CECIL SOIL CONSERVATION DISTRICT
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AS-BUILT SUBMISSION CHECKLIST

Project Name: _____ Date: _____

CSCD Project No. (If Known): _____

Type of Submittal: ☐ 1st Review ☐ 2nd Review ☐ Subsequent Review No.___

PLEASE NOTE THAT AS-BUILT SUBMISSION WITHOUT A COMPLETED CHECKLIST MAY BE RETURNED WITHOUT REVIEW

Designer (check off)			MDE/CSCD Reviewer		SUBMISSION ITEM
YES	NO	N/A	received (yes/no)	correct (yes/no)	
GENERAL					
					Signed and sealed copy of Form 1: Project Completion Report on Engineering Company Letterhead [Appendix 4]
					One (1) hardcopy of the as-built plans with the as-built information shown in red with "AS-BUILT PLAN" shown on each sheet
					One (1) sealed geotechnical report certifying that the soil type, compaction, moisture, content, concrete test results, and other items were inspected by the geotechnical engineer in accordance with project specifications
					One (1) sealed copy of the basis of design report with all updated information in red and "AS-BUILT" shown on each sheet revised
					One (1) copy of all construction inspection reports
					One (1) copy of all material spec sheets, delivery tickets, product manuals and warranties
					One (1) copy of all RFIs, submittals, and shop drawings
					For projects located within FEMA 100-year floodplain, provide the FEMA Letter of Map Amendment or Revision
					Provide updated Pond Summary Sheet to reflect as-built conditions
					Provide video inspection of all pipes 48 inches or less in diameter
					Provide the as-built submittal package within 60 days of construciton completion
					Provide pond ownership entity documents showing who has authority to sign and conduct business on behalf of ownership entity
					Provide photographs of all construction phases of the pond
					Provide completed Construction Inspection Certification Checklist for Code 378 Embankments
					Provide a digital copy of all as-built plans and documents submitted

Designer (check off)			MDE/CSCD Reviewer		SUBMISSION ITEM
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DAILY CONSTRUCTION INSPECTION REPORTS[1]					
Daily construction reports prepared by the Engineer-in-Charge (or his representative) must be provided for the following stages of construction (at a minimum):					
					Upon completion of excavation to sub-foundation
					Upon completion of cutoff trench excavation (Note: cutoff trench must tie into impervious stratum)
					Construction of inlet and outlet structure, spillway pipes or weirs, filter diaphragms, and watertight connectors on pipes
					During placement of cutoff trench, impervious core, embankment fill, structural fill and concrete structures
					Upon completion of final grading and establishment of permanent stabilization
AS-BUILT PLANS (GENERAL)					
					Show location of all property lines, easements, owner/description information including Liber/Folio
					Provide name and contact information of engineer/land surveyors that prepared the as-built surveys
AS-BUILT PLANS (ELEVATIONS)					
					As-built survey elevations must be provided to the nearest 0.1 foot
					A check mark may be made beside values on the plans if the as-built constructed value is the same as the approved value
					If the as-built value is different than the approved value, the approved value must be lined out in red and replaced with the constructed value
					Elevations must have proper relationship between principal spillway crest, emergency spillway crest, and top of dam (all elevations must be equal to the design elevations or relative to each other and the required volumes)
AS-BUILT PLANS (CERTIFICATIONS)					
					Provide completed (sealed & signed) Engineer As-Built Certification by a Professional Engineer licensed in the State of Maryland
					[2]Provide completed (sealed & signed) Geotechnical Certification by a Professional Engineer licensed in the State of Maryland
AS-BUILT PLANS (SITE PLAN)					
					Length, width, and depth of pool area so that design volume can be verified
					As-built elevation contours of the entire pond storage area, embankment, 100-ft beyond downstream toe of embankment, or to the end of the outfall whichever is greater
					[3]Location of trees, shrubs, and other woody vegetation

Designer (check off)			MDE/CSCD Reviewer		SUBMISSION ITEM
YES	NO	N/A	received (yes/no)	correct (yes/no)	
					Location, top elevation, length, width, invert, pipe sizes, pipe material, and flow direction of all drainage structures (inlets, manholes, risers, weirs, end sections, end walls, etc.)
					Location of rip rap/gabion inflow and outfall protection
AS-BUILT PLANS (PROFILE ALONG CL OF EMBANKMENT)					
					Profile along the top of embankment
					Top elevation of the impervious core
					Bottom elevation, dimensions, and side slopes of the cut-off trench
					Principal spillway location with stations and elevations
					Emergency spillway location, dimensions, and slopes
					As-built water surface elevations (WSE) for all storm events originally provided in design of pond
AS-BUILT PLANS (PROFILE PRINCIPAL SPILLWAY THROUGH EMBANKMENT)[4]					
					Top and side slopes of embankment
					Emergency spillway crest elevation
					Top elevation, width, and slopes of impervious core
					Bottom elevation, width, and slopes of cut-off trench
					As-built water surface elevations (WSE) for all storm events originally provided in design of pond
					Riser stage elevations and inverts provided in original design
					All pond drain pipe size, length, invert elevation
					Principal spillway barrel length, size, type, corrugation size, gauge, inlet and outlet invert elevations, concrete pipe classification
					Concrete cradel dimensions
					Phreatic line (drawn from the as-built 10-year WSE)
					Sand filter diaphragm location, size, material, and drains
					Outfall protection type, material size, dimensions, filter cloth
AS-BUILT PLANS (PROFILE OF EMERGENCY SPILLWAY)					
					Minimum 25 ft level section and elevation verified
					Slope protection type, dimensions, type of filter cloth all verified
					Slope of spillway verified[5]
AS-BUILT PLANS (SECTION OF EMERGENCY SPILLWAY)					
					Width of level section verified
					Dimensions, side slopes, material lining section verified
AS-BUILT PLANS (RISER DETAIL)					
					Riser material, dimensions, elevations, inverts provided in original design
					Size and type of anti-vortex and trash rack device(s) on all openings
					All stage orifice(s), weir(s) opening size, and invert
					Valve type

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DRAINAGE AREA MAPS					
					Provide drainage area map(s) with modifications as applicable
VEGETATION					
					Provide letter from Landscape Architect verifying that all approved landscaping has been successfully planted/installed or stating what has been modified and reasons for revisions
					Provide a copy of the approved Landscape Plan with all modifications shown in red
					Provide photographs demonstrating that the approved landscaping plans has been successfully planted/installed and all disturbed areas in and around the pond/embankment are stabilized with at least 95% vegetative coverage

Notes:

[1]Daily construction reports shall include, at a minimum, description of work completed, soil compaction and moisture test results, labortory test results, gradation and/or USCS soil classification of embankment and impervious core/cutoff materials, gradation of filter diaphragm material, and photographs of the work

[2]In addition to the Geotechnical Certification on the plans, the Geotechnical Engineer will provide a Certification Letter indicating that the unified soil classes, compaction, moisture content, concrete test results, and other material inspected by the geotechnical engineer meets or exceeds the project specifications and the letter shall be included in the as-built geotechnical report

[3]No trees, shrubs, or woody vegetation is allowed within 25 ft of the inlet structure, on the fill embankment, and within 15 ft of the fill embankment

[4]As-built survey must extend at least 100 ft downstream of toe of embankment, or to the end of the outfall, whichever us greater

[5]Emergency spillway entrance and exit channels should be located and aligned as shown on approved plans with a maximum 2% steeper slope, but no flatter or narrower than designed