CITY OF BATAVIA

ELECTRONIC AS-BUILT SUBMITTAL CHECKLIST

The City of Batavia requires as-builts to be submitted electronically, in addition to hard copies, after all projects have been completed, but prior to issuance of a final certificate of occupancy. The builder/developer will submit an electronic version of the hardcopy record drawings.

All drawings submitted shall:
- Be submitted in AutoCAD, version 2004 or more contemporary (The City currently uses 2013)
- Be on NAD83 State Plane East Feet Coordinates – Section 1201 – Transverse Mercator Projection
- Contain the same information that is required on the hard copy (See As-Built Drawing Checklist)

All layers included in the drawing **must** be reasonably named. The layer name should be named in such a manner that it is obvious to someone other than the original drafter (or drafting company) which layers contain as-built information. Reasonably the City of Batavia does not desire to have information that is not current in the drawings. The City of Batavia does not desire to put a hardship on any developer, therefore a compromise would be that all layers are named in an obvious manner so that old data can be quickly sorted or if possible provide a list of the layer structures. It sometimes can be difficult to sort through a design firm's layer structure when some layers are proposed for removal, while others are proposed to be built over what was removed and then there are layers that are new.

All as-built electronic drawings shall include the originally approved designed information crossed out with the as-built "existing" information requested below:

Installed utilities shall have labels for the following:

Provided	N/A	
☐	☐	Size of pipe, structure, etc.
☐	☐	Type of pipe, structure, etc.
☐	☐	Slope of pipe as constructed in the field
☐	☐	Rim and invert of structure
☐	☐	Voltage, if applicable
☐	☐	Additional pertinent information

In order for the City of Batavia to have a complete data set in a digital submittal the following information will be required:

Electronic Information to be included :

Provided	N/A	
☐	☐	External References
☐	☐	Line Styles
☐	☐	Shape files
☐	☐	Plot files
☐	☐	Additional pertinent information
☐	☐	List of Layers –i.e. P-St does that mean-Proposed storm or street? or Layer 35, what does the number signify?

If you have any questions while preparing the electronic submittal please do not hesitate to contact the Engineering Department at (630) 454-2750 to assist you with any questions that may arise.