



## Notice of Termination and As-built Submittal Procedure

Please submit all NOT draft submittals and draft as-builts, as well as formal NOT submittals electronically to Kim Zieger, Holly Kaplan, Garrett Cook, Dan Ahn, and JohnRyan Polascik at the below email addresses. The District will no longer be accepting paper copies. Please note that it is recommended to submit drafts prior to formal submissions.

[kzieger@lehighconservation.org](mailto:kzieger@lehighconservation.org)

[hkaplan@lehighconservation.org](mailto:hkaplan@lehighconservation.org)

[gcook@lehighconservation.org](mailto:gcook@lehighconservation.org)

[dahn@lehighconservation.org](mailto:dahn@lehighconservation.org)

[jrpolascik@lehighconservation.org](mailto:jrpolascik@lehighconservation.org)

Include the following in the email sent along with the link to the documents:

Project Name:

Permit Number:

Year permit issued:

Most recent permit amendment year and type of amendment:

Municipality:

Specify **NOT draft submittal** or **NOT submittal** in the subject line of the email.

Please reach out to the District if you do not get confirmation that we received your submission within 3 business days.

### PCSM As-built requirement information sheet

- 1.) Please refer to the NOT form, Appendix B for what is generally required.
- 2.) The easiest way to template what is required for the as-built is to utilize the approved plan and simply strike out the design elevations on the details and replace it with the actual elevation next to it on the plans. This way the O&M information is already included on the plan.
- 3.) If you have a table on the plans for impervious lot coverage, be sure to update with the actual amount of installed impervious.



- 4.) Provide final grading on the as-built plans – please provide a survey, confirming the final grades are consistent with the approved PCSM plan grades. Random spot grades can be shown throughout the site in order to demonstrate BMP drainage areas have not changed. Any new or significantly different grading than what is shown on the approved PCSM plan, should be documented on the as-built plan accordingly. If the site was constructed in accordance with the approved PCSM plan, field surveyed and certified to, then the approved PCSM plan contours can be shown.
- 5.) For structural PCSM BMPs, provide and label the drainage area to individual BMPs.
- 6.) Label total square footage of amended soils, landscape restoration BMPs, protect existing trees, minimum disturbance/reduced grading and minimum compaction.
- 7.) Provide stage-storage information for structural BMPs including infiltration basins/beds, rain gardens, or spray irrigation basins. Please make sure that the outlet control structure and spillway elevations are surveyed and updated on the as-built plans.
- 8.) For all inlets, ensure that the inverts and grate elevations are provided (based off of surveyed information).
- 9.) Ensure that for all pipe runs, the locations, pipe material, diameter, slope and length are included.
- 10.) Label access easements on as-built drawings.
- 11.) Identify the responsible party and provide contact information.
- 12.) As per 102.8 (l), the final certification statement (found on LCCD website under PCSM Standard Notes or on page 102-24, *Final certification*) shall be included on the “record drawings”.