



**Development Services Department**

100 N. Wilcox Street, Castle  
Rock CO 80104  
Project Manager  
303-660-1352

**Record Drawing Checklist**

- Engineer of Record shall show all changes on a PDF of the plan set approved by the Town. The changes shall be shown in the color **Red**.
- Engineer of Record shall make any and all changes (including minor variations & approved field change orders) on the Construction Drawings which occurred during the construction phase, along with invert and rim elevations on both Sanitary Sewer and Storm. In addition, Record Drawings shall depict vertical and horizontal changes in water, sewer and storm drain systems as well as changes in any material content. Plan changes (i.e., H.C. ramps, signals, traffic control devices, etc.) shall be shown for street construction.
- Engineer shall affix the Engineer Certification Block to Plan cover sheet and certify the changes (Signed and Sealed).
- Email (if too large use FTP Site i.e. Box) a PDF copy of the Record Drawings to the inspector for preliminary review.
- When the inspector approves the drawings, send the final certified Record Drawings in PDF format. Also, provide an Autocad DWG file with the base drawings, including design contours. Email (if too large use FTP Site i.e. Box).
- The submitted Autocad DWG should be in State Plane Coordinates, Colorado Central Zone, NAD83; Or provide two control points with published state plane coordinates i.e. NGS, Douglas County GIS Control Points within the drawing to enable the Town to make the conversion.

**Certification Block**

**RECORD DRAWINGS**

Town of Castle Rock Construction Permit No. \_\_\_\_\_

**BASED UPON REVIEW OF AND RELIANCE ON THE FIELD SURVEY DATA AND OTHER PERTINENT DATA PROVIDED BY: \_\_\_\_\_**

**I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE, FACILITIES SHOWN ON THESE DRAWINGS WERE CONSTRUCTED IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED CONSTRUCTION DRAWINGS. THIS STATEMENT IS BASED ONLY ON REVIEW OF FIELD SURVEY DATA AND A FINAL SITE INVESTIGATION. I ALSO UNDERSTAND THAT THE TOWN OF CASTLE ROCK HAS NOT VERIFIED THE ACCURACY OF THIS INFORMATION AND SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH MAY BE INCORPORATED INTO THESE RECORD DRAWINGS.**

\_\_\_\_\_  
**(Civil Engineer Signature & Seal)**

\_\_\_\_\_  
**Date**