



## **RECORD DRAWING & EASEMENT PROCEDURE FOR PRIVATE DEVELOPMENT**

The City of Kennewick requires the following on all Private Development projects; Asbuilt Surveys, Record Drawings, & Easements (when applicable). The purpose for this document is to help guide Contractors, Engineers, and Developers through this process. Please read through this procedure to better understand what is being required.

### **The City of Kennewick Survey Data:**

- Washington State Plane South (U.S. Survey Foot)
- Horizontal Datum = NAD 83(2011)
- Vertical Datum = NAVD 88
- City of Kennewick - "SurveyGPSControl" Drawing

### **AsBuilt Survey Requirements:**

At a substantially complete level of the project, a licensed Professional Land Surveyor (PLS) will physically survey all improvements listed on the "collection" sheet at the back of this procedure that apply to your current project. The Surveyor shall provide the data to the Engineer so that they can include that data on their record drawings. The survey will be set up in the datums that are provided above, and the Surveyor will shoot the three selected control points that are listed on the cover sheet of the project during the asbuilt survey.

Survey data will not be required for any projects that are constructed entirely on private property **and** have no City owner facilities installed as part of the project.

The asbuilt survey data will then be provided to Engineer and/or Developer with a PLS stamp on the cover sheet (page 3 of this procedure) and one copy of electronic asbuilt survey in a \*.txt or \*.csv (ASCII) format in the following order; Point Number, Northing, Easting, Elevation, and Description (PNEZD).

### **Easement Requirements:**

After the PLS has done the asbuilt survey, those shots can be used to create any easements that are required for this project. The City will do a one-time review of the easements prior to them being recorded. The review of the easements will be part of the "Preliminary Record Drawing Package". Requirements for easements are as follows:

- All easements will read a "minimum of xxx width"
- Water - water mains require a 7.5' access on each side of the mainline for a total of 15'. A minimum of 5' behind fire hydrants and 5' off the end of the line (if line is a dead end flush) will be required.
- Sewer - Sewer mains require a 7.5' access on each side of the mainline for a total of 15'. A minimum of 7.5' behind the end of the line (if the line is a dead end) will be required.
- Storm - Storm mains require a 7.5' access on each side of the mainline for a total of 15'.
- ROW / Access - As agreed upon at the start of the project.



**Record Drawing Requirements:**

The Engineer of record will take the asbuilt survey data provided by the PLS and use it along with construction notes and design changes to create a Preliminary Record Drawing that shows the as-constructed location of all facilities. The proper street names must be obtained from the City GIS Department and be included on the drawings. The preliminary record drawings will cloud all changes from the original to better show them for review. If a feature has moved horizontally more than six inches, or vertically more than five hundredths, this will be considered a change from the plans. Once the Preliminary Record Drawings are ready for review, they will need to be submitted to the City along with any easements (if required) that will be created as part of this project. These should be part of the “Preliminary Record Drawing Package”.

The City will have up to ten working days to review the preliminary record drawing package.

**Preliminary Record Drawing Package:**

- Preliminary PDF of record drawings
- Preliminary copies of any and all easements that apply to this project for review
- One electronic copy of project (AutoCAD format) that includes all of the survey data
- One copy of your point codes and descriptors
- One copy of electronic asbuilt survey in a \*.txt or \*.csv (ASCII) format in the following order; Point Number, Northing, Easting, Elevation, and Description (PNEZD)
- One electronic copy of the survey data (AutoCAD format) with no additional linework named “Survey Data”

Once the record drawings and easements are approved through the City, the Engineer and/or Developer will remove all clouding and submit the following to complete the “Final Record Drawing Package” for the project.

**Final Record Drawing Package:**

- One PDF copy of the Final Record Drawings
  - Record drawings to show Auditors Fee Numbers for easements created by project
  - Record drawings to show the drawing file number on each sheet (City will supply number)
- One TIFF copy of each sheet of the Final Record Drawings (Bitonal @ 300 DPI min.)
- Copies of all recorded easements that were created with this project
- Surveyor’s and Engineer’s seals and stamps on the Cover Sheet provided with this packet

Once the Final Record Drawing Package is submitted and approved, the Public Works Department will then sign off their portion of Permits, Plats, Long Plats, and release the Certificate of Occupancy.

**Datum’s & Control:**

Scott Szendre – [scott.szendre@ci.kennewick.wa.us](mailto:scott.szendre@ci.kennewick.wa.us) 509-727-3692

**Street Names:**

Brooke Swiney – [brook.swiney@ci.kennewick.wa.us](mailto:brook.swiney@ci.kennewick.wa.us) 509-585-4502

**Misc:**

Kevin Biersner – [kevin.biersner@ci.kennewick.wa.us](mailto:kevin.biersner@ci.kennewick.wa.us) 509-585-4524

Mohammad Jalalyar – [mohammad.jalalyar@ci.kennewick.wa.us](mailto:mohammad.jalalyar@ci.kennewick.wa.us) 509-585-4430

Kendrick Glover – [kendrick.glover@ci.kennewick.wa.us](mailto:kendrick.glover@ci.kennewick.wa.us) 509-585-4464



