

City of Columbus Stormwater Control Practice (SCP)

As-built and Engineering Certification Submittal Guidance and Checklist

Plan Name: Click or tap here to enter text.

Plan Number: Click or tap here to enter text.

Preparer Name: Click or tap here to enter text.

Introduction

This submittal guidance and checklist should be completed and included with the SCP as-built and engineering certification submittal. Refer to <http://www.columbus.gov/stormwater> for the latest version of this guidance and checklist, the Stormwater Drainage Manual (SWDM), and the template for the engineering certification. The SCP as-builts must be fully compliant with the SWDM. Acceptance of the SCP as-builts is required for release of the surety secured (SCP Bond per SWDM 4.1, AGR Bond unless site chose to obtain a SCP Bond, or the final pay requests for public improvement projects per SWDM 4.1.2.). City inspections must also be accepted.

When is a plan revision required in place of a SCP as-built?

A plan revision is required should a site add SCPs, change the SCP type, change SCP extents / impact the SCP easement, or any other change that results in a new design calculation not previously reviewed. Refer to separate guidance on performing a plan revision. The completion of this checklist, inclusion of SCP as-built survey content within the revision, and submittal of engineering certification are all still required.

File Submittals

This should be the same submittal location as used for the original plan approval. Submit SCP as-built and engineering certification submittals for private development projects to Building and Zoning Site Engineering at Engineeringinfo@columbus.gov. For public CIP projects submit to DPUDigitalSubmittal@columbus.gov.

☐ Timing of SCP As-built Survey (SWDM 4.2.1)

Must be after:

1. **Stabilization:** Final stabilization of disturbed areas in and around the practice.
2. **Removal of Sediment:** When used for sediment settling pond during construction then removal of sediment from storage areas, including the bottom of permanent pool areas.
3. **Removal of Temporary:** Removal of the temporary riser and skimmer assembly.
4. **Installation of Permanent:** Installation of the permanent outlet control structure.

Provide photo documentation of site conditions to demonstrate compliance with the timing of the SCP as-built. Photos should at minimum demonstrate that the site is stabilized and the practice is fully converted. See end of checklist for a template for one SCP. Copy as needed to accommodate the number of SCPs on the site. Compress photos to reduce file size before submitting checklist.

☐ Approved *.TIFF drawings (SWDM 4.2.2)

Request approved *.TIFF drawings on file with the City of Columbus through email with the subject line that starts with "Request for TIFFs for SCP As-built" and ends with the plan number(s) of interest that is addressed to the DPU GIS Map Room email: DPU_GIS_MAPPING@COLUMBUS.GOV (SWDM 4.2.2).

☐ Redline Mark-ups (SWDM 4.2.2) and Check Marks when No Deviation

Perform the redline mark-ups on the approved *.TIFF drawings that include the DPU GIS Map Room added label on the bottom right indicating use for SCP as-builts. (SWDM 4.2.2). If a required SCP as-built survey content has no changes, then add a red check mark adjacent to the item to indicate that it was indeed surveyed with no deviations.

☐ Direct Supervision of Ohio PS (SWDM 4.2.2)

Information shall be collected by, or under the direct supervision of, a licensed surveyor registered in the State of Ohio. (SWDM 4.2.2)

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☐ SCP As-built Survey Contents (SWDM 4.2.2) / ☐ Plan Revision

