

# Transportation Plan of Record Process

## Introduction

The purpose of this document is to outline the process for Plan of Record (POR) Drawings that are required to be submitted to the Development Inspections Transportation Team.

This process references the Development Inspections Transportation Inspector Guidelines and its Appendix K, both documents are reviewed and updated yearly ahead of construction season and can be found on [edmonton.ca](http://edmonton.ca) (search for “Transportation Inspector Guidelines”). Once updated guidelines are published, this process document will be updated to reflect any changes made during the review of the reference documents. If there is a discrepancy, the most current Transportation Inspector Guidelines should supersede the below in regards to the digital drawing requirements.

Starting in 2025, the developer (or their representative) will submit all Plan of Record Drawings via eServices/ePlan. The developer’s representative may choose to send an email noting their submission in ePlan, but this is not required. Any submission emails or inquiries related to their submission can be sent to [developmentinspections@edmonton.ca](mailto:developmentinspections@edmonton.ca) or the appropriate Inspector.


## Process

The process for submitting Plan of Record Drawings in eServices/ePlan is the same as submitting Engineering Drawings in eServices/ePlan for the City to review. To initiate the process, the developer’s representative must request permission to submit the Plan of Record Drawings through eServices. Once permission is granted by the City, the developer’s representative can upload the Plan of Record documents into ePlan.

### eServices

Project Number	3275				
Project Type	Engineering Project				
Project Status	Construction Certification				
Project Detail	Engineering Drawings	Servicing Agreements	Municipal Improvements	New Redlines	<b>As-Built</b>

**As-Built**



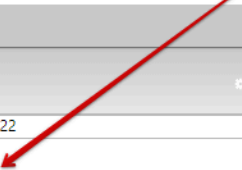
## Uploading the Plan of Record Drawings in ePlan to the “Drawing Review Folder”

Tasks (PF) | Tasks (PD) | Projects

All Projects Refresh Save Settings **DRAWING REVIEW FOLDER**

APPLICATION	OPTIONS	DESCRIPTION
Laurel Stage 22		Contains...
<a href="#">Laurel Stage 22</a>		Laurel Stage 22

1 - 1 of 1 records





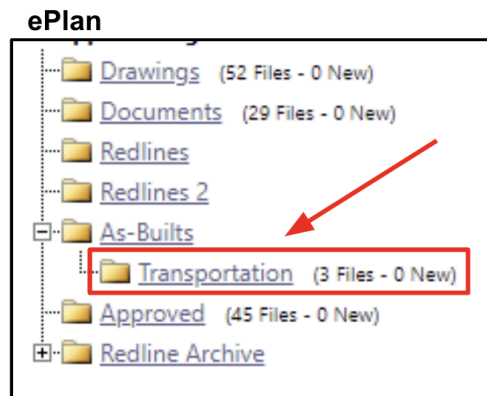


**\*\*IMPORTANT NOTE: Please do NOT Upload Plan of Record Drawings in ePlan to the "Municipal Improvement Folders"**

Tasks (PF) Tasks (PD) Projects

All Projects Refresh Save Settings

**MUNICIPAL IMPROVEMENT FOLDERS**

APPLICATION	OPTIONS	DESCRIPTION
Laurel - Stage 22		Contains...
<a href="#">Laurel - Stage 22 C141</a>	ⓘ ↗ ✉	MR Landscaping
<a href="#">Laurel - Stage 22 C014</a>	ⓘ ↗ ✉	Water Distribution System
<a href="#">Laurel - Stage 22 C077</a>	ⓘ ↗ ✉	Storm & Sanitary Sewers
<a href="#">Laurel - Stage 22 C219</a>	ⓘ ↗ ✉	Paved Roads, Sidewalks, C&G - Laurel Stage 22A
<a href="#">Laurel - Stage 22 C273</a>	ⓘ ↗ ✉	Electrical Distribution System - Laurel Stage 22A
<a href="#">Laurel - Stage 22 C241</a>	ⓘ ↗ ✉	Street Lighting System - Laurel Stage 22A
<a href="#">Laurel - Stage 22 F141</a>	ⓘ ↗ ✉	MR Landscaping
<a href="#">Laurel - Stage 22 C287</a>	ⓘ ↗ ✉	Local Boulevard Landscaping - Laurel Stage 22A
<a href="#">Laurel - Stage 22 C219-2</a>	ⓘ ↗ ✉	Paved Roads, Sidewalks, C&G - Laurel Stage 22B
<a href="#">Laurel - Stage 22 C231</a>	ⓘ ↗ ✉	Separate Sidewalks - Laurel Stage 22A



