

Development Inspections Transportation Plan of Record Process

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

This process references the Development Inspections Transportation Inspector Guideline and its Appendix K, both documents are reviewed and updated yearly ahead of construction season. 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 Guideline should supersede the below in regards to the digital drawing requirements.

The Plan of Record Drawings will be submitted by the developer or their delegate via the [Plan of Record Submission Google Form](#). They will include contact information for who should be notified upon completion of the review and a PDF of all drawings and MicroStation drawings. Starting in 2023, applicants will have to submit AutoCAD files (instead of Microstation) as outlined in current Transportation Inspector Guidelines (Appendix K). These guidelines are updated yearly and can be found on edmonton.ca. You may choose to send an email noting their submission via the form but this is not required. Any submission emails or inquiries related to their submission can be sent to developmentinspections@edmonton.ca.

[COE Record Documents and Redlines - Standard Operating Procedure \(COE-PEG-SOP-0008\)](#)

Process of Review POR Drawings

1. Developer or designated consultant will submit POR Drawings that conform to requirements via the [Development Inspections Transportation Plan of Record Submission Google Form](#)
2. Administrative Support or their delegate will pre-review the submissions in the Google Sheet and assign them to the appropriate inspectors for review. *(Inspectors now check the sheet and assign their projects)
3. Inspectors will review and complete remaining columns (ie columns D-H) as needed in the Google Sheet. Inspectors will also send responses via email to the designated person as listed on the google sheet.
4. Mapping Team will review CADD files after the Inspector has approved the POR and may request additional or alternate CADD files if what is submitted does not match requirements.

5. Administrative Support will store the Plan of Record Drawings in Google Drive.

Requirements for Plan of Record Submission:

- Please see Appendix K of the current Inspector Guidelines which can be found on edmonton.ca by searching Transportation Inspector Guideline.

Summary of Plan of Record file requirements:

1. Plan of Record Drawings which consist of the below files conforming to the listed file requirements, 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. All Record Drawings should be submitted via the [Development Inspections Transportation Plan of Record Submission Google Form](#)
2. One (1) PDF file, professionally stamped (signed & dated), with all drawings combined in a single file. All drawings must include the Overall Road & Sidewalk Plan, Plan Profiles, & Cross Section Details. If possible please submit this pdf NOT as a portfolio document as these are more difficult to work with and require them to be downloaded vs viewed in Chrome Browser.
 - a. 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.
 - i. Ensure ALL Redline approvals are incorporated in the record drawings
 - ii. The overall road & sidewalk plan markups must all be reflected in plan profile drawings.
 - iii. All temporary features must exist according to the approved designs. Exemptions will apply for the follow:
 1. Boat ramp in the municipal reserve lot (turfstone)
 2. 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 record drawings.
 - iv. 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.
 1. Confirm the gravel type. 20A or 63B, installed for the construction of the improvement
 2. Indicate which SUP structure, standard or alternate, was installed for the construction.
 3. Pipeline crossing road structures are to be indicated on the overall road and sidewalk plan.

4. If an area (ex. 100m²) differ from the approved design, indicate 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.
- v. Plan Profile drawings
 1. If the as-constructed grade exceeds the design grade by 25,, or 0.1% outlined in section 11.1.1 of the COE Design & Construction Standards, display & clearly identify both design and as-constructed grades.
 2. 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.
3. One (1) CADD File of the overall surface drawing.
 - a. The File must be of the following properties:
 - i. This CADD file does not require a Professional Engineering stamp but must match the stamped/signed PDF file.
 - ii. Geo Referenced to NAD 83 3TM Central Meridian - 114 Degree
 - iii. Microstation V8i is preferred, but AcadR12.DXF is also acceptable.
 - iv. Must contain overall road & sidewalk, alley, shared use path (SUP) etc, including all lot lines & street names - not including the title block.
 - v. The file must be in 2D
 - vi. Oriented to the City of Edmonton GIS Base system.
 - vii. Plan/Profile drawings are not to be submitted in CADD format.
 - viii. Street Furniture is not required.