1. ☐ **Inlet/Outlet Location & Type**
 - a. catch basins,
 - b. maintenance holes,
 - c. headwalls,
 - d. inlets,
 - e. standpipes,
 - f. level spreaders
 - g. and spillways.
2. ☐ **Inlet/Outlet Invert Elevations**
 - a. inlet and outlet structures;
 - b. orifice plate openings;
 - c. weirs;
 - d. and pipes,
 - e. including underground storage chambers
 - f. and underdrains located within the perimeter of the control practice
3. ☐ **Underground SCP Sizes and Material of Pipes** / ☐ **Not Applicable**
 - a. underground storage chambers
 - b. and underdrains associated with the control practice;
 - c. orifice plate openings;
 - d. weir openings;
 - e. grate openings;
 - f. and window openings that comprise the stormwater control practice.
4. ☐ **Inlet/Outlet Top of Casting Elevations**
 - a. catch basins,
 - b. maintenance holes,
 - c. headwalls,
 - d. inlets,
 - e. standpipes that comprise the stormwater control practice
5. ☐ **Embankments & Level Spreader Crests Elevations** / ☐ **Not Applicable**
6. ☐ **Cross Sections of Spillways, Weirs, and Open Channels that Enter/Exit SCP** / ☐ **Not Applicable**
7. ☐ **Above-ground SCP Topography & Storage Volume** / ☐ **Not Applicable**
 - a. Including below the normal pool
 - b. Include, but are not limited to: green roofs, blue roofs and above-ground storage components of bioretention facilities
8. ☐ **Underground SCP Topography & Storage Volume** / ☐ **Not Applicable**
 - a. Include, but are not limited to: underground detention facilities, storage layers for pervious pavement systems bioretention facilities and underground cisterns.
 - b. **This information must be obtained before the underground components and storage areas are buried.**
9. ☐ **Location & Material of SCP Inlet/Outlet Energy Dissipation Systems** / ☐ **Not Applicable**
10. ☐ **Location & Size of Impervious Reduction Areas** / ☐ **Not Applicable**
11. ☐ **List of Planted Vegetation** / ☐ **Not Applicable**
 - a. Plant species
 - b. Number provided
12. ☐ **Updated Stormwater Management Report (Not Reasonably Close Conformity)** / ☐ **Not Applicable**
 - a. Redline of report and summary tables. Provide updated model results and computations.

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☐ SCP Engineer Certification (SWDM 4.2.3)

The Professional Engineer shall include a signed and sealed Stormwater Control Practice As-built Certification form, available at <http://www.columbus.gov/stormwater>, with the as-built survey drawings. If the site requires a plan revision, then add a simple sentence at the end noting that SCP as-built survey was performed on the final revision of the approved plan.

☐ Supporting Documentation (SWDM 4.2.3) / ☐ Not Applicable

Where deviations from the approved construction plans are identified, the Professional Engineer shall submit supporting documentation with the as-built plans, which proves that the post-construction stormwater control practices will operate in compliance with the requirements specified in this regulation. For plan revisions, follow separate plan revision submittal guidance.

☐ Updated SCP Maintenance Plan (SWDM 4.3.2) / ☐ Not Applicable

SCP Maintenance plans shall be updated after construction of the SCP to reflect any changes made to the original design during construction. The updated SCP Maintenance Plan shall be submitted with the SCP as-built and completed engineering certification form. For plan revisions, follow separate plan revision submittal guidance.

☐ File Naming and Type

1. **Checklist:** Name the checklist with the naming convention of the plan number (e.g., CC##### format) “_SCP_AB_Checklist” at the end.
2. **TIFF:** Name the SCP as-built TIFF images file names follow the naming convention of the plan number (e.g., CC##### format), sheet number, and “_SCP_AB” at the end. TIFF files should be 300 or 400 dpi, CCITT T.6 format AKA Group 4 Fax Encoding (same as the original submitted sheets).
3. **Certification:** Name the SCP as-built engineering certification (PDF file type preferred) with the plan number (e.g., CC##### format) and “_SCP_EC”
4. **Support Documentation:** Any supporting calculations / documentation, if required, should also be submitted within one compiled file (PDF file type preferred) and name the file with the plan number and “_SCP_AB_Support_Doc”
5. **Redlined Stormwater Management Report:** Any revised Stormwater Management Report, if required, should also be submitted within one compiled file (PDF file type preferred) and name the file with the plan number and “_SCP_AB_SWMR”
6. **Updated SCP Maintenance Plan:** Any updated SCP Maintenance Plan, if required, should also be submitted within one compiled file (PDF file type preferred) and name the file with the plan number and “_SCP_AB_MP”

For plan revisions, follow separate plan revision submittal guidance for all the above except the checklist and the certification.

Requesting SCP As-Built Records

The requirement for SCP as-builts and engineering certification first appeared in the 2021 SWDM. The files are saved within the “Storm Services” folder as they are supporting documents and not the original approved drawing files saved within the “Drawings” folder. It is important that when making requests for records to be specific in the request. If the site would like the reports, SCP as-builts, SCP Maintenance Plans, or supporting documents submitted during the SCP as-builts for the project, then make sure to request those specifically in addition to the past approved plans.

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Photo Documentation of Site Conditions at Time of SCP As-builts

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