## When to Submit Plan of Record Drawings

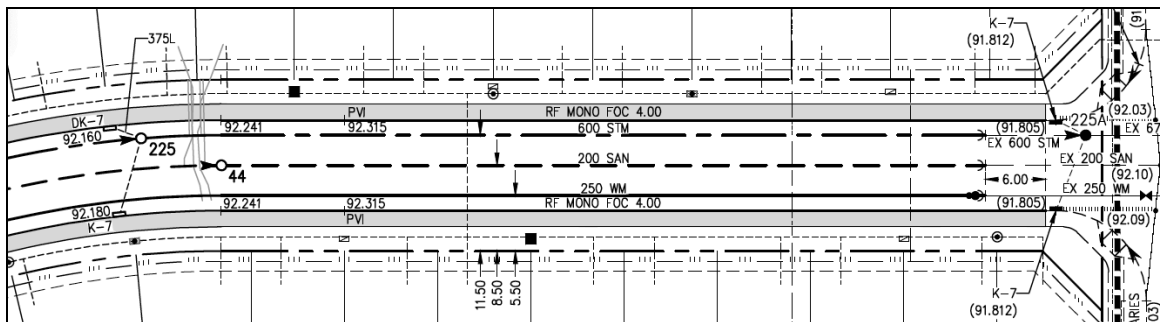
Plan of Record Drawings can be **submitted at any time after ALL permanent Surface Improvements have been constructed but must be submitted no later than 6 months PRIOR to the LAST Surface Improvement FAC due date.**

## Plan of Record Submission Documents

The Plan of Record submission will include the following 4 documents:

### 1. FINAL POR SET (RECORD PDF)

- A combined PDF of all drawings professionally signed and stamped
  - Formal document showing what was built at the time of construction

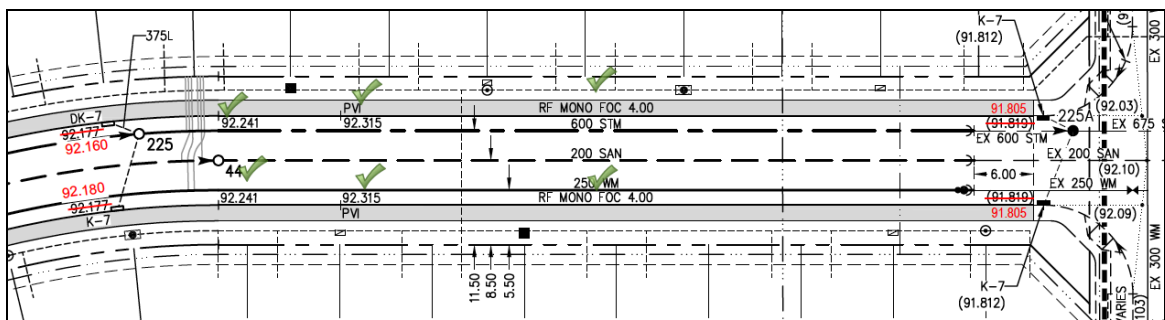


### 2. INDIVIDUAL POR DRAWINGS

- Individual PDFs of each drawing professionally signed and stamped
  - Used by ePlan to verify the engineering stamp and signature

### 3. MARKED-UP POR SET (REVIEW PDF)

- A combined PDF of all the marked-up drawings showing the changes in red
  - Used by the Inspector to cross-reference with the Final POR Set to ensure all the changes are formally documented
  - Adding “check marks” to confirm that the elevations have been reviewed and are correct is very helpful for the Inspector and will expedite the review process



### 4. CAD POR FILE

- A CAD file (preferably AutoCAD) of the overall surface drawing
  - Used by the City’s Mapping Team to add the infrastructure to the City’s Inventory

## Plan of Record File Requirements

The Plan of Record Set must include ALL of the engineering drawings. Below is a detailed list of the Plan of Record File requirements.

### PDF Files

- The entire Final POR Set and all of the Individual POR Drawings must be professionally signed and stamped.
- The Marked-Up POR Set does NOT need to be professionally signed and stamped.
- If possible, please do not submit PDFs as a portfolio document as these are more difficult to work with and require them to be downloaded vs viewed in Chrome Browser.
- An engineer's dated stamp is required for all permanent surface improvements and temporary features and must reflect the as-is conditions at the time of signing.
  - Ensure ALL Redline approvals are incorporated in the Plan of Record drawings
  - The Overall Road & Sidewalk Plan markups must all be reflected in Plan Profile drawings.
  - All temporary features must exist according to the approved designs. Exemptions will apply for the following:
    - Boat Ramp in the municipal reserve lot (ie turfstone)
    - The temporary feature is physically superseded by the construction of the adjacent stage. Confirmation of construction in the adjacent stage must be identified in the Plan of Record drawings.

