



**DELAWARE COUNTY**  
**DIVISION OF ENVIRONMENTAL SERVICES**  
**REGIONAL SEWER DISTRICT -- SOLID WASTE**

**50 CHANNING STREET DELAWARE, OHIO 43015**  
**TELEPHONE: 740-833-2240 FAX: 740-833-2239**

# **FAX COVER SHEET**

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ Pages: \_\_\_\_\_

Re: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **All As-Builts should be sent to the attention of Bill Clevenger**

The following list of items shall be included with all as-builts:

1. One full size Mylar copy of the signed drawings.
2. One full size Bond copy of the signed drawings.
3. One 11"x17" sized copy of the signed drawings.
4. One DWG copy of the drawings.
5. One electronic PDF of the Drawings with a signed title sheet.
6. An excel spreadsheet, in .xls format, using a template as provided by the DELAWARE COUNTY SANITARY ENGINEER, shall accompany the plan submittal showing the locations of the manholes on Ohio State Plane North Coordinates NAD 1983 (NAVD 1988 datum ) and other miscellaneous project data.

**The template can be downloaded from:**

**<http://www.co.delaware.oh.us/sanitary/newweb/pdf/DCRSDAsBuiltTemplate.xls>**

7. Verify all easements have been recorded.

The following is a list of essential information checked on as-builts:

1. Delaware County Lot numbers shall be included on both the index/tributary map on the cover sheet and plan view of all of the plan sheets.
2. All of the inverts in each manhole shall be corrected, not just one shot for each manhole.
3. Slopes of sewer lines, top of casting elevations, and manhole stationing shall be corrected.
4. Wye stationing, length, riser, and EOS elevations shall be corrected.
5. Please hatch out any unconstructed portions of the plans. (Future sections)
6. If the original, signed plans have undergone a revision in order to phase or split the lots, The Delaware County Sanitary Engineer may require additional edits to the plans to ensure conformity with County as-built standards.

\* Please contact Bill Clevenger at [wclevenger@co.delaware.oh.us](mailto:wclevenger@co.delaware.oh.us) or (740) 833-2240 in regard to any questions you may have.