



**City of Phoenix
Water Services Department**

Requirements for Acceptable Water Record Drawings

The developer or his representative must provide the following items for plans to be accepted as record drawings by the Water Services Department. Three sets of acceptable blackline prints are required.

1. Easement and rights-of way shown on the drawings must be shown on a recorded plat or map of dedication. Easements dedicated by separate instruments and described by metes and bounds must be recorded. The Water Services Department must receive a copy that has been approved by City Council before the City accepts the main for service.
2. Prints must be blacklines on white background, having dark, clean, crisp, clear line work, symbols, and annotation. These items must be sufficient boldness and size, and be free from background obscuring, so as to be legible and easily read. No shading or tinting is acceptable.
3. Minimum acceptable height for all record drawing lettering is 1/8 inch. Larger lettering is preferred, especially for dimensioning, stationing, size, material, slope, and elevation callouts. Standard bold block lettering is required.
4. All items changed or unchanged must have a bold (AB) lettered next to them. Required, minor as-built changes to the approved plans must be shown clearly by boldly striking through the item changed and placing the as-built information next to or as near as possible to it. All as-built annotation changes must be larger and bolder than the original and free from background obscuring.
Note: This includes abandoned pipe. Must note if abandoned pipe is physically removed from ground or remained in place.
5. The record drawing must indicate the locations of the beginning(s) and end(s) of the construction, and all valves, fire hydrants, pipe fittings, and service connections. Their locations must be shown by stationing and dimensioning from appropriate monument lines or in their absence appropriate lot lines, property lines or easement line references. No dimensioning from points of curvature or tangency is acceptable for record drawing purposes. The drawings must clearly indicate the specific points of reference.
Note: In all cases where the pipe line is constructed within or parallel, in close proximity, with the right-of-way, all stationing and dimensioning must be from the nearest appropriate monument line and monument line intersection.
6. The water service stationing shown must be the locations of the taps at the main. Their locations must be measured perpendicular or radial relative to the appropriate right-of-way monument line, easement centerline, or property line intersection. Service tap locations must be indicated by using the following method throughout the plan set.

Stationing in the same general direction along a straight or curvilinear pipe run starting with the nearest appropriate monument line or monument line intersection, or in their absence, appropriate easement line references as noted in Item 5, being designated as Station 0+00. The relative stationing of all

monument line intersections occurs along the pipe runs must also be shown. When a monument line intersection occurs along the pipe run, the service tap stationing should again begin with Station 0+00 at the intersection and this process repeated to the end of the pipe run. Do not locate 0+00 at the closed end of a cul-de-sac or similar type street.

Note: When water services are not installed perpendicular to the water main, both the location of the tap at the main and the distance of the meter set from the nearest side property line of the lot must be shown.

7. On phased projects, the phase lines must be clearly shown on the key map and on the plan and profile sheets, and their locations clearly identifiable. Actual pipe end locations relative to phasing lines must be shown by dimensioning or stationing.
8. A complete list of all materials installed and abandoned must be shown on the cover sheet. The specific size and material type of each pipeline installed must be shown at every construction reference to that pipe. Any changes to the record drawing must be reflected on the materials list.
9. Benchmark(s) location(s) and elevation(s) must be shown on the cover sheet. Only City datum is acceptable.
10. The record drawing must be an approved plan with the Maricopa County Health Delegate signature.
11. The cover sheet must show the name, address, and phone number of the engineer that certifies the record drawing with the following statement:

"I hereby certify this record drawing was made under my supervision or as noted and are correct to the best of my knowledge and belief."

Registered Professional Engineer (Civil) Reg No. Date

12. Each additional plan sheet must contain the signature and seal of an Arizona registrant.

The following must be shown on the cover sheet by the City of Phoenix department responsible for construction inspection.

1. Name of the contractor.
2. Permit number (identify phase if applicable).
3. Date of approval by City of Phoenix inspector.
4. Name of City of Phoenix inspector who witnessed the construction.



Carlos Padilla, P.E.
Assistant Director for Water Services Department