



COUNTY OF PRINCE WILLIAM DEPARTMENT OF PUBLIC WORKS

Environmental Services Division, Watershed Management Branch
5 County Complex Court, Suite 170, Prince William, Virginia 22192
Main (703) 792-7070 Fax (703) 792-6297

AS-BUILT SUBMISSION AND APPROVAL PROCESS

DCSM 110.11 As-Built Plans: As-Built plans shall be required on all currently valid final site development plans. The acceptance of As-Built plans shall be a prerequisite to final construction acceptance, bond release, and the issuance of a final certificate of use and occupancy.

**The developer/builder should schedule an onsite inspection with the site Inspector, geotechnical engineer of record, and site civil engineer / land surveyor to identify slopes that need to be surveyed, evaluated, and identify any potential issues well in advance of submitting the As-Built plans for review.*

Processing of the As-Built Plan

1. Confirm with the site inspector that the site work is at an acceptable stage for As-Built plan submission.
2. If allowed to proceed, arrange a meeting with the site inspector for quality control review of the As-Built package. The customer shall bring the following to the quality control review meeting:
 - Two (2) copies of the As-Built plan (one rolled for civil review, one rolled for geotechnical review)
 - One (1) copy of the Recorded Plat
 - One (1) copy of recorded Storm Water Management Facility Maintenance Agreement (if applicable)
 - Impervious Area Calculation Sheet (if applicable)
 - Completed As-Built submission checklist including all referenced items
3. Once the As-Built plans are ready for submission, the site inspector will provide a signed As-Built Acceptance transmittal for inclusion with the As-Built package.
4. The complete As-Built package should be delivered to the Watershed Management Branch office along with the appropriate fee for review. The transmittal form needs to include a customer point of contact. This is the person who will be notified when the As-Built is approved. The first time submission fee is **\$369.12**. An additional one-time fee for second submission review is **\$301.45**. Checks should be made payable to Prince William County. Watershed Management staff will process the payment and assign the As-Built plan a new number for review.

5. **The review time is 15 calendar days per submission.** Comments are accessible via the following link: <http://egcss.pwcgov.org/SelfService#/home> (and entering the As-Built plan number). The point of contact listed on the transmittal will be notified by phone or e-mail when the plan is approved.
6. Final submission shall include of five (5) sets of plans, five (5) sets of recorded plats and a compact disc (cd) containing a copy of the plan file (.tiff), electronic spreadsheet, unit price list and each storm facility shall be itemized.
7. After approval, the As-Built plan can be picked up by the point of contact at the Watershed Management Branch office. The point of contact listed on the transmittal will be notified by phone or e-mail when the plan is approved. A copy of the signed Approved As-Built Pick-Up Transmittal will serve as confirmation of receiving the approved As-Built plan.
8. After the final site walk, and prior to the bond release, the Site Inspector will accept 4 original sets of the approved As-Built plans and plats (and other documentation if any) from the Developer's representative. The Site Inspector will distribute the approved As-Built plan to the following agencies:
 - Watershed Management Branch
 - Planning Records
 - Geographic Information Systems
 - Real Estate Assessments



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AS-BUILT PLAN ACCEPTANCE CONFIRMATION/TRANSMITTAL

Project Name: _____ Date Due: _____

Approved Site Plan Number: _____ As-Built Plan Number: _____

Received by: _____ Plan Reviewer: _____

As of this date, _____, I have conducted a Quality Control Review on the following:

- ☐ Two (2) copies of the As-Built Plan (one for civil review, one for geotechnical review)
- ☐ One (1) copy of the Recorded Plat
- ☐ Completed As-Built submission checklist including all referenced items
- ☐ Impervious Area Calculation Sheet (if applicable)
- ☐ Copy of recorded Storm Water Management Facility Maintenance Agreement (if applicable)

Print Name (Site Inspector)

Print Name (Developer/Representative)

Signature (Site Inspector)

Signature (Developer/Representative)

Please submit As-Built package, signed As-Built Acceptance Transmittal (signed by the Site Inspector), and **\$369.12** fee (payable to Prince William County) to:

Prince William County Department of Public Works
Environmental Services Division/Watershed Management Branch
5 County Complex Court, Suite 170, Prince William, VA 22192

As-Built Point of Contact Information (person that will be notified of plan approval):

Company Name: _____

Attention: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone: _____ Fax: _____