



RECORD DRAWING & EASEMENT PROCEDURE FOR PRIVATE DEVELOPMENT

The City of Kennewick is now requiring on all Private Development projects the following; 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 datum’s 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.

Submit to Engineer and/or Developer the asbuilt survey data 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 have 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.
- ROW / Access – As agreed upon at the start of the project.



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

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. The proper street names must be obtained from the City GIS Department and included in 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) you would like us to check. These should be part of the "Preliminary Record Drawing Package".

The City will have up to ten working days to review the preliminary data.

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)

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 set of record drawings on mylar 24" x 36" with Engineers stamp and "Record Drawings" stated on every sheet
 - Record drawings to show Auditors Fee Numbers for easements created by project
- One PDF copy of the Record Drawings
- Copies of all recorded easements that were created with this project to verify they were recorded
- 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 509-727-3692

Street Names:

Mitch Lepka – mitch.lepka@ci.kennewick.wa.us 509-585-4344

Misc:

Bryan Woodard – bryan.woodard@ci.kennewick.wa.us 509-585-4430

Kendrick Glover – kendrick.glover@ci.kennewick.wa.us 509-585-4464



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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 (IF UNDER 20MB)
 DELIVER TO:
 Bryan Woodard – bryan.woodard@ci.kennewick.wa.us (509) 585-4430
 or
 Kendrick Glover – kendrick.glover@ci.kendrick.wa.us (509) 585-4464
 City of Kennewick Frost Campus
 1010 E Chemical Dr
 Kennewick, WA 99336

