



## COMMUNITY DEVELOPMENT DEPARTMENT

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### RECORD DRAWING REVIEW CHECKLIST

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Date: \_\_\_\_\_

#### I. GENERAL

- A. Plan "For Construction" should be in grayscale and the ACTUAL plan should be shown in **bold** Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Record Drawings shall be completed for all site improvements; this includes, but is not limited to: underground utilities, roads and rear yards Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Field changes should be shown in **bold** and clearly noted. Changes that should be noted include, but are not limited to: additional bends, extra structures, change in pipe material, change in pipe slope, change in pipe diameter, changes in location Yes \_\_\_ No \_\_\_ N/A \_\_\_

#### II. COVER SHEET

- A. Should be signed and sealed by a Licensed P.E. I P.L.S.D.  
Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Should say Record Drawings Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Should be clearly dated, including most recent revisions  
Yes \_\_\_ No \_\_\_ N/A \_\_\_

**III. GRADING**

- A. Overland flow routes should have plan elevations lined out and actual elevations identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Overland flow routes should have plan slopes lined out and actual slopes identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Overland flow route cross section dimensions should be Verified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Plan elevations for lot grading should be lined out with actual elevation identified under the plan elevation. The plan elevation should be listed in gray scale and actuals listed in black and white Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. If the slopes and elevations vary more than 10% from the plan, verification is required indicating the overland flow route attains the design capacity Yes \_\_\_ No \_\_\_ N/A \_\_\_

**IV. SANITARY SEWER**

- A. Plan slope percentage should be lined out, actual slope Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Plan rim elevations should be lined out with actual elevation Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Plan invert elevations should be lined out with actual elevation Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Plan pipe length should be lined out with actual piped length identified. Ensure that slopes comply with IEPA minimum requirements Yes \_\_\_ No \_\_\_ N/A \_\_\_

**V. WATERMAIN**

- A. Plan rim elevations of Value Vaults should be lined out with actual elevation identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Plan Top of Pipe elevations should be lined out with actual elevation identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Plan Pipe Length should be lined out with actual piped length Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_

- D. Plan Hydrant elevations should be lined out with actual elevation Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. Ensure that B-Box locations have been provided Yes \_\_\_ No \_\_\_ N/A \_\_\_
- F. Ensure that depth is per Village Ordinance Yes \_\_\_ No \_\_\_ N/A \_\_\_

**VI. STORM SEWER**

- A. Plan slope percentages should be lined out with actual slope Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Plan rim elevations should be lined out with actual elevation Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Plan invert elevations should be lined out with actual elevation Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Plan pipe length should be lined out with actual piped length Identified Yes \_\_\_ No \_\_\_ N/A \_\_\_
- E. If the slopes and elevations vary more than 10% from the plan, verification is required indicating the sewer attains the design capacity Yes \_\_\_ No \_\_\_ N/A \_\_\_

**VII. DETENTION BASINS**

- A. Plan elevations should be lined out with actual elevation identified under the proposal. The proposed should be listed in gray scale and actuals listed in black and white Yes \_\_\_ No \_\_\_ N/A \_\_\_
- B. Detention volume calculations must be submitted with the volume identified on the record drawing. (Detention volume must meet or exceed design volume). Indicate required and provided volume and water surface elevations Yes \_\_\_ No \_\_\_ N/A \_\_\_
- C. Restrictors should have plan elevations and dimensions lined out with actual elevations and dimensions identified. The required and actual discharges should also be Provided Yes \_\_\_ No \_\_\_ N/A \_\_\_
- D. Weir locations should have plan elevations and dimensions lined out with actual elevations and dimensions identified Yes \_\_\_ No \_\_\_ N/A \_\_\_

**FINAL** hard copy and electronic copy of Record Drawings were received and approved

Approved By: (name) \_\_\_\_\_

Approved By: (title) \_\_\_\_\_

Date: \_\_\_\_\_