



## RECORD DRAWING SUBMITTAL REQUIREMENTS FOR PROJECT CLOSURE & BOND REDUCTION/RELEASE

### Street Improvement/Right of Way Construction Permits (Mylar Projects)

All Street Improvement and Right of Way Construction Permits that required mylars to be produced, require a Record Drawing submittal in order to schedule an Inspection for permit sign off.

STEP 1 – Schedule an RCP Final Inspection/Job Walk online. Once the inspection has passed, proceed with the Record Drawing submittal. Link: <https://aca.anaheim.net/CitizenAccess/Default.aspx>

STEP 2 – Submit the Record Drawing online to the GoPost portal under the original project ID, if one already exists. Link: <https://anaheim.eplansoftreview.com/#/login?portal=anaheim>

Upload the following as **Plans** for review:

- As-built improvement plan set (*must be the latest approved/signed plan set*) with “Record Drawing” noted as a separate Delta on all sheets of the plan set within the Revisions Block. Samples are provided below.

### Example of Approved/Signed Mylar plan set:

APPROVAL						SHEET <u>1</u> OF <u>3</u>	
RECOMMENDED APPROVAL  ELECTRICAL ENGINEERING DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL <i>Philip Bogdanoff</i>  WATER ENGINEERING DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL  RAUL GARCIA, DEVELOPMENT SERVICES MANAGER DATE: [REDACTED]	PLAN NO. [REDACTED]		N		
RECOMMENDED APPROVAL  PLANNING SERVICES DIVISION DATE: [REDACTED]	RECOMMEND APPROVAL  AYUMI TAKAYAMA PUBLIC WORKS OPERATIONS DATE: [REDACTED]	APPROVED  CARLOS CASTELLANOS, CITY ENGINEER DATE: [REDACTED]	D - [REDACTED]				

### Template for Delta Notation:

REVISIONS						
NO.	INIT.	DATE	DESCRIPTION	APP'D	DATE	
1	X.X	mm/dd/yy	RECORD DRAWING			

Process:

- Permit Technician will schedule the Inspection for the PW Inspector for permit sign off.
- Once the Record Drawing is approved by both the Case Engineer and PW Inspector, the Record Drawing will need to be documented on the original mylars. Coordination will be provided by the Case Engineer for further instructions.
- Once the Record Drawing has been approved and signed by Public Works, the project may be considered for closure and a refund, if eligible. If there are bonds associated, those will be eligible for reduction/release if there are no other pending items on the project.

For status on project closure and/or bond reduction/release, please email [PWPermits@anaheim.net](mailto:PWPermits@anaheim.net) .