



TOWN of WAKE FOREST

As-Built Certification & Close Out Submittal Checklist

Upon completion of a project, and before a Final Plat shall be approved (unless financially guaranteed), the applicant shall certify that the completed project is in substantial accordance with the approved plans and designs and shall submit actual "as built" plans ([Section 15.4.5](#)) for all public infrastructure after final construction is completed.

A	General Requirements
1	Plans shall be prepared by a Professional Land Surveyor (PLS), or Professional Engineer (PE) registered to practice in North Carolina.
2	Submit as-built certification for SCMs form found in the MSSD .
3	Submit actual field surveyed "as-built" plans for all stormwater management SCM facilities or practices after final construction is completed.
	i. As-built plans shall be submitted in two exhibits - one depicting all public facilities and another depicting all private facilities.
4	Electronic as-builts shall be consistent in the programs used by the Town of Wake Forest GIS Department and formatted as specified in the As-Built Submittal Requirements . Field Survey/As-Built to be tied to NC Grid System.
5	Plans shall show:
	ii. Final design specifications for all stormwater management facilities and practices
	iii. Field surveyed contours
	iv. Pipe information including: diameter, length, type, slope, and location
	v. Size, type, and location of the following, as they apply to the project:
	o Storm Drain Box and Box Number
	o Riser Structure
	o Inlet; and/or Level Spreader
	vi. Invert elevations and planted vegetation (if applicable) of all measures, controls, and devices as installed
	vii. Detailed drawings for each stormwater control device shall be submitted
6	Plans shall show all recorded drainage and access easements for each SCM (Stormwater Control Measure), referencing book map and page number.
7	Recorded copy of O&M Agreement & Manual.
8	Geotechnical Reports for roadways.
9	Asphalt Reports.
10	Engineering letter of certification for Retaining Walls.
11	NCDOT Approvals (if applicable).
12	City of Raleigh Public Utilities Department Letter of Acceptance.
13	Engineer's Letter of Certification.