

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF MITIGATION SERVICES**



Mitigation Services
ENVIRONMENTAL QUALITY

Record Drawings
Format, Data, and Content Requirements
October 2020

Record Drawings Guidance for DMS Projects

The record drawings combine the relevant design construction sheets, the as-built survey and engineer mark-ups to document deviations from design. As-built drawing sheets must bear a PLS seal. Sheets with engineer red line markups and design drawings must also include a P.E. seal.

The Record drawings support the following needs:

1. Provide a sealed record of what was constructed
2. Supports the comparison between design and construction
3. Supports the required provision of GIS features

Format:

The document “[Format, and Data Requirements, for Digital Drawings Submitted to DMS](#)” includes some requirements for the production of CAD files and provision of GIS files. Submission of electronic drawings in compliance with these formatting specifications is a requirement and essential to their utility to DMS and long term stewardship.

Title Sheet:

- A. Name of project (on each sheet)
- B. County (on each sheet)
- C. Plan Type: (Record drawing - each sheet)
- D. DMS ID Number (on each sheet)
- E. USACE Action ID Number and DWR project number
- F. Contract Number
- G. Project plan overview with accurate, recorded conservation easement boundary
- H. Latitude and Longitude at upstream start of the project (STA 0+00)
- I. Vicinity inset map
- J. Scale and North Arrow (each relevant sheet)
- K. Index of sheets
- L. Firm name and project manager contact information
- M. P.E. seal with date and initials on title page and every page of Record Drawing,

Sheet 2:

- A. Legend and Symbols
- B. Abbreviations
- C. Any special notes on changes (e.g., dropping reaches, bedrock encountered, etc.)

Sheet 3, “Key sheet”

- A. Project plan overview with easement boundary and key sheet segmentation
- B. Stationing (if legible) and ID of project stream reaches (and on all sheets that apply)
- C. Wetland project tract numbers/ID (and on all sheets that apply)
- D. The segmentation of project features (stream reaches, wetlands etc.) must reflect those of the project crediting table.
- E. Limits of disturbance (and on all sheets that apply)

Sheets 4A, 4B, etc.: Record Drawing – As-built overlain on to Design

- A. Plan view with red lines to display constructed deviations with callouts as needed
- B. Profile view and cross-section overlays of both design and As-built
- C. Insert best fit centerline within surveyed channel
- D. P.E. seal on each page