**CITY OF KENNEWICK**  
**PUBLIC WORKS DEPARTMENT**  
1010 E Chemical Dr, Kennewick, WA 99336  
Telephone (509) 585-4419  
Fax (509) 585-4451

**RECORD DRAWING & EASEMENT PROCEDURE FOR PRIVATE DEVELOPMENT COVER SHEET**

**DEVELOPER:**

**CITY:**

Project Permit Number: \_\_\_\_\_

Drawing File Number: \_\_\_\_\_

Project Sub-Permit Number: \_\_\_\_\_

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

Building Permit Number: \_\_\_\_\_

Received By: \_\_\_\_\_

I, \_\_\_\_\_, a Professional Land Surveyor certify that I have done an asbuilt survey for this project and have provided that information to the Engineer / Developer to use to complete their record drawings and easements. I have also provided an electronic copy of the survey data in a \*.txt or \*.csv (ASCII) format in the following order; Point Number, Northing, Easting, Elevation, and Description (PNEZD).

\_\_\_\_\_  
Surveyors Seal/Stamp and Signature

\_\_\_\_\_  
Date

AND

I, \_\_\_\_\_, a Professional Engineer certify that I have created these record drawings with the asbuilt survey data added and all auditor's file numbers for recorded easements (when applicable) are indicated on the Final Record Drawings.

\_\_\_\_\_  
Engineers Seal/Stamp and Signature

\_\_\_\_\_  
Date

PRELIMINARY RECORD DRAWING PACKAGES TO BE SUBMITTED BY:  
CD / DVD, THUMB DRIVE, OR BY EMAIL (PREFERRED)

DELIVER TO:

Mohammad Jalalyar – [mohammad.jalalyar@ci.kennewick.wa.us](mailto:mohammad.jalalyar@ci.kennewick.wa.us) (509) 585-4430

or

Kevin Biersner – [kevin.biersner@ci.kennewick.wa.us](mailto:kevin.biersner@ci.kennewick.wa.us) (509)585-4524

City of Kennewick Frost Campus  
1010 E Chemical Dr  
Kennewick, WA 99336

# Survey Data Collected on AsBuilts

SUBDIVISIONS ARE CONSIDERED IN THE ROW, COMMERCIAL PROJECTS ARE TYPICALLY ON PRIVATE LAND

NO LINE WORK IS REQUIRED FOR ASBUILT SURVEYS

SURVEY DATA WILL NOT BE REQUIRED FOR PROJECTS THAT CONTAIN NO WORK WITHIN THE ROW OR CITY OWNED FACILITIES

**FEATURES                      IN ROW    PRIVATE**

## WATER

FEATURES	IN ROW	PRIVATE
Valves:	X	X
<i>Gate</i>	X	X
<i>Butterfly</i>	X	X
<i>Check</i>	X	X
<i>Post Indicator</i>	X	X
<i>Blow Off</i>	X	X
<i>Air Relief</i>	X	X
<i>Pressure Reducing</i>	X	X
Meter Box	X	X
Fire Hydrant	X	X
Well	X	X
Manhole (Vault)	X	X
Fire Dept Connection	X	X
Curb Brand & Marker Boards (Shoot Both)	X	X

## SEWER

Manhole Lid:	X	X
<i>Inverts - Center of Channel</i>	X	X
Cleanout	X	X
Grease Trap	X	X
Service line	X	X
Forcemain	X	X
Lift Station	X	X
Curb Brand / Marker Board	X	X

## STORM

Manhole Lid:	X	X
<i>Inverts - Center of Channel</i>	X	X
Cleanout Lid	X	X
Drywell Lid	X	X
<i>Inverts-Center of Flat Top inside cone</i>	X	X
Pond / Underground Storage	X	X
<i>Top &amp; Bottom slopes - PC, Mid Pt, PT</i>	X	X
<i>Inverts - End of Pipe</i>	X	X
Catchbasin	X	X
<i>Inverts - End of Pipe</i>	X	X
Culvert	X	X
<i>Inverts - End of Pipe</i>	X	X

## GAS

Mainline		
Valve	X	

**FEATURES                      IN ROW    PRIVATE**

## STREET

Curb	X	
<i>PC, Mid Pt, PT, Low Pt, High Pt</i>	X	
Street Light	X	
Street Light Junction Box	X	
Street Light Disconnect	X	
Sign Mount	X	
Edge of Pavement - Parellel to Center Line, when no curb is installed	X	
<i>PC, Mid Pt, PT, Low Pt, High Pt</i>	X	

## SURVEY

Monuments	X	
Property Pins - Along ROW Frontage	X	

## SIGNAL

Signal Pole	X	
Pedestrian Pole	X	
Controller Cabinet	X	
Junction Box	X	
Warning Beacon	X	
School (Specific) Beacon	X	
Rectangular Rapid Flash Beacon	X	

## IRRIGATION

Mainline	X	
Valve Can	X	
Meter Box	X	
Riser	X	
Blow off	X	
Curb Brand / Marker Board	X	

## POWER

Manhole Lid	X	
Pedestal	X	
Pole	X	
Transformer	X	
Curb Brands	X	

## TELECOMMUNICATIONS (Phone & Cable)

Manhole Lid	X	
Pedestal	X	
Curb Brands	X	