



**CITY OF MISSION VIEJO  
PUBLIC WORKS DEPARTMENT  
AS-BUILT SUBMITTAL PROCESS**

**GRADING, STREET, STORM DRAIN, TRAFFIC SIGNAL, AND LANDSCAPING  
IMPROVEMENT PLANS**

1. Submit one set of bluelines with as-built revisions redlined. "AS-BUILT" must be stamped on each page. The inspector will review and field verify the as-built changes on the drawings. If any corrections are required, he will mark the bluelines, and they will be returned to the engineer.
2. Continue to submit one set of bluelines as required above, including the previously redlined submittal for reference and a copy of the "As-Built Review Sheet".
3. Once all of the appropriate changes are made, they must be drafted onto the original Mylar drawings. **"AS-BUILT" must be stamped on each page of the originals**, preferably in the lower, right-hand corner or near the revision block. All permanent changes must be made by the engineer or landscape architect that originally prepared the plans.
4. If the original plans are:
  - a. Size 30" x 42", the changes should be made on the original drawings (typically held by the engineer/architect).
  - b. Size 24" x 36", original drawings must be checked out from the City, and the changes should be made on these plans.
5. The final submittal to the City should include the original Mylars and the previously redlined bluelines. The inspector will then sign the original approving the as-built revisions.
6. Once the Mylars have been signed, the City will retain the originals (reduced duplicate Mylars size 24" x 36" are required if the original plans are oversized). The developer shall make two CDs containing TIFF-format, 300-dpi files placed in separate envelopes for the City's files.

A bonded reprographics company shall pick up the as-built drawings to scan the sheets. The CDs shall be appropriately labeled (e.g., Tract 14688 – Street and Storm Drain Improvements; Parcel Map 88-890, Parcel 7 – Landscaping Improvements). The labeling should be directed by the engineer/architect on the work order form to the reprographics company.

**PLEASE NOTE: ALL AS-BUILT PLANS AND TIFF FILES MUST BE RECEIVED PRIOR TO ANY BOND RELEASES.**