



CAD Manual Checklist

Project Number:	Date:
Project Name:	DE:
Location:	Engineer:

	Complete	Needs Revision	Missing	N/A
PLAN REQUIREMENTS				
Drawing is on the correct horizontal & vertical coordinate systems: Lambert State Plane Coordinate System, Oregon North Zone (NAD 83/91 Horizontal & NGVD 29 Vertical)				
Plans reference at least one City of Gresham control point				
Plans use standard City of Gresham Layers				
Plans include Engineer of Record stamp and signature				
Plans are 22" x 34" and on the City title block				
Plans include a legend for symbols, linetypes and abbreviations				
Plans include General and Construction Notes				
All Sheet Requirements:				
All sheets include a 2" x 2" blank square in the upper right-hand corner for City use				
All sheets include a north arrow and scale				
Title Block Requirements:				
Title block includes development name and location by section, township and range				
Title block includes land use number or public works number				
Title block includes date of drawing				
Title block includes sheet title				
Title block includes sheet number of that sheet along with the total number of sheets				
Cover Sheet Requirements:				
Cover sheet includes developer's/Owner's name, address, and phone number				
Cover sheet includes designer's company/agency information – name(s), address(es), phone number(s), email address(es), logo, etc.				
Cover sheet includes site plan (Recommended at a scale of 1" = 100')				
Cover sheet includes vicinity map (Recommended at a scale of 1" = 1000')				
Cover sheet includes a sheet Index				
Cover sheet includes a statement referencing City of Gresham Public Works Standards				
Cover sheet includes phone numbers for all affected utility companies and pertinent City personnel				
Streetlight Plan Requirements:				
Streetlight plan includes a table with circuit number, number of lights per circuit, total load per circuit (in Watts), and total circuit length (in feet)				
Streetlight plan includes a note that all wire shall be 8 AWG.				

	Complete	Needs Revision	Missing	N/A
PLAN RECOMMENDATIONS				
Plans use COG STANDARD text style (Arial, 0.1)				
Plans use COG TITLE text style for titles and headings (Arial, 0.15)				
Plans do not use 3rd party fonts				
Plans use standard City of Gresham Blocks				
When calling out items for additional clarification, the reference includes the detail number and plan sheet number				
Plan sheet scale is at 1" = 20'				
Profile sheet vertical scale is at 1" = 2', horizontal scale matches plan view				
Profile views show stations from left to right with lowest number on the left				
Additional layer names match COG format (ex. C-PROF-GRID, C for Civil, EX for existing but not surveyed, V for survey)				
Plans follow the typical sheet sequence, as shown in the CAD Manual				
Plans include the location of all known underground utilities within 100-feet of the project				
If the plan view is shown on three or more sheets, they include a site plan key map at a common scale of 1" = 100' or 1" = 200, or a representative fraction of either on each plan sheet and include match lines with the sheet numbers				
<i>**Additional sheet recommendations can be found specific to each sheet title in the CAD Manual</i>				
AS-BUILT PLAN REQUIREMENTS				
The electronic copy is identical to the hard copy with the exception of the signature of the Engineer of Record on the engineer's stamp				
Revisions to construction plans are approved by the Engineer of Record and re-stamped and resigned				
All design text that has changed from the original approved drawings, due to construction, is shown and crossed-out with a single line through it. The revised design text is located next to the original design text, and all changes are clouded (encircled).				
All electronic base files were generated by using the e-transmit command in AutoCAD.				
All CAD files were audited and purged prior to submission.				
If registered orthophotography is used as a backdrop, the image and registration file, along with directory information, are provided.				
All layers match the layering conventions in the City CAD Template				
All files are zipped in one folder				
Actual location and depth, from finish grade, of any other utilities encountered during construction are shown on both the plan and profile views				
All changes from standard 36-inch cover for all waterlines are noted on the plans; limits are shown on plans with annotated reason for change; actual pipe elevation (top of pipe) was taken at every fitting that is not at standard cover				
Sewer lateral swing ties included.				
All public and private easement information is included				
Changes to the approved thickness for street structural section components are shown, including the limits where the changes occur				
Changes to driveway locations and/or widths are shown				
Contractor's company name, phone number and contact person for all improvements relating to parks, trails, and natural areas in included				
The words "As built Drawing" appear as the last entry in the revision block along with the month, day, and year the as-built plan was prepared				
Each page includes the as-built stamp with the correct date (see CAD Manual for reference)				
The current signed Engineer's stamp is included on all PDF/TIF files				
The as-built number plus page number (City Page Number) in ½ inch letters is included below the City logo in the bottom right hand corner of each sheet				