

**RECOMMENDED MINIMUM
SUBDIVISION AND SITE PLAN RECORD DRAWING INFORMATION**

1. **Sanitary Sewer** – Location, manholes, rim & invert elevations, service connection locations, cleanout locations, force mains, valves, pipe sizes and material, encasement, insulation. Profiles if included in approved subdivision or site plans. Easements.
2. **Sewage Pump Stations** – City owned and private. Location. All site features. Furnish copies of approved shop drawings for the station and all equipment to the Saco Wastewater Treatment Plant. For private pump stations, furnish operation and maintenance schedule.
3. **Drainage Features** – Actual location of closed systems, underdrains, culverts, drain connections, manholes, catch basins and inlets, oil-water separators, detention basins and features, swales, level lip spreaders. Pertinent elevations of the preceding. Pipe and structure size and material. Extent of rip-rap and plunge pools. Drainage ditches. Drainage easements. Profiles if included in approved subdivision or site plan.
4. **Water Service** – Water mains, valves, hydrants, thrust blocks, building services and curb stops. Pipe sizes and material. Depth or elevation especially where other utilities are crossed. Easements.
5. **Underground and Overhead Electric, Telephone and Cable** – Utility poles. Actual location and identification of underground and overhead utilities, chambers, transformer pads, junction boxes, conduit, and pull boxes. Utility easements. Must meet standards set forth by Code Enforcement Office.
6. **Gas service** – Location of mains, services, valves and chambers. Pipe sizes and material. Depth, especially where crossing or near other utilities.
7. **Paved areas** – Location as constructed. Centerline road profiles when included in approved subdivision or site plans. Parking. Location and type of curbing. Sidewalk. Driveway entrances. Road shoulders.
8. **Grading** – Show changes to grading from that shown on approved plans, especially as related to drainage.
9. **Landscaping** – Actual location and type planting. Right of way trees planted.
10. **Structures** – Location, entrances, loading docks, pertinent exterior features, roof drains and foundation drains. External air conditioning equipment. External material storage areas. Pertinent information regarding any hazardous material storage.
11. **Site Features** – Dumpster location. Propane tanks. Fencing. Lighting on site and on structures. Street lighting. Underground tanks of any type.
12. **Property** – Property line metes and bounds, easements, property and street identification. Location and type (Mon, IP, etc.) of property markers. Site location map.
13. **Certification of the Record Drawing information.** Date of preparation. Project identification.

The preceding list is general in nature and not intended to be all-inclusive. Other features specific to the subdivision or site may be needed or requested.