- The as-constructed cross-section structure of various road types (Arterial, Collector, Residential, Alley, SUP, etc) whether or not it differs from the approved design, must be identified in the PDF drawings.
  - Confirm the gravel type (ie 20A or 63B) installed for the construction of the Municipal Improvement
  - Indicate which SUP structure, standard or alternate, was installed for the construction.
  - Pipeline crossing road structures are to be indicated on the overall road and sidewalk plan.
  - If an area (ex. 100m<sup>2</sup>) differs from the approved design, indicates the alternate road structure, based on the geotechnical recommendation, in the overall road & sidewalk plan and consult with the Inspector. Consultants are encouraged to document the alternate road structure with the Inspector at the time of installation.
- **Plan Profile drawings**
  - If the as-constructed grade exceeds the design grade by 25mm, or 0.1% outlined in Section 11.1.1 of the COE Design & Construction Standards, display & clearly identify both design and as-constructed grades.
  - Although the Inspectors recognize limitations of the GPS vertical accuracy, in the rare case that deviation from design grade is greater than 35mm or 0.5% (2-5% of all profiles), consult with the Inspector to determine the need of a new grade line.

## **CAD File of the Overall Surface Drawing**

- The file must have the following properties:
  - This CAD file does not require a Professional Engineering stamp but must match the stamped/signed PDF files.
  - Geo-referenced to NAD 83 3TM Central Meridian - 114 Degree
  - AutoCAD is preferred but Microstation V8i is also acceptable.
  - Must contain Overall Road & Sidewalk, Alley, Shared Use Path (SUP) etc, including all lot lines & street names (not including the title block).
  - The file must be in 2D.
  - Oriented to the City of Edmonton GIS Base system.
  - Plan/Profile Drawings are not to be submitted in CAD format.
  - Street Furniture is not required.

## **Process of Review POR Drawings**

1. The developer or designated consultant will submit POR Drawings that conform to requirements via eServices/ePlan.
2. The Inspectors will review and provide a response in ePlan. Inspectors will also send responses via email to the designated person.
3. The Mapping Team will review CAD files after the Inspector has approved the POR Drawings and may request additional or alternate CAD files if what is submitted does not match requirements.



## **SUPPLEMENTARY INFORMATION**

The Complete Streets Design and Construction Standards (Vol 1, Chapter 1, Clause 12) states the following:

### **GENERAL REQUIREMENTS FOR AS-BUILT DRAWINGS**

Prints of revised approved design drawings showing as-built information shall be submitted by the Consultant. The drawings shall be signed and dated to indicate as-built information. Some City departments or utility agencies may require an additional submission of as-built plans in an acceptable electronic format. If the as-built is only confirming a set of measurements, or confirming that the construction complies with the authenticated design, then it does not require professional restamping. If it has any significant new information as a result of field changes, professional stamping will be required. For further information, see APEGA's authentication practice standards

### **AS-BUILT REQUIREMENTS FOR SURFACE IMPROVEMENTS**

All data shown on the construction drawings shall be changed to as-built information, including:

- Elevations of the catch basins and the inverts and both ends of the leads, manhole covers and curb returns on the plan and profile drawings, as well as any grade changes which exceed the design grade by more than 0.1% (or 25mm).
- Curve radii, distances from back-of-walk to property line and sidewalk widths on the plan and profile drawings.
- Type of curb, whether rolled faced or straight faced on the overall plan.
- Elevations at either top-of-curb or lip-of-gutter.
- The month and year of completion and the name of the contractor.
- Tree locations and proposed driveways.

If the cross-section design has been changed in width or structure, then this shall be changed to as-built on the typical section plan.

## AS-BUILT SUBMISSION TIMELINES

The following table shows when as-builts are required to be submitted for each Reviewing Party:

REVIEWING PARTY	WHEN AS-BUILTS MUST BE SUBMITTED
Transportation	Submit approved as-builts prior to the FAC submission.
Streetlighting	Prior to CCC
Landscaping	Submit approved as-builts with the FAC submission
EPCOR Drainage	Submit as-builts with the CCC submission, approval for as-builts required with FAC submission
EPCOR Water	Submit preliminary as-builts with CCC and final mylar as-builts prior to FAC
EPCOR Distribution and Transmission	Submit approved as-builts after construction and prior to energization (therefore prior to CCC and FAC)