

LETTER TO THE INDUSTRY

DATE: February 18, 2009

TO: All Builders, Developers, Engineers and Surveyors doing business with Loudoun Water

SUBJECT: New Record Drawing (As-Built) Process

In an effort to increase the reliability, consistency, and timeliness of Record Drawings (often referred to as “As-Built”), Loudoun Water recently made significant changes to the Record Drawing process. Loudoun Water assumes responsibility for the creation of Record Drawings on all projects for which construction is completed after January 27, 2009. Developers are no longer required to conduct post-construction surveys and submit Record Drawings.

On January 27, 2009, Loudoun Water also established a fee for creating and processing Record Drawings. The fees are \$1.50 per linear foot of waterline and \$2.00 per linear foot of sanitary sewer with a project minimum of \$1,000. The fees cover the costs of the field survey, Record Drawing preparation, and incorporation of these data into the Loudoun Water GIS. Fees will be collected at the time of permit issuance. For those projects under construction, fees will be collected prior to bond reduction or release.

On occasion, Loudoun Water may request the Developer to perform the survey and provide record drawings, in which case the above referenced fees will be waived.

Completion and approval of Record Drawings remains a condition of bond release. However, Loudoun Water will begin the Record Drawing process as soon as the project has been accepted for Beneficial Use by our inspectors; thus avoiding any unnecessary delay in the bond release process.

Questions about specific projects should be directed to Loudoun Water’s Project Engineer for that project. Questions about the overall program may be directed to me at 571-291-7994 or mlatham@loudounwater.org.

Sincerely,

Michael J. Latham, PE
Manager, Land Development Programs

cc: Kevin Wood, PE, Director of Engineering
Michael Beardslee, PMP, GISP, Manager of GIS Programs

