
 - Example record drawing filename: W812-X2020-14-Playgrand-Adventures-Parking-Expansion



In addition to the record drawings, the Engineer of Record will need to submit a letter requesting final acceptance by the City. A template for this request letter can be found in the on-line project folder.

- Contact a City Development Coordinator if you need more information the on-line project folder system.

REQUIREMENTS FOR CAD SUBMITTAL OF RECORD DRAWINGS

The following requirements for submittal of CAD data have been prepared for the purpose of incorporating the digital submittal information into the City's Geographic Information System (GIS) base mapping, so that accurate data may become available to emergency responders, construction inspectors, City planners, engineers, and the larger development community.

- **CAD file must contain public utility infrastructure and plat information within a single drawing** in **DWG** format. Files in DXF, DWF, or DGN format are not acceptable. Any External References must be bound.
- Objects normally set up in the layout tab ("paper space") for the purposes of plotting plan sheets, such as title blocks, page borders, legends, vicinity maps, and north arrows are **NOT** required. Such items, if included, should be on separate layer or alternate viewports.
- CAD data must be drawn at full scale (1:1), and oriented to true north.
- The data must be tied to City monument data, in real world coordinates, and spatially referenced to the City's GIS projected coordinate system: North American Datum 1983 (NAD83), Texas State Plane, North Central FIPS 4202 (EPSG 2276); Units: US Feet. If the project was scaled to surface coordinates, the CAD file should be scaled back to grid coordinates.
- All polygons must close without overlaps. All lines must be snapped at their endpoints and free of gaps or dangles. Annotation text that breaks the continuity of lines should be shifted out of the way of the line.
- Public utility infrastructure and plat information must be organized into separate layers according to feature type, and drawn as polylines (except for annotation). All layers must be turned on and visible/unfrozen. **IMPORTANT: Layer names should be intuitive and descriptive of the objects on that layer.** Features must be cleanly segregated into their appropriate layer, and not appear on other unrelated layers. Remnants of lines or points used in the development of the drawing but not representative of actual real-world features (trim lines, transit points, etc.) should be removed from the drawing. Existing infrastructure should be on separate layers from proposed infrastructure and should be differentiated as such in layer names (i.e. "EXIST_WATER_MAIN" versus "CONST_WATER_MAIN"). Features that should appear in the drawing on separate layers are listed below. Any additional features not listed are optional and must also be on separate layers with clear, understandable layer names.



Public Infrastructure:

- Fire Hydrants
- Water Mains
- Water Valves
- Water Meters
- Water annotation: pipe sizes, material types

- Wastewater Mains
- Manholes
- Cleanouts
- Wastewater annotation: pipe sizes, material types

- Storm drains
- Inlets
- Headwalls
- Outfalls
- Other drainage structures (valley gutters, etc.)
- Storm annotation: pipe sizes, material types

- Buildings

- Paving: edge of pavement, curbs, parking area

Plat Information:

- Set monuments for subdivision boundary
- Subdivision boundary
- Parcel lot lines
- Setback lines
- Street centerlines
- ROW lines
- Easements, fire lanes
- Plat annotation: street labels, easement types & sizes